SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

ANVARUL ISLAM ARABIC COLLEGE, KUNIYIL

KUNIYIL, KIZHUPARAMBA (PO), AREEKODE, MALAPPURAM (DT), KERALA - 673639
673639
www.aiacollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

As the name "Anvar" resonates, Anvarul Islam Arabic College was established in the year 1962 to vanguard the principles of educational enlightenment and inclusive reform in the rural area of Kuniyil, ErnadTaluk of Malappuram District. Located in the outskirts of Malappuram, the Kuniyil village was lagging behind in educational and socio-economic indicators coupled with the societal backwardness of the community.The forefathers of Humathul Islam Sangham (HIS), a reformist group of Kuniyil and the visionary leadership of Late K.V MoosaSullami, an educationist and social reformer laid out the primal vision of AIA College.

To foster an exceptionally professional academic community who are socially committed, who contributes to nation building, and are resourceful for future generations is among the founding principles of the institution. Higher education of Muslim women is yet another essential doctrine of the college. During a time when avenues for education, employability and progress were not open to Muslim women, the first batch of the AIA College' AfzalUlUlama course had a large number of female students from Muslim community.

Anvarul Islam Arabic College Committee got registered in the year 1975 as per the Societies Registration Act (Reg. No.11of 1975). The college is affiliated to the University of Calicut since 2009.The College was recognized by the University Grants Commission, Gov. of India under section 2F and 12B category of UGC since 2010. The college currently offers AfzalUlUlama Preliminary (a two year pre-university course), BA (AfzalUlUlama) degree in Arabic, B. Com with Islamic Finance (CUCBCSS), and MA Arabic (CUCSS).

Vision

To promote academic excellence and research acumen among educationally and socially marginalized students. To Nurture them in to socially committed and technologically competent global citizens by imparting value oriented quality education.

Mission

Over and above knowledge transfer, our committed management and devoted faculty endeavor to mentor the students to be role models by imparting social, cultural and ethical values, thereby molding them into disciplined and competent citizens.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Bio-diverse Location**: The College is located on the banks of Chaliyar River marked by its abundant flora and fauna including migratory birds. The terrain of the campus is a hassle-free zone away from the atmospheric pollution of cities
- **Educational Renaissance:**

- The College plays a pivotal role in social, academic development of the area.
- There was a revamping in the **local economy**, as the initial pass-outs joined **government sector and current generation of pass outs are employed in educational/IT/Commercial/Gulf sectors**
- **Gender Inclusive Policy:**
- The college has its own **Gender Policy Based on Equity** including seating arrangements and academic engagements of female students. This was novel in the area which was then steeped in orthodoxy
- **Residential Facility** : Hostel facilities are provided for both girls and boys so that the education of students who live in far-off areas is not hindered
- **Mentor-Mentee System:** An individualized attention is provided to each student by the tutor who also looks into academic, co-curricular and psychological wellbeing of the students.
- **Digitalized/ICT Class rooms and Library** which enables the students to partake in globalized educational exchange
- **Day Care System** provided by the college is a distinct feature of its **Women Friendly Policy**. It encourages more female/male students to education as they can leave their children in the day care while they get educated
- **Disciplined Campus:** The faculty maintains regular contact with the guardians informs them and takes stringent disciplinary actions in case of misconduct.
- CCTV's are installed at major locations to ensure security.
- There aren't any student agitations which disrupt the functioning ever in the history of the campus
- **PTA, Staff Club, Forums and Bodies:** For the vibrant functioning of the college, it receives immense financial assistance from PTA. Other bodies play a crucial role in facilitating curricular and co-curricular activities
- **Students in Government Service**: A large number of students of the initial batches of AIA College joined Government Services. This is particularly significant as the area is rooted on agrarian economy where majority of the population are farmers/ employed in unorganized sector.
- **Support from Local Community**: The local actors recognize the role of the college in community renaissance. The initial building of the college was constructed on donated land from local social reformers

Institutional Weakness

- **Fund Shortages** has obstructed the infrastructural developments of the college
- **Shortage of Programmes** including professional courses such as BBA, BCA hinders job placements
- **Public Transportation Facility** to the college is not available hence, students from distant places find it difficult to reach the college
- **Societal Pressures on Female Students** results in them succumbing to marriages at an early stage which hinders their education

Institutional Opportunity

- **Establishment of PG Departments and new UG Departments** : Existing UG programme in Commerce can be upgraded to PG and new UG departments including self-financing professional courses can be established in the college
- **New Courses in ArabicTranslation:** Arabic Professionals have been extensively employed in commerce, IT, Legal, media and MNC's including Amazon. Short term Courses in Arabic Professional Translation can be started in association with universities/ other academic institutes. This can prune a

new generation of trained professionals in Arabic

- **Short Term Technical Courses** : Vocational short term certificate courses which can lead to professional advancement can be developed in collaboration with the Government affiliated sister institution Al Anvar Private ITI
- **Exchange Programmes with Universities/organizations:** The College can organize exchange programmes within India or abroad for UG/PG Arabic Students and UG Commerce students.
- **Skill Development Programmes** : College can offer **Skill Development Programmes** in association with the university, Local Actors including women bodies such as *Kudumbasree* and **Anwar ITI**
- **Professional vision for the rural students**: The faculty and digital infrastructure provided by the college can aid the professional goal for the students from the rural community
- **Harnessing the Untapped Human Resources** : Unlike the self-oriented/city-bred kids, the children from agrarian families are equipped with **innate life skills** which the institution can successfully tap throughout its journey

Institutional Challenge

- **Low placement rates from MNC's** : The far-from the city location of the college has led to few MNC's coming for placement drives
- **Lack of Professional Courses :** Employability rate can be increased if more number of professional courses are sanctioned
- **No Faculty for Physical Education :** A large number of students of the college are into sportive activities, however due to the lack of a physical education department/teacher there professional opportunities are limited
- **Employability/Higher Education Rate among Female Students:** The number of female students moving to research/ pursuing a job is limited owing to traditionalism. The college needs to develop a policy to ensure female students to get employed/shift to higher education as soon as they pass out the course.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Anvarul Islam Arabic College, which is affiliated to the University of Calicut, offers two Graduate Programmes (BA Afzal-Ul-Ulama in Arabic and B.Com with Islam Finance) and a Post Graduate programme (MA in Arabic Language and Literature) under the CUCBCS scheme.

The College Council along with IQAC and Departments ensures the effective implementation of the curriculum. Induction Programmes and Bridge Courses are offered by which students are provided a comprehensive outline of the syllabi. Academic Calendar and Handbooks are issued each year and act in accordance of the action plan for the implementation of CIE. Each tutor submits semester plans and portion completion reports to the respective departments. The Mentor-Mentee system of the college ensures that each student gets adequate academic and psychological attention and customized sessions from the concerned tutors.

Prof. Abdu Nazar KT has been the Chairperson of the Board of Studies of the University AfzalU Ulama Course and Mr. Ameer M.K, HOD of Arabic Department has served as the Chief Examiner at the University. In addition to the open Courses, 7 Certificate Courses and 3 Add on Courses were offered in the college during the

past five years which was crucial for providing an advanced learning experience for the students 16.68 % of students were enrolled in add-on and certificate courses.

The ideals of the college are mainly focusing on job-centric professionalism, gender inclusivity, humanitarian values, and building a pro-environmental student community who believes in the principles of sustainable development. IQAC has initiated a structured feedback system in which feedbacks are collected from the students, teachers, employers and alumni based on a time bound, effective action is taken

Teaching-learning and Evaluation

The average enrolment rate during the past five years has been 73.83 with the reserved seats of SC/ST and OBC Candidates duly filled. The college ensures inclusive education providing adequate methodological tools for slow learners and active learners which includes remedial coaching (for slow learners) and professional coaching (for active learners).

The ratio between students and full-time teachers of the current year is 18.1, and the number of full time teachers for the latest completed academic year is 23.The college has 80 percentage of full time teachers against sanctioned posts. The mentor-mentee ratio is 19

Through field training, industrial visits and entrepreneurial initiatives students of the college are trained experientially. Through ICT enabled teaching mechanisms and learning platforms, the faculty of the college has equipped students to partake in globalized knowledge exchange.

Internal Assessments are conducted as per the guidelines of the University under the supervision of the Internal Examination Cell. The Grievance Redressal Cell of the College ensures that the grievances are resolved in transparent, time bound manner.

Students are made aware of the PO's, PSO's and CO's through specific sessions provided to them via during induction programmes and bridge courses. Outcomes of various Programmes and Courses are tracked through various methods.The average pass percentage of students during the last five years has been 92.38

Research, Innovations and Extension

The Anvar Research and Guidance Cell (ARGC) aims at introducing students to latest academic innovations and research. Entrepreneurial Development Club of the college encourages student start-ups and community centric innovative research. IPR Cell facilitates quality based research at AIAC, takes initiative to protect the research activities via copy right and conducts seminars on intellectual property rights.

The research ecosystem of the college has significantly revamped during the past 5 years with 3 faculties being awarded PhD, 3 of them pursuing PhD research and 3 newly registered PhD's

National and International Seminars, Workshops and Invited lectures are hosted on a routine basis by the Departments of Arabic and Commerce. The faculty has contributed to the academia via publication of books, chapters in edited volumes/journals and has edited conference proceedings from their respective departments.

Aiming at a vibrant academic community, a total of 17 MoU's and 7 Linkages has been signed with reputed

institutions, the majority of them being academic. They intend to facilitate the exchange of academic resources and collaborative research via faculty/student/resource swapping.

71 extension activities of the college are mediated via the systemic functioning of NSS, SIP and others. 228.85 percentage students have participated in extension activities during the past five years. NSS hosts yearly seven day camps and engages in rehabilitation initiatives to the marginalized. Affirmative reforms at the Kallumukku Tribal Colony, relief and rehabilitation programmes are held with utmost gravity. Various outreach programmes sensitizing the student/local community on gender, human rights and communicable diseases such as AIDS are organized on a regular basis by various bodies of the college.

Infrastructure and Learning Resources

Digitalized infrastructure and learning resources of AIA College plays a pivotal role in facilitating the ideal environment for academic research. 6 class rooms of the college are ICT equipped, 3 class rooms are facilitated as smart class and the hi-speed Wi-Fi of 30 Mbps speed and optical fiber network across the college ensures digital networking.

The college has ICT enabled seminar hall and a mini conference hall apart from board rooms. Language labs provided by Arabic and English departments to offer soft skill training to students.

The library is fully automated with KOHA Software and online databases including NLIST, INFLIBNET which provides access to more than 30 lakhs of e books and 6000 e-journals. Digital repository system called CALIBER and Online Public Access Catalogue (Web OPAC) facility enables the user for remote access of the database. Amazon Echo System and is provided for blind students.29 percentage of teachers and students use the library per day.

The college has adequate facilities for physical and mental fitness including grounds, courts (indoor and outdoor), fitness and yoga center. The college has a fitness and yoga center. An amphitheater with a seating capacity of 200 and an open stage is under construction near the Student's center.

ICT infrastructure of the college has been effectively revamped during the past five years. The college is under optical fibre network. IQAC rooms and Laptops are ICT equipped. A renovated computer lab with 30 systems is a feature of AIAC. Scholarship Nodal Office is fully digital equipped. The college has a campus radio system which makes an effective use of ICT. The student to computer ratio of the college is 8:1

Through the coordination of IQAC and Planning Development Cell, a Maintenance Committee is formulated in the college which looks in the infrastructural development and maintenance of the college.

Student Support and Progression

The college management, administration and faculty work hand in hand to ensure timely and transparent disbursement of government and non-governmental facilities to students. During the past five years 18% percentage of our students are benefitted via government scholarships while college and other NGO's offered scholarships to 22% percentage of students.

The coaching for competitive exams including NET and KTET and career counscelling benefitted 10%

percentage of students. 40% percentageof the outgoing students of 2019-20 batch got admission in several reputed higher education institutions.

The systematic and transparent functioning of the grievance redressal mechanism of the college is ensured by the Grievance Redresasal Cell which functions in coordination with the Anti- Ragging and Anti-Sexual Harassment Cells.

The members of the College Students Union are elected through a transparent conduct of elections as per the mandates of the University. Members of the Union are democratically represented in all the statutory bodies, IQAC, various committees, cells and clubs of the college. The union hosted 58% cultural and sports events during the past 5 years.

The Old Students Association of Anvar College (OSAAC) plays a pivotal role in facilitating academic and financial aid to the student community on a timely basis. Apart from Alumni Meets, Yearly Alumni Funds are generated by OSAAC as infrastructural and educational aid to the college. A sum of Five Lakhs was contributed by the alumni for the construction of classrooms.

Governance, Leadership and Management

The visionary ideal of AIA College since its inception is to promote academic excellence and research acumen among the socially marginalized sections of the society. This echoes the reformist zeal of the trust Humathul Islam Sangham (HIS) under whose supervision the college was formed. The governing body and faculty works conjointly to mould socially responsible citizens imbued with professionalism.

A symbiotic functioning of various administrative bodies of the college is achieved through decentralized leadership. While the Manager remains at the helm of the governing body, the Principal, College Administrative Council, Staff Council, IQAC, various departments, student representatives and cells/committees works in tandem with each other.

Policies regarding recruitment and promotion, formulation of the interview board and candidate selection are as per the norms of UGC and the affiliated university.

Vision 2020 was formulated in 2016 at AIAC aiming at NAAC accreditation of the college within 5 years. A revamping of college administration, academic research and infrastructure was envisioned as per NAAC standards.

E Governance and ICT enabled technology was adopted at AIAC resulting in the automation of every academic and administrative activity including student admissions. IQAC sets the guidance for quality centric academic and non-academic initiatives of the college.Online feedback system was implemented by IQAC in 2016 to ensure transparency and timely quality assessment.A three day National E Content Workshop was organized for the faculty by IQAC.

Faculty of AIAC are encouraged to prune their research and academic acumen through timely participation in Faculty Development Programmes. API introduced by the UGC in 2010 and performance based appraisal system as per the UGC norms plays a pivotal role in monitoring performance. Welfare of the staff is of primal concern and occurs through the coordinated efforts of the Government, College Management and Staff Club.

Financial Audits operate based on a two-tier audit mechanism with selected members from the management, a Chartered accountant seeing through internal audit and external audit as per the directives of the government, UGC and government auditors from the Directorate of Collegiate Education. Financial funding assistance of the Government, UGC, Alumni, PTA and philanthropists act as significant aids in facilitating infrastructural development of the college.

Institutional Values and Best Practices

A gender policy unique to AIA College"AIAC Gender Policy" was formulated to facilitate an inclusive campus free from gender bias, discrimination and harassment. Gender sensitization awareness programmes centering on women empowerment, and affirmative gender actions are initiated.

Energy conservation measures and alternate modes of energy including Solar Energy Unit, Bio gas energy and use of LED bulbs are effectively put in practice. Separate waste collection systems, Eco friendly incinerators, paper waste recycling and scientifically constructed tanks ensures the proper disposal of degradable and non-degradable waste.As part of green campus initiative, the entries of automobiles are restricted, and pedestrian friendly pathways, use of bicycles/battery vehicles are encouraged.

Adhering to inclusive policy, the college has disable friendly ramps, assistive aids such as, Amazon Echo, audio books, and readers/scribes for disabled students. Multiculturalism and socio-economic diversity is acknowledged. The college duly hosts cultural programmes, offers financial aid to the needy, conducts reformative mechanisms at tribal colonies. Awareness sessions and programmes of the college take in to consideration physical and mental disabilities. AIA College maintains a non-discriminatory policy for admissions.

Awareness sessions on Human rights, Constitutional values/Fundamental duties and legal awareness programmes are inbuilt in the academic action plan of each year. National and International Days are hoisted with due importance.

The Best Practices of the College are **"Al Dhurar Al Lugaviyya" / "Easy Arabic Malayalam"** and **"Energy Saving Programme of Anvar College" (ESPOFAC)** .Easy Arabic Malayalam remains the first digital learning platform initiated by a college in Kerala equipping slow learners, advance learners, UG/PG and High school students. ESPOFAC was formulated to reduce the energy crisis Kerala underwent Post 2018 floods. **"Revamping the Community through Education"** is the distinctiveness of AIA College where affirmative policies are initiated by the college for the local community since its inception in 1962.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ANVARUL ISLAM ARABIC COLLEGE, KUNIYIL
Address	KUNIYIL, KIZHUPARAMBA (PO), AREEKODE, MALAPPURAM (DT), KERALA - 673639
City	KIZHUPARAMBA
State	Kerala
Pin	673639
Website	www.aiacollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sakkir Babu Kattipparuthy	0483-2858310	8281943685	-	anvarkuniyil@gmail.com
IQAC / CIQA coordinator	Nijad K K	0483-2858310	9946390108	-	nijadkk@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes [minority status.pdf](#)
If Yes, Specify minority status	
Religious	ISLAM
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	01-06-1962

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

State	University name	Document
Kerala	University Of Calicut	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	26-02-2010	[View Document](#)
12B of UGC	26-02-2010	[View Document](#)

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

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

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	KUNIYIL, KIZHUPARAMBA (PO), AREEKODE, MALAPPURAM (DT), KERALA - 673639	Rural	5	3256.25

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Arabic	36	PLUS TWO	English	70	56
UG	BCom,Commerce	36	PLUS TWO	English	70	61
PG	MA,Arabic	24	UG	English	20	19

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				7
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				7
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				5
Recruited	5	0	0	5
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	1	0	5
M.Phil.	0	0	0	0	0	0	5	1	0	6
PG	0	0	0	0	0	0	6	1	0	7
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	1	0	2
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	1	0	2
UG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	54	0	0	0	54
	Female	63	0	0	0	63
	Others	0	0	0	0	0
PG	Male	7	0	0	0	7
	Female	12	0	0	0	12
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	1	2	5
	Female	0	0	3	2
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	11	10	9	12
	Female	17	12	15	7
	Others	0	0	0	0
General	Male	14	33	17	28
	Female	42	0	34	22
	Others	0	0	0	0
Others	Male	35	28	16	16
	Female	17	13	13	8
	Others	0	0	0	0
Total		136	97	109	100

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Applied for new inter disciplinary course for the current accademic year.
2. Academic bank of credits (ABC):	This plan is just being implemented by the University. The college will adopt this action once it is done by the university.
3. Skill development:	The college takes initiatives to conduct various skill development programme like LED bulb making, Paper pen making, Cloth bag making, Masc making, Cake making etc. under various clubs in the college.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Programmes are conducted in the college intending at the integration of Indian knowledge system. It includes celebrations of various days like Independence day, Republic day, Teachers day, Childrence day etc.
5. Focus on Outcome based education (OBE):	Since the syllabus prescribed by the university is being changed on a periodic basis, the college can follow it. In addition to the courses offered by the university, the college provides add on courses and certificate courses to the students.
6. Distance education/online education:	During the Covid pandemic, classes were conducted through various online platforms like Google Meet, Zoom meet, Google Class room etc

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
83	83	80	80	80

File Description	Document
Institutional data prescribed format	View Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
285	283	246	204	179

File Description	Document
Institutional data in prescribed format	View Document
Institutional data in prescribed format	View Document

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
76	67	67	67	67

File Description	Document
Institutional data in prescribed format	[View Document]

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
81	92	46	48	54

File Description	Document
Institutional data in prescribed format	[View Document]

3 Teachers

3.1

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

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

File Description	Document
Institutional data in prescribed format	[View Document]

3.2

Number of sanctioned posts year-wise during last five years

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

File Description	Document
Institutional data in prescribed format	[View Document]

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 11

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
13.03	11.42	11.42	3.26	1.71

4.3

Number of Computers

Response: 39

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Anvarul Islam Arabic College, Kuniyil affiliated to the University of Calicut offers 2 UG and a PG programme. The infrastructural facilities, Departments and apex bodies of the college are designed to ensure that the university curriculum is implemented in a systemic and professional manner.

The following are the steps initiated by the college for the same :

- **College Council**: The superior body of the college which ensures that the curriculum implementation in the college is systematic.
- **IQAC**gives instructions to the departments to implement the curriculum properly and monitors the activities in the college.
- **Academic Monitoring Cell** monitors the yearly academic performance of each student.
- **Induction Programmes and Bridge Courses** are organized at the beginning of each academic year to provide orientation to the new intakes regarding their respective courses and future opportunities
- **Academic Calendar and Handbook** is issued to each student at the beginning of each academic year which provides a detailed account of the university curriculum, and time schedule for the semester
- **Department Meetings**are held regularly which advocates for a punctual execution of the curriculum.Portions are divided among the concerned faculty members at the beginning of each semester
- **Semester Plans** are issued by each department specifying the division of portions between the faculty and time limit for completing each module
- **Students Profile** : a detailed academic and co-curricular profile of each student and monitored on yearly basis to track progress
- **ICT enabled learning** to bridge digital divide, effective teaching and learning
- **Portion Completion Reports** are submitted by each faculty to the department regarding the regular update on the portions prescribed.
- **Internal Assessment**: A centralized internal examination for each semester. Class tests, Quizzes, individual seminars are conducted apart from this. **Internal Examination Cell** looks into the systemic conduct of internal exams.
- **Question Paper Banks** are initiated where students are provided access to previous years question papers of the University level External Examination
- **A Mentor-Mentee system** is actively functioning in the college by which each student gets individualized guidance from the faculty.
- **The Feedback System** established in college helps departments to analyze the opinion of students about the prescribed syllabi, semester and feedbacks. The department arranges remedial classes if needed.

- **Through regular PTA s and CPTAs** the tutor updates the course related and other matters regarding the students to parents
- Each department organizes **National and International seminars** which provide students with the opportunity to present papers interact with the subject experts and engage in academic networking.
- The college remains unbiased to students where special attention is given to **slow learners via specialized training and additional assistance. Advanced learners are** polished further to horn their skills in more productive ways
- **Industrial Visits and Field visits** are regularly organized to provide practical knowledge on subject matters they learned in theory text books

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

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

Response:

Being affiliated to the University of Calicut, the college strictly adheres to the academic calendar issued by the university at the beginning of each academic year. The academic calendar of the college is prepared as per the mandates prescribed in the university.

Action plans for a systematic implementation of CIE - the tentative schedules of Internal Examinations, Projects, Seminars and Assignments including the project work of final year students are scheduled as per the academic calendar. The academic calendar is released under the supervision of the "Academic Calendar Committee" coordinated by the Principal, AIA College Internal Examination Cell (AIAIEC) and IQAC

The academic calendarprovides a comprehensive overview of the academicyear, supervises the CIE functioning, and includes the following:

- The academic calendar of the college is formulated as "**Academic cum Examination Calendar**" taking in view the conduct of CIE throughout the year
- Provides an overview of each semester including the date of commencement and end of each semester as per university regulations
- Calendar is specially customized as per the course requirements. The college offers separate calendars for B.A Arabic and B.Com and MA Arabic programmes
- Provides the tentative dates of internal examinations, publication of results and the internal evaluation score sheet.
- Since attendance is a criteria of CIE, the date of publishing the final attendance is mentioned in calendar so as to ensure transparency
- College calendar mandates that the Practical, Project and Viva of the VI semester is completed well in advance of the theory exams
- Regulations in the academic calendar are detailed in the college handbook which is named as

"**Students Handbook with Academic Calendar**"

- For the structured implementation of CIE, the criteria for internal evaluation including thedistribution of internal marks, specifications for the projects and seminars are detailed in the Handbook
- With regard to the internal marks, the handbook details the percentage distribution of marks in attendance, assignment, seminar and test papers.
- A detailed account of various academic committees including the IQAC, academic/non-academic forums, and literary association is provided in the handbook
- Calendar offers tentative dates of college level activities including the College Union elections, Anti-Ragging Campaigns , Arts and Sports Festivals
- A tentative schedule of class PTA's is listed in the calendar so as to ensure transparency
- Mentions the tentative dates of cultural activities and vacations
- Copies of the calendar are distributed to students, and are published in common notice boards and department display boards.
- A copy of the "**Student Handbook with Academic Calendar**" is distributed to students each year.

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

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

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

Response: C. Any 2 of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 3

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

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

Response: 9

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

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

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

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

Response: 16.69

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

2020-21	2019-20	2018-19	2017-18	2016-17
63	101	26	16	13

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

1.3 Curriculum Enrichment

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

Response:

The visionary ideal of AIA College is foregrounded on the principles of inclusivity, ethics, gender justice, sustainability and professionalism. The college believes in molding holistic individuals - socially responsible professionals who carries the insightful zeal of the college into multiple walks of life.

The college has designed the following mechanism to integrate the above said issues:

- **Course and Syllabi**: The major programmes of the college – Arabic, Commerce along with English and Malayalam have academic areas and courses which addresses the gender question, environment and sustainability, ethics and values.
- **Clubs and other Bodies**: Clubs like NSS and BhoomitraSena aims at creating environmental awareness, social responsibility and inclusive action irrespective of gender.
- **Collaboration with Local Actors and Grass Root Organizations**: Situated in the outskirts of Malappuram district, the collaboration with the local community has resulted in a social renaissance especially with regard to women's education.

Professional Ethics:

    The college believes in professionalism, competence and punctuality which are values expected from the faculty and the students alike. The college regards professionalism as a significant virtue in this competitive world. Our programmes are designed in such a way that there is a high employability rate, training a responsible working community for the future. The "**Ethics Committee**" of the college incorporates faculty, PTA and apex bodies for its functioning.

Gender:

Women empowerment is promoted through the following affirmative mechanisms:

- **AIAC Gender Policy** unique to the college at promoting equity, eliminating gender bias and sexual

harassment in campus.

- **Women Development Cell** of the college organizes programmes, seminars and awareness initiatives aimed at molding women socially and psychologically
- **Residential Facility** in the form of women's hostel is provided for female students who live in distant places
- To encourage **women students in sportive activities** the college offers specialized training in **Rugby and Volleyball.**
- **Day Care Facility** within college premise ensuring that attendance of female student is not affected by child rearing obligations
- **Premarital Workshops**to provide awareness on sex education, awareness on domestic violence and healthy co-habituation of men and women
- The college has set up facilities for separate restrooms for boys and girls.

Human Values:

- The NSS unit initiated **reformative mechanisms**- PSC Coaching and supply of nutrient rich food at *Karimbu Tribal Colony*, Calicut
- The NSS unit of the college **built a house** for a selected family in the locality.
- **The Pain and Palliative Unit** of the college organizes blood donation camps, visiting deprived localities in the areas and conducts awareness programs.

Environment and Sustainability:

- The *BhoomitraSena* looks into regular awareness programmes, crop/seed distribution, saplings plantations, and cleanup activities
- The College campus is environmental friendly
- Plantation drives organized by *BhoomitraSena* and NSS
- Segregated waste collection for plastic and biodegradable products
- Bio Gas plant
- Eco Friendly Incinerator
- Paper waste recycling
- Scientific disposal of E Waste

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

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

Response: 3.7

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

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

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

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

Response: 27.37

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

Response: 78

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

1.4 Feedback System

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

Response: A. All of the above

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

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

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

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

File Description	Document
URL for feedback report	<u>View Document</u>

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 73.83

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

2020-21	2019-20	2018-19	2017-18	2016-17
114	109	100	102	69

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

2020-21	2019-20	2018-19	2017-18	2016-17
140	140	140	126	120

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

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

Response: 37.85

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

2020-21	2019-20	2018-19	2017-18	2016-17
27	29	26	29	19

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

16-07-2022 10:47:33

2.2 Catering to Student Diversity

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

Response:

The departments and the teachers in the college acknowledge the diversity among the students and their varied skills in grasping new ideas. The college believes in inclusive education and hence Slow Learners who find it difficult to grasp ideas are given special guidance and psychological aids which can bring them to the forefront. Active Learners are polished further to horn their skills through more productive ways.

The college identifies the Active/Slow learners through a set of well-designed procedures.

1. SIP: The Students induction programme is formulated to understand the diverse capabilities among the new intakes.
2. The mentor- mentee programme, in which the tutor individually analyses the skills and challenges faced by each student.

Special Programmes for Slow Learners:

- **Remedial Coaching**: It provides specialized individual assistance to slow learners.
- **Counseling Sessions:** Personal and Career counseling sessions for slow learners.
- **Peer learning**: Slow learners are assisted by the active learners in learning a specific topic. This is done under the guidance of a teacher
- **Skill Enhancement programmes:** Slow learners are specifically encouraged via Skill Enhancement training sessions
- **Motivational Training**: To push the slow learner to the forefront, the department hosts motivation sessions.
- **A diverse library**

Special Programmes for Advanced Learners:

- **EXCELLENCE**: Under the EXCELLENCE programme advanced level students are prescribed extra books, reference materials for extensive reading.
- **AIA ET (Expert Talk)**: Interactive sessions with men of eminence from diverse fields including academia, business, commerce, arts, and culture.
- **Seminars**: Departments organize national and international seminars along with invited lectures and panel talks.
- **Academic Presentations:** Advanced learners are encouraged to present papers in national conferences under the supervision of their mentors.
- **Professional training:** Arabic department organizes K TET coaching and skill-enhanced training programmes with experts.
- **PSC coaching:** Coaching programmes for Public Service Commission are held to make the students competitive for state-level exams.
- **Meet the CEO:** An initiative taken by the Department of Commerce in which the Management

assigns the students to make an in-depth study of successful entrepreneurs to identify and evaluate their business strategies.

* "Mikav": Departments host "Mikav" programmes for outstanding.
* Research Forum: MA Arabic students with aptitude and skill in academic research present and discuss papers in their discipline via the research forum.
* "Durar al lugaviyya": A YouTube channel created by the Arabic Department helps to improve the language skills.
* Certificate Course: Departments offer certificate/add-on courses to enrich the knowledge base of advanced learners.
* Business Quiz: Commerce department conducts a business quiz to enhance the general awareness and in-depth knowledge of learners in the fields of business, commerce, and information technology.
* Corporate Update Series: A programme under the Department of Commerce to aid the advanced learners where they are updated on micro-developments in business and commerce with the help of a mentor.
* Debates: Learners with debating skills of articulation and listening are trained by Debate sessions organized by the departments.
* The College library is equipped with specialized reading materials to prepare the students for competitive exams including those held by Public Service Commission, UGC NET, KTET, and IELTS.

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

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

Response: 17.81

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

2.3 Teaching- Learning Process

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

Response:

The college recognizes the significance of "learning by doing" methods such as experiential learning where gaining knowledge is an involved and active process. AIA College realizes the shifting dynamics in education where the purpose of reflexive learning is oriented on uplifting the social, intellectual, emotional and creative potential of the students.

Strategies adopted for Experiential Learning:

- **Online Interaction with Experts**
  - Students were acquainted with job opportunities of Arabic language in E-Commerce Sector through an interaction with an expert from Xiaomi Corporation.
  - Experts from MNC Amazon briefed about various startup jobs in IT industry and Arabic language to students.
- **Apprehending the Tribal Life:** A visit to the Kallumukku Wild life Camp and the tribal colony where the students learned about the traditional knowledge systems of the tribal community, their everyday life and necessities.
- **Mask Making**: Recognizing the necessity of masks during the COVID pandemic, a mask-making workshop was organized for students.
- **Production of LED Bulbs:** Students are trained on LED bulb making procedure (through a workshop organized by ED club) and later trained their co-students and students of nearby school to assemble LED bulbs.
- **Production of Cloth Bags** : Female students were trained by BhoomithraSena Club to make handy, and foldable cloth bags
- **Cake Making** : Students made a variety of cakes in terms of texture and flavor

Participative Learning:

- **Magazines** such as "COMSTALGIA" which was authored and edited by the students
- **Management Meets** Regular participation of Commerce students in inter collegiate management meets
- **National and International Seminars** hosted by the Arabic and Commerce Departments where students present papers, engage in academic networking, and organize sessions
- **Class Seminars :** Seminar sessions within the class where students present papers in front of their peers on latest developments in literature and management
- **Readers and PG Researchers Forum:** Book review sessions of latest works in academia. MA students present their research interests and engage in interdisciplinary conversations through the Researchers Forum
- **Literary Club and Fine Arts Society :** English and Arabic Clubs and **Commerce Association** are monitored by a tutor where later academic trends in language, literature and management are discussed
- **Wall Magazines** : Regular literary and non-literary magazines are hand made by students and hung in class room every week

Problem Solving Methodologies:

- **Industrial Visit**: Students were accustomed to factory operation, production and marketing of products through a comprehensive 3-day visit to factories at Mysore, Munnar and KannanDevan Tea factory. They were introduced to the functioning of hi-tech machines and recent trends in advertising including branding and marketing
- **Upliftment of Tribal Colony:** After a detailed visit to *Karimbu* Colony, a tribal colony at Kakkadampoyil, Calicut, students analyzed the immediate necessities of the place. Reformative mechanisms including PSC Coaching, supply of nutrient rich food, clothing and sports utilities were initiated.
- **Practical Tasks in Banking:** Students were initiated to banking transactions and daily affairs at a

bank through a detailed bank visit followed by an interaction with the Bank Manager.

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

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

Response:

The college recognizes its role in bridging the digital divide and bringing home the opportunities the globalized world has to offer. Moving away from the traditional teaching system which is passive and unilateral, the faculty is keen on adopting novel mechanisms including ICT which overcome the constrains of time, physical location and data. This mode of teaching centered on technology facilitates an active learning among students and offers them the advantages of global networking.

ICT Mechanisms adopted by the teachers include:

1. **Workshop on Digital Training** organized by the college in which the faculties were trained to adopt ICT tools into teaching
2. **All the Faculty use blended learning platforms** including Google Classrooms and Zoom
3. **Laptops and Tabs** are owned by every tutor facilitating easy transfer of knowledge
4. **High speed Internet** via Wi-Fi Connection across the college
5. **Special Financial Fund for ICT** including projectors, computers and internet
6. **ICT enabled Classrooms with Projectors** where ppt. videos, virtual academic sessions, One-Act plays, International News Channels and movies are screened
7. Teachers of Arabic Department along with IQAC started a **YouTube Channel for Arabic** learning and practicing titled as "Easy Arabic Malayalam". The channel uploads **animated videos and clips** to comprehend Arabic language grammar and linguistics with ease.
8. **Faculties are trained to access the Digital Library** and provides digital data directly to students
9. **Digital e-resources** with platforms such as Pro Quest, online database including NLIST-INFLIBNET, eBook collections are provided in the college library
10. **Spiral Bound Book Format of Digital Resources** is provided to the students of Commerce Department
11. Desktop Computers and Printers are set up within the library and departments

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

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

Response: 19

2.3.3.1 Number of mentors

Response: 15

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

2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 7.03

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	0	0

16-07-2022 10:47:33

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

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

Response: 5.25

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

Response: 84

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

2.5 Evaluation Process and Reforms

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

Response:

The college follows the guidelines of the University of Calicut in the conduct of Internal Examination. **A two-tier mechanism** is adopted for the conduct of examination: Department level and a Centralized College Level.

The following are the steps initiated by the college for a structured conduct of Internal Exam:

- **Internal Examination Cell** presided by the Principal, two HOD's and a faculty coordinator is formed to ensure a systematic conduct of internal exams as per the mandates of the university
- **Internal Exam Memos and IE Notification are issued**in the notice board well in advance of the examination date to ensure transparency and make sure that the faculty and students are informed well in advance
- **Question Pattern and Marking Schemes** of internal exams align with the university pattern for Semester exams
- Internal evaluation as per the university guidelines is conducted based on internal exams, test papers, assignment/project, seminar and attendance with class room participation
- **Students Handbook with Academic Calendar** clearly mentions the structure of Internal Examination with a detailing on marks, percentage allocation and grading pattern.

- **University Question banks** are made available to students prior to the examination. The IE follows the question paper pattern of the university, and evaluation is also based on the university system.
- Faculties are instructed to check the **answer sheets within the stipulated time period** of one week. This is followed by a discussion of answer sheets with the students and recording their grievances.
- Students are encouraged to appeal to the tutor, the department head or to the **Grievance Redressal Cell** in case of any disputes or concern with regard to the valuation process.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The college has constituted a "**Grievance Redressal Cell**" to ensure that the conduct of Internal/external exam and publication of results is grounded on transparency.

The following are the steps taken for systemic conduct of examination:

- A **Grievance Redressal Cell** is constituted with Principal, two HOD's, a staff coordinator and a student representative at each academic year
- A "**Grievance Request Form**" is made available to the students through the departments so that they could write down their grievances and submit to the concerned authority
- There exist a four-tier redressal system in the college to look into the internal and external examinations
- **Faculty Level** : Students are encouraged to approach their course tutor or class tutor in case they notice any discrepancy in marks awarded. The teacher is expected to take necessary actions if the issue is found genuine
- **Department Level** : Students may approach the department if the grievance is not resolved at the faculty level. HOD, along with other teachers of the department is expected to sort out the issue
- **College Grievance RedressalCell** : Students are expected to approach the Grievance Redressal Cell if the issue is not satisfactorily dealt at Department level. Here, the Pricipal, Staff coordinators along with the Student representative is expected to take a transparent, time-bound decision.
- With regard to external examination related grievances, students are encouraged to approach the University. The details for contacting the Controller of Examinations and the Additional Chief Superintendent of examination are provided to the student s through the college.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The programme and course outcome of the college clearly align with the syllabus, and mandate of the Calicut University Board of Studies. The college recognizes its role in communicating the demands prescribed by the university to the students and hence adopts stringent mechanisms for the same.

- All the outcomes Programme Outcome, Programme Specific Outcome and Course Outcomes (PO, PSO, and CO) are clearly stated in the college website (aiacollege.org/) aiming at informing the students regarding the demands, purpose and intended result of each programme/course.
- Induction Programme: The major agenda of the induction programme is to introduce the students to their respective programmes. The college assigns teachers and experts of the field who can communicate the intended requirement from the part of the students.
- College Calendar: POs and PSOs are included in the college calendar whereas Cos are provided to students along with the syllabus
- Orientation Sessions: Teachers of each department offer an individual interaction with the students during the admission where he/she is briefed about the Programme and individual courses they may undertake.
- Bridge Courses are organized by each department during the first semester where the requirements of a specific course (CO) is communicated to the students
- Notice Board: Transparency in communication is ensured by displaying the POs, PSOs and Cos in department notice boards.
- Guide supervision: UG and PG term papers of the students are strictly monitored by the Guide/tutor who supervises whether the work of the student aligns with the course requirements.

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

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

Response:

Equipping the learner to attain the academic outcomes -be it programme and course outcome- is the major agenda of the college. The college infrastructure, academic facilities, and teaching methods are directed at attaining academic outcome. Monitoring the programme and course outcome is done routinely and systemically using a variety of tools.

Evaluation of PO's and CO's are done by:

- **Internal Examinations** : Through a systemic conduct of Internal exams, timely evaluation and transparency in marking scheme the college evaluates the performance of each students in each academic year
- **Student Profile Tracking:** Through the mentor-mentee system, the tutor individually assesses the academic performance of each student. After the academic tenure, the tutor tracks the current academic/job position of each student through **Student Profile Tracking system**
- **Higher Education/ Employment:** Students have been enrolled for Master's Programme in various other colleges and Central Universities. Several students have initiated their own startup missions and entrepreneurship.
- **Alumni Feedback :** The college takes regular feedback from the alumni regarding how a specific programme/course has equipped them in terms of their future research, job or post graduate programme
- **Research Projects and Dissertation:**The tutor evaluate the students based on the project//dissertation they submit at the end of their programme. Students with research acumen who have produced an above average dissertation are encouraged to continue their academic pursuit in their interested research area
- **Post Graduate Research Forum / Individual Seminars:** Course specific topics are assigned to the students, which are expected to be presented as extended research or in the form of seminar topic presented before their peers. Assessment is also done in the form of term papers which the students are expected to submit in during the course. This enables the tutor to access the Course Outcome of each students.
- **Result Analysis:** A detailed profile of each student along with their marks in internal and external examinations, grade points for dissertation, academic achievements is monitored via the mentor-mentee system. This enables the college to track their programme outcome during the academic tenure.

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

2.6.3 Average pass percentage of Students during last five years

Response: 89.18

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

2020-21	2019-20	2018-19	2017-18	2016-17
75	85	39	41	49

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

2020-21	2019-20	2018-19	2017-18	2016-17
81	92	46	48	54

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.76	

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
List of endowments / projects with details of grants	[View Document](#)

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

Response: 0

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

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

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

Response: 0

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

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

3.1.3.2 **Number of departments offering academic programes**

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

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

3.2 Innovation Ecosystem

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

Response:

Among the primary agenda of the college is the creation of an academic atmosphere favoring **outcome based education** anchored on productivity, innovation and entrepreneurship.

Despite the limitation in the number of UG and PG Programmes the college has tried to mould students into academic research, entrepreneurship and start up's through various forums and infrastructural facilities of the college. The faculty of the college has been playing a pivotal role in the exchange of educational resources, engaging in active academic endeavor through their publications and invited academic talks at various colleges and universities nationally and internationally.

Such initiatives include:

- **Dissertations/ Projects**: Students are molded in to academic research and publishing through UG and PG Dissertations. Training on Research Methodology and Research Gap is particularly provided so that the students are able to offer refreshing contributions to the field
- **Anvar Research Guidance Cell** : Latest research trends in academia are introduced to the students via **ARGC**
- **Faculty Publications and Invited Talks:** Faculties are actively involved in contributing to the knowledge base via national/international publications and as invitees to various seminars. Experts from other universities and prominent thinkers including K.E.N Kunji Mohammed were invited as speakers to various programmes in the college.
- College has signed`17 **MOUs and 7 Linkages** to facilitate exchanges
- **Entrepreneurial Development Club** aims at garnering young potential towards innovation. Major initiatives include : Production and sale of LED Bulbs, cloth bag making under *Bhoomitra Sena* and mask making amidst the pandemic
- **IPR Cell**: Intellectual Property Rights Cell was established in the college to protect the copyrights of research projects and dissertations published within the college. IPR Cell organizes awareness sessions on issues relating to IPR, Patency and Plagiarism
- College regularly organizes **Industrial Visit's** where the students are provided first hand college of production, branding, product branding etc.

- **Start Ups and Start up Workshops:** College provides conceptual aid for their entrepreneurship. Workshops which are organized in regards of startup missions, business capital and marketing
- **National and International Seminars** are regularly hosted by Arabic and Commerce Departments with eminent speakers for plenary and conference sessions
- **Traditional Life Skill** training sessions are hosted via NSS and *BhoomitraSena*
- **Knowledge Exchange Platforms** including a YouTube Channel, Department Vlogs, and Google Classroom are effectively utilized to tap digital knowledge

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

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

Response: 18

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	6	4	2	2

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

3.3 Research Publications and Awards

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

Response: 0

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

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

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]
URL to the research page on HEI website	[View Document]

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

Response: 0.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	4	0	1

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document]
Any additional information	[View Document]

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

Response: 0.91

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	5	1	2

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

3.4 Extension Activities

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

Response:

Improving thewellness indicators of the local community is a paramount agenda of AIA College since its inception. Collaboration of the college with various local actors during the past five years –government and NGO's, tribal community, hospitals, schools colleges and backward family was facilitated through the efforts of various clubs and bodies of the college.

1. NSS of Anvarul Islam Arabic College, Kuniyil:

- Housing Project "Abhayam" with the key handover ceremony initiated by Calicut University Acting VC Dr. Anil Vallathol
- Adoption of Karimbu Tribal Colony, Kakkadampoyil, Calicut. Reformative mechanisms such as PSC Coaching, supply of nutrient rich food and clothing initiated
- World Life Nature Camp and collaboration with theKallumukku Tribal Colony in 2016-17
- Trauma Care Training was offered to NSS volunteers in collaboration with the Kaniv Charitable Trust in 2016-17
- Honoring of local farming community in 2017-18
- Fund raising for Palliative Care Clinic in 2017-18
- Awareness on organic farming, distribution of vegetable seeds within the college and across the local community in 2017-18
- Comprehensive Health Survey of the locality in association with the local health center in 2017-18
- Flood relief sanitation works in nearby Government LP School during Kerala Fl
- Chlorination of the flooded area in association with the local Public Health Center (PHC) in 2018
- Post Flood Survey conducted in Flood affected area
- "Paddy Planting Utsav"to support indigenous farming in association with BhoomitraSena in 2018-19
- Cleaning drives of the Local Health Center and Village Office in 2018-19
- ChapathiKoottam" - providing dinner to the mentally disabled community at the Government Health Center,2018-2019
- Herbal Garden Plantation Drive at Calicut Medical College in association with Care Nature Kerala, 2019-20
- Blood Donation Drive to the Government Hospital, Perinthalmanna in 2019-2020
- Flood relief sanitation works in Poothukal and Data collection at flood affected area during 2019
- "Aminathatha Home Construction Fund" during 2020-21
- Visit to Love Shore Mentally Handicapped Hospital in 2020-21
- BhoomitraSena :
- A nature study camp in association with the Wild Life Department in 2016-17.
- An awareness programme and purification drive on the banks of Chaliyar river in 2016-17 and 2017-18
- A conservation gathering for the protection of Chaliyar river in 2016-17
- "Freedom from Waste", a cleaning drive and awareness campaign against littering in association with the local women's body *Kudumbasree*
- "ChaliyarSamrakshanaSabha" organized in support of the local community in 2017-18

- "ShuchithaHarthal" a cleaning drive was organized in collaboration with NSS and the Keezhuparamba Gram Panchayat in 2017-18
- Eco-friendly cloth bag making workshop in 2019-20
- Root crop distribution among local community
- Women Development Cell
- Financial Assistance for House Construction for a financially backward woman in 2019
- Flood Relief Fund to two flood victims of Nilambur and Calicut
- ED Club
- UN Sustainable Development Goals Campaign on December 2021
- LED Bulb making workshop at Sunniya Arabic College and Sullamussalam High School
- LED bulb making workshop for students, parents and local community
- Other Activities:
- LSS Scholarship coaching at adjacent LP Schools
- Student palliative trainers assisting the Keezhuparamba Palliative Care Unit
- Financial Aids offered to K.Palliative Care Unit

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

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

Response: 11

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

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

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

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

Response: 65

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	23	12	07	11

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

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

Response: 207.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
497	1037	315	221	467

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

3.5 Collaboration

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

Response: 7

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	2	0

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

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

Response: 17

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	5	1

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Infrastructural facilities, which effectively aid the teaching-learning process, are significant for the implementation of curriculum and outcome-based learning process. In view of this, **six classrooms of the college are ICT equipped** and are enabled with Projectors. There are **three smart classrooms equipped with audio system. The Computer Lab offers 30 systems** with high-speed internet connectivity. A well-furnished seminar hall, digitally equipped library and a premium guest room are add-ons of the college. Department of Commerce has an inbuilt library facility in its own block. Reprographic facilities are provided to the students via library, Students Service Center and the Staff Cooperative Society. **Language lab** maintained by the Department of Arabic and English provides soft skill trainings to the students.

- All the departments are equipped with Desktops, Laptops and Printers
- High Speed Wi-Fi and LAN facilities are provided especially to PG students for an easy access of digital academic resources
- Unlimited internet access is provided to all the departments through which the faculty/student can access e-resources
- The college has a well-furnished seminar hall and a mini conference hall with Projectors, Interactive Smart Boards and Wi-Fi facility.
- One board room is assigned for academic and administrative discussions
- CCTVs are installed across the campus for security
- Online resources like N list, e-journals, Digital Library, Periodicals and National and International journals are provided to students via college library
- Amazon Echo System is set up for visually challenged students for clearing their doubts. Students can pose audio questions and Amazon Echo System responds with answers
- Book Collection in Braille Script for the blind students
- "In Out System", software developed to record the attendance of the library members. Barcode Reader is enabled to read the barcode on the ID Card
- An Institutional Digital Repository created by the library which provides Online Open Access to old question papers, newspaper clippings and other activities relateed to the library.
- The students, under Library have set up an Archeological Museum.
- Library is audio - visually equipped and provides a specialized section on career guidance books.
- Library adopted 4th standard students of nearest Govt. LP School Kuniyil and provides them with training for the LSS Scholarship and competitive exams.
- Separate Students Service Centre and Reprographic Centre are provided in the Commerce Department
- Separate rooms are provided in the college for Meditation, Counselling and Recreation.
- Separate working rooms for NSS, *BhoomitraSena* and College Alumni Association
- A Students Store equipped with books and essential stationary
- A cafeteria is set up in the campus.
- College is provided with a Diesel powered generator of 15 KVA capacity
- The campus has backup system through UPS of 2 hours duration

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

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

Response:

The college believes in holistic development of its students, and encourages those who are inclined to sportive activities. Multiple courts and fitness centers of the college aim at offering excellent physical training to students.

By allotting the physical education duty to one of its faculties, the college has tried to bridge the lack of a sanctioned post of the physical education teacher/ department. As a apart of Vision 2020 the college has built adequate courts, grounds and fitness center.

Outdoor Facility:

- **Multipurpose ground**: The Multipurpose ground of the college offers training for football, cricket, rugby and for multiple track and field competitions
    - As a part of community service, the facility of the college ground is at times offered to the nearby Government Primary School, and SEPT (Sport Education Promotion Trust which conducts football coaching camp for young boys)
- **Badminton court**: As a part of Vision 2020 project expansion two badminton courts are under construction for girls.
- **Volleyball Court** of the college of the standardized size is located in front of the boy's hostel. Friendly matches between faculty and Students and Inter-Student Matches are hosted in the Court.
- **Table tennis:** Table Tennis court is provided in the women's hostel courtyard to encourage sportive activities among female students
- **Fitness Centre:** The fitness center of the college was built in collaboration with the PTA and was inaugurated in 2021. Facilities including Tread Mill, Bench Press, Dumbells, Punching Bags, Home Gym etc are provided
- **Yoga centre**: Fitness Centre has ample space to conduct Yoga Classes where 20 participants can practice Yoga at a time. Yoga Mats are offered by the Centre

FACILITIES FOR CULTURAL ACTIVITIES

College offers multiple platforms through which students can develop their artistic and cultural talents. Students are also encouraged to participate in Inter-Collegiate and University level Cultural fests and programmes.

- **Amphitheatre.** An amphitheatre with a seating capacity of 200 seats in under construction.
- **Open Stage:** An Open Stage is under construction near the Students Center

The college believes in development and empowerment which is community-centric, hence facilities of the college are offered to nearby community organizations upon prior request.

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

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

Response: 63.64

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

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

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

Response: 224.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
10.7	10.4	29	21	0.89

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

4.2 Library as a Learning Resource

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

Response:

The College has a well-furnished digitalized library, which offers separate reading facilities for faculty and 55 students at a time. The activities of the library are discussed and implemented by the Library Advisory Committee. Library has been functioning as fully **KOHA Software** is used.

The Digital library is equipped with online databases including NLIST- INFLIBNET which provides access to 31, 35,000+ eBooks and 6000+ e journals, and a **Digital Repository System called CALIBRE.**

Each year, the library confers **"The Best User Award". Book Collection Drive** was initiated in 2019.

Membership

All the staffs, students, and non – teaching staffs of the college are members of the library.

Membership

a) Retired Teachers of the College
b) People of the Neighborhood
c) Management of the College

d) Others at the discretion of the Principal

Membership is to be made in the prescribed form, which can be obtained from the library.

Number of Books provided at a time for lending:

Teaching Staff	10
Non Teaching Staff	2
Students PG	5
Students UG	2
Guest Lecturers	5
Retired Teachers	2
Public (Only special Permission from the Principal)	2

Working Hours

working hours of the library is as follows

Monday – Friday	08.30 a.m to 05.00 p.m
Saturday	09.00 a.m to 04.00 p.m
Interval (on Friday)	12.15 a.m to 02.00 p.m

The institution has subscription for the following e-resources

1. e-journals

2. e-ShodhSindhu

3. Shodhganga Membership

4. e-books

5. Databases

Arrangements Books

Books are kept in the shelves according to the (), a scientific scheme of classification. As per this, books of the same subject are assembled together with related subjects placed next to them. Open access facility is provided in the library and she/he is free to browse the stack and select the book of their choice.

Computerization

The Library offers () – a computerized catalogue service.
All books in the library are bar coded. Members are given barcode ID cards and books are issued upon producing the I D cards. **In-Out** service has been set up in library for accounting the attendance of users.

General Facilities and Services at AIA College Library:

- Book Lending Service
- User Orientation Service
- Magazines and News Papers
- Reference Service
- Current Awareness Service (In the Press Today)
- Reprography Service
- Property Counter
- Documentation Services
- New arrival display

ICT Enabled Services in the Library

1. Wi-Fi Connectivity with 30 Mbps speed
2. Bar-Code technology for Circulation of documents

3. On-line Database search facility
4. Digital Repository (Calibre)
5. Special Service for Visually Challenged Users
6. Professional Training.
7. Audio response system (Amazon Echo)

Library Extension Activities

- Book Collection Drive
- Library Setting Up Programmes & Projects (School/Colleges)
- Book Fairs & Exhibitions
- Library Orientation
- Library Tour

Library Advisory Committee Members

1. **Principal**
2. **Librarian**
3. **IQAC Invitee Member**
4. **Head Of Departments**
5. **Student Representative**
6. **NAAC Coordinator**

Digital Library

'Caliber' Digital Library Software is employed for using digital facilities.

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

4.2.2 The institution has subscription for the following e-resources

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

Response: B. Any 3 of the above

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

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

Response: 0.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.54916	0.19256	0.3437	0.2252	0.1969

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

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

Response: 9.63

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

Response: 29

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

As the part of vision 2020 programme, college is equipped with IT Facilities and smart classrooms**. Four classrooms** are equipped with LCD projectors and sound system. **Digital library has six computers** with high-speed Internet facility. The college is completely equipped with LAN and an upgraded Internet with optical fiber connection with 30 MBPS per second. We have 10 KVA UPS system as well a generator to ensure uninterrupted power supply inside the campus.

- A seminar hall fully equipped with audio-visual facilities and connected with LAN
- Gadgets in the administrative rooms and departments are linked to LAN network
- IQAC room has a computer system and a colour printer scanner cum photocopier
- CCTVs cameras are installed in the exam hall and major spots of the campus.
- KOHA software was installed in 2018 for library management system. The library is fully automated, digitalized with six computers for accessing e- resources.
- Infliblinet and Shodsindhu subscriptions are provided in digital library
- Laptops of all the departments are ICT enabled. Four laptops are allotted for teaching purposes
- A renovated Computer Lab with 30 systems of which 20 systems has been added recently
- Amazon Echo- Alexa is installed in the library for audio search.
- A Display TV is fixed in the passage to publish important news.
- A Campus Radio is set-up
- Digitalization of the Library and In and Out system
- Scholarship Nodal office with Computer System

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

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

Response: 7.31

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: B. 30 MBPS – 50 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 9.89

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.24	1.40	1.334	0.043	0.12

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

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

Response:

College has implemented a systemic mechanism for the timely completion of maintenance works. A "**Maintenance Committee**" has been formed to coordinate the maintenance work in the campus. Mr Najeeb Karangadan, the Head of Accounts is the current convener of the Maintenance Committee. A Maintenance Request Form is provided to notify maintenance related requests, which is then decided over by the committee.

A Tracking System is introduced by the Committee to ensure that the maintenance requests are cleared at the earliest. Mr Abdul Aziz, Librarian is assigned to resolve the complaints of immediate nature such as UPS,CCTV, IT and public address system related. Seminar hall related complaints has to be reported to Mr.Ashraf Perumbalath.Infrastructure related maintenance work are to be reported to Mr Jalaludheen K ,

and a meeting is convened if the estimated amount for the work exceeds more than RS 10,000/.

- The college-governing body, along with IQAC and Planning Development Cell are involved in the maintenance work.
- College Management and College development committee monitors the functioning of infrastructural facilities and services of the campus.
- The reports and reviews from the purchase committee are considered during the meetings of the Maintenance Committee
- Equipments are frequently examined by the respective in-charges to ensure timely maintenance and performance
- Renovation of outdated equipments are done every year to cope up with the needs of the time
- The Department Council suggests and review major maintenance work and informs the Maintenance Committee.
- The Library Advisory Committee coordinates with Maintenance Committee to ensure the proper maintenance of the gadgets and equipments in the library
- Health and Fitness Centre: A teacher in charge for the Physical Education is assigned to coordinate the maintenance of the equipments and smooth functioning of the fitness centre.
- The Members entrusted by the Maintenance Committee visit the Fitness Center once in two months to check the working conditions of the equipments and offers advice needed/ instructions to maintain them.
- Major maintenance works have been outsourced to a third party, and are monitored by the concerned members from the maintenance committee.
- The Maintenance committee assigns the class tutors to maintain classroom equipments in coordination with Department HOD's
- The Department related maintenance work is processed through HOD's.
- A **System administrator** is appointed on Ad hoc basis to oversee the maintenance of Computer Equipments.
- The teacher in charge of IT, maintains the Computer Lab and for major repairs, external agencies are informed.
- Physical education club is formed to organize programs and to maintain sports amenities. Dr Nijad KK is assigned to coordinate activities pertaining to Physical Education. A group comprising of teachers and students is formed to maintain sports facilities and equipments..
- A special room is allotted to keep sports utilities.
- Funding for the maintenance of building and infrastructural facilities is made available through government aids like UGC and PTA.
- Annual Maintenance Contract is made with various agencies
- Staffs are appointed for cleaning and upkeep of classroom and campus premises
- The facilities provided to staff are taken care by the staff themselves

The following documents are kept for effective implementation of the Maintenance Policies

1. Maintenance request form.

2. Maintenance work register.

3. AMC details.

4. Contact details of service providers.

5.   Stock register

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 101.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
83	189	278	306	266

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

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

Response: 40.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
64	137	109	85	83

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

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

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

Response: E. None of the above

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

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

Response: 26.21

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

2020-21	2019-20	2018-19	2017-18	2016-17
187	31	36	30	45

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

16-07-2022 10:47:34

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 28.46

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

2020-21	2019-20	2018-19	2017-18	2016-17
9	17	15	18	23

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

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

Response: 118.52

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

Response: 96

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

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

Response: 42.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	8	5	8	6

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

2020-21	2019-20	2018-19	2017-18	2016-17
22	15	15	16	24

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

5.3 Student Participation and Activities

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

Response: 0

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

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)

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

Response:

The college ensures that adequate democratic representation is provided to the student's council and its representatives in various bodies of the college.

As per the recommendations of the Lingdo Commission, the election of the college is parliamentary where a **Student's Union** is formed with Chairman, Chairperson, Vice Chairperson (reserved for women) , General Secretary, Joint Secretary (reserved for women) , Fine Arts Secretary, General Captain, Student Editor and two University Union Councilors. Apart from this, the students head various clubs and forums in the college.

The following activities were hosted by the Students Union during the past years:

- Fine arts day (two day)
- Sports day (two day)
- Magazine release
- Union inauguration
- B zone arts fest
- B zone sports event

- ○ Induction meet
- ○ Debate

- There is representation of the Union Members in the **Planning and Development Committee**
- **IQAC** has student representatives
- **Library Advisory Committee** has student representatives
- Students are included in **Anti-Ragging Cell, Women's Development Cell, Minority Cell and SC/ST Cell**
- Various **Clubs and Forums** of the college have student representatives
- The Yearly College Magazine is coordinated and edited by the **Student Editor of the Student's Union**
- The Fine Arts Fest of the College is supervised by the **Fine Arts Secretary**

Program coordinators of the NSS along with the student members coordinates the functioning of NSS

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

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

Response: 141.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	164	154	160	228

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

5.4 Alumni Engagement

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

Response:

The Alumni Association of the College is named as **"Old Students Association of Anvar College" (OSAC).** The association plays a crucial role in imbuing current generation of students through their experience and provides financial and social aids. Membership Form of the Alumni Association is provided in the college website through which pass out students can take a membership.

- Alumni convenes its General Body meeting regularly
- **Financial Aid of 5 Lakhs** was provided by the Alumni for the construction of class rooms
- **Incinerators of the college** was sponsored by the Alumni
- A large **Alumni Meet was hosted in 2018** during which retired teachers and old students were felicitated
- **Yearly Alumni Fund** is used for students welfare programmes including financial aid to backward student
- Alumni confers awards to outstanding students
- A batch meet of the **1989 Hostel Alumni** was held in the college
- Alumni ensures its participation in different programmes hosted by the students union and the college

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

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

Response: B. 4 Lakhs - 5 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

AIA College, Kuniyil is established in 1962 and has created a niche by harbinging the socio-educational renaissance in the outskirts of Malappuram district of Kerala. The institution was one of the pioneers in women's education, especially the women from minority community who were deprived of education owing to cultural and religious backwardness.

Currently, the college offers two UG Programmes and a PG Programme, hosts National, and International Conferences and plays a pivotal role in facilitating globalised educational standards to the small towns of Malabar. Apart from 20 percent seats, which the college allocates to backward communities, College Management prefers economically backward students within the management quota.

VISION

To act as a centre of higher education, promoting academic excellence and research acumen among educationally and socially marginalized students. To mould socially committed and technologically competent global citizens by imparting value oriented quality education.

MISSION

Mentor the students to be role the models in the academia and society through quality-oriented education infused with ethics. The college adheres to remain inclusive, fostering socially committed individuals who are involved in nation building.

The Anavarul Islam Arabic College committee runs the college under the guidance and supervision of Humathul Islam Sangam (HIS). Since its inception in 1962, HIS was involved in eradicating superstition and overcoming backwardness through education. The Committee hence offered academic preference to the marginalized and orphans. "DAYA Poor and Orphan Care" is a subsidiary committee of HIS. Hostel fees are waivered for financially backward students as per the dictates of the College committee.

The initial pass outs from the college were first generation learners who entered the Government Service enabling a sea change in the social and developmental landscape of the village.

The supreme authority of the college is the principal who is the chairperson of all academic and administrative bodies of the college. The policies regarding daily functioning of the college are decided by the principal in consultation with the college council and IQAC.

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

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

Response:

The reciprocal relationship between various bodies of AIA College and the division of responsibilities between staff, the faculty coordinators and the students ensure the smooth functioning of administrative, academic and non-academic arenas of the college. The ethos of **democratic division of responsibility** is ensured as the Principal takes decision in consultation with the college council, staff council, IQAC, various departments and student representatives.

As part of decentralized leadership, various academic and non-academic bodies are formed and they are enlisted with agency to act their own in consultation with other bodies.

Participative Management

- **The College Council** ensures adequate representation from various departments, administration and library
- **Academic and Non-Academic Bodies** are constituted with adequate staff, non-teaching staff and student representation, and equitable distribution of duties every academic year.
- **Faculty Coordinator's and Student representatives** for various committees, cells and forums : IQAC, SC/ST Cell, Grievance Redressal Cell, Minority Cell, Counseling Cell, Scholarship Committee, Internal Examination Cell, Placement Cell, Career Guidance Cell and Womens Development Cell (WDC)
- Activities of NSS, BhoomitraSena, Readers Cell under the coordination of Faculty-in-Charge and Student representatives
- Faculty coordinator and student in charge for sports and arts
- **Students Union Election** held every year with union representatives hosting Union Programmes, and getting membership in various bodies of the college along with the staff
- **Internal Quality Assessment Committee** under the IQAC coordinator facilitates the functioning of various National and International Seminars, Bridge and Induction Courses, department level academic and non-academic programmes.
- **Anti-Ragging Cell, Grievance Redressal Committee and the Discipline Committee** works hand-in-hand to ensure students and staff security within the college premise.
- **NSS, Students Initiative in Palliative** and **BhoomitraSena** organizes programmes in coordination with other bodies to facilitate social commitment, responsibility, and environmental affinity

Case Study of Decentralization: Functioning of Womens Development Cell (WDC)

1.   At the beginning of each academic year, **faculty in-charge of WDC constituted** under the democratic supervision of the Principal, Department   Heads and faculty

2.   Meeting held to discuss voluntary **student representation and nominated representation** under the faculty coordinator

3.   **Setting of the Yearly Action** Plan by the Coordinator and Student representatives which is later approved by the Principal

4.   **Ensuring maximal student participation** for every programme hosted by WDC

5.   **Participative conduct of programmes** of WDC with the Anti-Sexual Harassment Cell and Internal Complaints Committee

6.   **Programmes by the Central government** such as BetiBachaoBetiPadhao(2017)hosted by WDC in coordination with various wings of the   college

7.   Counseling Sessions especially organized for girls in association with the College Counselor

The functioning of WDC of the college is a classic example ensuring decentralization and participative management for it coordinates with the students, administration, staff, and various other cells of the college for its functioning. Central Government Programmes and other staff/national level awareness campaign is initiated in the grassroot level of the college by the initiatives of WDC.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

College Council and Management jointly convened a meeting on May 16th, 2016 to formulate a strategic plan for the further academic upliftment of the college. "**Vision 2020"** was formulated during the meeting and then decided that the college should develop in multiple areas as to acquire NAAC Accreditation within the next 5 years.

College Governing body, Staff Council and IQAC thoroughly monitors the requirements for facilitating the "**Vision 2020"** and suggest the areas to be improved.

In order to fast track the implementation of strategic plan the "Vision 2020" body identified areas to be focused predominantly as Administrative, Infrastructure, Academic, Mutual Collaborations with a thrust on Eco-Friendly campus.

Administrative Plans

- E governance implemented in University admissions and External admission
- Creation of new posts and filling up vacant positions.
- Office automation implementation in 2018 and as part of Go-Green paperless initiatives/digitalization followed

Academic plan

- Certificate courses are initiated in collaboration with various agencies.
- Arabic department launched blog in 2018.

Infrastructure plan

- ICT enabled Classrooms in 2018
- Main building completed in 2019 with classrooms, one auditorium and library
- CCTV camera was installed in 2019
- A Block expanded as part of vision 2020 and Library shifted to new hall.
- Fitness and Yoga Centre opened in 2021 as PTA initiative.
- Seminar Hall-1(seating capacity-150) renovated with full facilities in 2018
- Seminar Hall-2 work still in progress
- Indoor games facility including table tennis arranged for girls.
- **Green initiatives**
- The institution has formulated waste management policy and made MOU with Local Bodies
- Rainwater harvesting system was constructed in 2019.
- In 2013, solar energy system was introduced and installed in the main block.
- **Community Support Plans**
- The college has decided to support Karimbu colony in Kakkadam Poyil
- Empowerment programmes and employability skill training including PSC Coaching initiated in Tribal Colony
- **Collaborations and MOU's**
- Eight MOU's were signed with various institutes and business organization.
- Three collaboration agreements signed with other notable institutes
- Department of Commerce has planned a visit of first year students to IIM Kozhikode for students to connect with institutes of national   eminence.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

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

Response:

The systemic functioning of AIA College is facilitated through the coordination of College Council, IQAC along with the Anvarul Islam Arabic College Committee. The College was formed by the visionary ideals of Humathul Islam Sangam, founded in 1962. Mr. PP Mohammed master is the manager of the college and plays a cardinal role in the day-to-day functioning of the college.

The governing body is the apex body and the manager is ex officio president. The manager in accordance with the bylaws of the governing body appoints other members. The Principal is appointed by the Manager for governance and internal administration of the college. The Staff Council, Financial administrator, HOD's, and other functional committees assist the principal by this.

All quality-centric academic initiatives in the college are formulated by **the IQAC**, which is then subsequently implemented with the support of other committees. The IQAC sets the academic and non-academic directives of the college.

To ensure a transparent and inclusive functioning of the college, PTA, Grievance Redressal Cell, SC/ST and Minority Cells plays a predominant role.

The major Academy bodies of the college are:

- The College Staff Council.
- IQAC.
- The Academy monitoring Cell.
- Library advisory committee.
- Grievance Redressal Cell

The functioning of the college is in compliance with the **UGC rules and regulations, Directives of the Collegiate of Government of Kerala,** and the acts and statutes of the affiliated Calicut University. Principal formulates the administrative policies in consultation with the important bodies, which are subject to ratification of the college Council.

The two departments of the College – Departments of Arabic and Commerce align with the college for its day-to-day functioning along with the aid of the administration wing. The Heads of the Department guide the academic / non-academic pursuits of the students and the **Department Council** periodically conducts meeting to discuss the matter with the concerned departments

The Head of Accounts (HA) is the head of the administrative department and other members follows:

- UD Clerk
- Lower Division Clerk
- Librarian
- Library Assistant
- LD typist
- Class IV employees.
- **Service Rules** are applicable for leave, TA, Pension and other service related grievances
- **The faculty provides assistance** for administrative activities including admissions, university examination-online application, internal assessment and for the conduct of various academic/non-academic activities.
- **Recruitment/Promotional Procedure :**

- An active and prompt **grievance Redressal mechanism** that solves the students's grievances at the earliest. The students can convey their grievance on all matters relating to college via "**Grievance Redressal Form**" made available from the Departments.
- ICC and Anti-sexual harassment Cell are remain vigilant in the campus

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

A cordial relation between the college management and staff which looks into the academic, physical, mental, and financial needs of the staff is essential for the efficient functioning of the college.

Being a Government aided college, the welfare of the staff is undertaken through the mutual efforts of the government, the college management and the College Staff Club.

- All employers are included in the **Government Welfare Benefit Schemes**.
- All the permanent staffs are included in the **Pension Scheme** (either contributory or statutory) and also in **Provident Funds**
- **An Insurance Scheme** is constituted by the state government in which employees should have

mandatory membership in the **State Life Insurance**.
- **The Medical Re-imbursement scheme** allows the employers/dependents to reimburse the insurance money for medical treatments
- **Duty Leaves and On Duty Leaves** are provided to staff for participating in Professional Development Programmes including seminars and workshops (DL) and On Duty Leaves for performing official duties outside the college
- As per the government mandate, **Maternity Leave (6 months) and Paternity Leave** (10 days) is issued for the staff
- **Staff Recreation Room** is provided in the college for relaxation and includes facilities such as chess board and Carom board
- **Unlimited Free Wi-Fi** is offered for the Staff
- **Individual Working space, Parking space and Stationary items** at a subsidiary rate from the College Store
- **The College Staff Club** looks into the welfare of the staff within the College. It provides assistance for the following:
    1. **Financial Assistance** to other staff's during ceremonies including wedding/housewarming, or medical emergencies
    2. To meet urgent financial needs a micro financial assistance scheme **"Staff Chitty"** is constituted
    3. **Host programmes** to honor academic achievement of other staff members
    4. **Financial Assistance** is offered to students in case of house construction/marriages
    5. Upon **special requests from students**, the Staff Club ensures that the dire financial needs of the students are met
    6. **Friendly tournaments** are hosted between staff which has a positive impact on their mental and physical health

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

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

Response: 0

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

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

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

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

Response: 2.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	1	3

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

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

Response: 6.18

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

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

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

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

Response:

A Performance Appraisal System to systemically analyze and record the performance of teaching and non-teaching staff is effectively functioning at AIA College.

Feedback System: During the initial days of AIAC,a feedback system unique to the college with a manual feedback form with questionnaires was circulated among students to analyse the performance of the faculty/ non-teaching staff. This was collected back by the Principal for further action. As a part of IQAC, an online feedback system has been implemented since **2018**. Here again, the Principal takes decisive action based on the feedback submitted by the students with utmost confidentiality. This fully automation of the feedbacks evidently reduced the strenuous efforts in examining each feedback page by page physically.

Academic Performance Indicator:API has been introduced by UGC to act as a benchmark in maintaining quality standards in higher education. Promotion of the existing faculty/selection is stringently based on their academic performance. Through a critical analysis of the self-appraisal forms, teachers are encouraged to improvise the quality of their teaching.

API score is determined by:

Category 1 - Teaching, learning, and evaluation related activities

Category 2 – Co-curricular, extension and professional development related activities

Category 3 – Research and academic contributions.

The self-assessment score based on the above said categories is then submitted to the university via a screening committee.

Self-Appraisal for non-teaching staff: Self-appraisal forms and feedback forms are collected from Non-Teaching staffs at regular intervals. The same is then confidentially submitted to the Principal for reviewing and taking further actions.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

A **College Planning Body** has been constituted to allocate and utilize the funds received from the management, PTA, Alumni, State and the Central Government.

Planning and Development Cell

·   At the beginning of every academic year, planning development cell convenes a special meeting to discuss the infrastructure needs of the college. Mr Abdul Haleem Thangal (Senior Faculty –Department of Arabic) is the convener of this body.

·   New Proposals and Master Plans for expansion are discussed and the same are submitted to the management for approval.

·   The Committee discusses outsourcing of funds from various agencies and prepares infrastructural budgeting.

·   **A Two-Tier Audit Mechanism** is developed by the college for the effective utilization of the generated funds.

Internal Audit Mechanism

·   Three members are assigned by the management for auditing the management fund. The internal audit is carried out by them, subsequently audited by the **authorized Chartered Accountant** appointed by the management committee at the end of every financial year.

·   **The PDF Fund** is audited by the PTA constituted committee. This is further audited by the Chartered Accountant and will be tabled for general body meeting of the PTA for its approval. Any objection in this regard will be solved with immediacy.

- **UGC funds** are properly utilized and audited with absolute scrutiny. The details of the same are submitted to UGC along with the Utilization Certificate. All documents pertaining to UGC funds are properly filed and available upon request for further scrutiny.
- **The Government Auditors from the Directorate Collegiate Education** and Auditor General of Kerala periodically audits the funds sanctioned by the state government.

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

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

Response: 14.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	14.5	0

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

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

Response:

The college maintains utmost transparency and has a systematic fund management system supervised by the Principal and the Purchase committee to ensure that financial aids are managed as per the rules and regulations of the University/government. Being a government aided college, funds are received from UGC, scholarships are provided to students by various schemes of the state and central government. Apart from this, the college Management, PTA and Alumni contribute significant financial aid to the college.

Grants/Funds received from various funding agencies for which proposal has been submitted by the college are:

- Grant-in-Aid – Government of Kerala provides salary to the employees (Grant-in-Aid) and hence a major portion of regular funds are from the Government
- Grants from UGC for infrastructural development : Grants were received from UGC for facilitating infrastructural development such as the construction of **Ladies Hostel, IT facilities, library development and auditorium**
- Grants for Seminars and Conferences : UGC grants are received for organizing various national and international conferences
- Travel grants have been received from UGC
- Various Scholarships for students : C H Mohammed Koya Minority Scholarship for Girls, Post-

Matric Scholarships for SC/OBC students, Fisheries Scholarships, Minority Girls' Scholarships, E-grants scheme of Harijan Welfare has been effectively utilized

- General Development Assistance from UGC
- State Government Funds for special programmes such as Pre-Marital Counseling
- Central and State Government funds for NSS
- Remedial NET coaching and coaching for competitive exams for backward reserved categories such as OBC.
- Financial Aid from Local MP's PTA and Alumni association of the college
- IQAC along with college management and administration looks in to the transparency and systemic utilization of the funds received. After effective of the funds, the details/certificates of the same are sent to the respective bodies.

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

6.5 Internal Quality Assurance System

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

Response:

IQAC, the supreme mechanism constituted in the college is functioning very actively for the execution of various activities through proper planning, guiding and monitoring to ensure the qualities of academic and non- academic aspects of the college. To embellish the campus with quality focused activities, IQAC of Anvarul Islam Arabic College directs various innovative initiatives to enrich the internal quality of the learners, teachers, and the campus. Organizing induction, bridge and certificate courses, Mentor- Mentee system, the functioning of grievance redressal mechanism, feedback system, conducting of national and international seminars and workshops are a few of the activities initiated by the IQAC in the college.

Given below are the **two significant initiatives** put forth by the IQAC

1. **A Three day national workshop on E- Content**

A three day national workshop on E- content is an initiative conducted by IQAC in 2019 in association with the Department of Arabic of the college and University of Calicut. This workshop was recommended by IQAC to train the teachers and learners to develop the contents in electronic format like text, video, audio, animations and graphics while teaching and learning thereby implementing innovative strategies for teaching and learning purposes. The teachers are encouraged to utilize ICT enabled tools like computers, laptops, tablets, and projectors to provide the learners the contents in the form of electronic format. The learners are also trained well to use E contents while presenting PPTs and seminars in the class rooms. This workshop benefited the teachers and learners to gain more exposure to the world of internet and technology.

1. **Radio Anvar**

Initiative of IQAC, the Radio Anwar is the college's own mini radio platform inaugurated by Mr. Mohammed Ali Shihab IAS.A mike system mimicking the radio room is set up in the IQAC room where student's functions as miniature radio jockeys. The radio programmes are held twice a week where students vocalize interactive sessions, national and international news, short stories, and poetry, recite poetry/story composed by them and snippets from the life of eminent personalities.

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

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

Response:

IQAC of the college maintains a systematic review system to nurture the effectiveness of teacher- learning process. Through this mechanism IQAC monitors the methodologies for the execution of operations and learning outcomes for analyzing teaching - learning process and suggests measures for improvement.

To standardize this system, IQAC of the college has developed several initiatives such as PTAs and CPTAs, result analysis, and seminar and workshops for the faculty. The main step taken by the IQAC in this regard is the integration of ICT enabled tools for teaching procedures.

Given below are the initiatives constituted by IQAC:

1. **Student's profile:**A detailed document in which the academic and personal details o each student is duly recorded. Internal marks, external marks, attendance, co-curricular achievements, participation in various bodies including NSS are also mentioned. The profile is kept at the department for timely supervision and measure progress at the end of each academic tenure.
2. **Feedback system:** A feedback system has been generated in the college to review the teaching learning process. Feedbacks are taken from four types of stakeholders on curriculum and directly forwarded to the IQAC. Feedbacks on teachers are collected from the students separately and submitted to the principal. Confidentiality is maintained throughout the process which helps in effective reviewing and assuring quality.
3. **Semester plan:**Under IQAC, a semester plan is coordinated by each department at the beginning of semester. Faculties are strongly requested to move as per the Semester plan. This mechanism ensures the timely completion of all portions without delay.
4. **Review meetings of departments:** As per the instruction given by the IQAC, all departments hold departmental review meetings at a periodical interval for the effective implementation of teacher-learning process. In the meeting, faculties discuss the progress of teaching/learning process and

suggest remedial measures if required. The action plan of all departments is discussed in the meetings during the commencement of each academic year and all the academic activities are coordinated as per the action plan.

5. **Improvement in teaching learning process:** to meliorate the teaching learning process in the college, IQAC conducts several initiatives including orientation classes, seminars and workshops. (Mention names of few orientation classes, seminars/workshops)

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: A. All of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

AIAC Gender Policy is initiated to serve as manfesto for inclusive, equitarian policies under taken by Anvarul Islam Arabic College. It has been framed to supervise the programmes and affirmative actions aimed at promoting gender equity and eradicating discrimination in academic/non-academic spaces."**AIAC Gender Policy**" is implemented via the **Women Development Cell**, which looks into academic, psychological, physical and social wellbeing of the minority sex.

Gender Egalitarian Schemes (College/Administrative Level)

- **AIAC Gender Policy** which ensures egalitarian co-education, engagement of female students in public platforms and decision making bodies
- **Women Development Cell** with faculty, student coordinator and majority women representation
- **Anti-Sexual Harassment Cell and Internal Compliance Committee** with Faculty Coordinators and majority women's representation which looks into issues related to sexual violence, any kinds of abuses and discrimination centered on Gender in the campus
- **Women ensured in statutory, non-statutory and voluntary bodies** of the college
- **Sexual Education and Pre Marital Counseling** to make students aware of domestic/sexual violence, sex education to male and female and fosters healthy female-male relation organized by Minority Cell in association with the Department of Minority Cell, Government of Kerala
- **OBC Cell** which organizes Career Guidance Sessions which are especially beneficial for women
- **Counseling:** Personal and Career Counseling is provided for both male and female students. Female students is especially benefited with the aid of a Clinical Psychologist
- **Women Entrepreneurship encouraged via** training offered by Women's Development Cell (Mehandi Craft and Cake Baking) and *BhoomitraSena* (Bag Making Workshop)
- **Security** ensured via ID Cards and CCTV Cameras at pivotal points across the college
- **Residential Facility and Tennis Court** for female students
- **Day Care Facility** which promotes the attendance of female students and aid them to remove the difficulties of domestic/familial responsibilities
- **Girls Restrooms, Toilets:** A Rest Room is specially allocated for female students for relaxation and recreation. A total of 10 toilets and napkin incinerators are there in the college.

Awareness Programmes/Interactive Talks

- **Gender Sensitization** Programmes featuring other institutes and Gender Activists
- **International Women's Day** programmes every year featuring eminent women from academics, politics and social welfare departments
- **Women Empowerment Programmes organized routinely** with sessions from Senior Civil Police Officers, Counseling Psychologists and Office bearers of District Panchayath
- **Sessions on Women's Physical Wellbeing** by Senior Medical Officer and authorized trainers

Affirmative Actions

- **Physical Education and Sportive Activities** Female students have an **official Women's Rugby Team**. Tennis Courts, Gymnasium, Yoga Centers provided to females in par with men
- **Cyber Violence** : Interactive session on Cyber Violence held by invited resource persons from the State Police Department and Panchayath
- **Self Defense Training**:The College has organized Self Defense Training and Yoga Training sessions for female students. Sessions on self-defense by experts including the Inspector of Police Women Cell, Malappuram.
- **Social Welfare Schemes** including rehabilitation of Flood Victims under WDC and **providing financial aid for women** near college vicinity

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

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

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

Response: B. 3 of the above

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

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

- **Solid waste management**
- **Liquid waste management**

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

Response:

Solid waste management

Liquid waste management

Biomedical waste management

E-waste management

Waste recycling system

Hazardous chemicals and radioactive waste management

Sustainability and Environmental Friendly initiatives remain the backbone for the functioning of the college. The college implements scientific methods for waste collection and disposal. Conscious steps are adopted for reducing the generation of waste.

Digitalization of administration has reduced paper waste in the college. **PLASTIC FREE CAMPUS** remains the motto of the college. NSS and BhoomitraSenahas have been adopting measures to ensure that there is minimal production of waste, adopt mechanism for disposal and create awareness programmes on sustainable practices

Solid Waste Management: Segregated Waste collection system with separate bins for Degradable, Non-Degradable and E Waste.

Bio Gas Plant is installed in the women's hostel to ensure the proper disposal of biodegradable waste. The Gas produced is used for cooking and the slurry generated is used for the plants in the college vicinity

Eco Friendly Incinerator: College has installed incinerators at major toilets and other locations to manage non-degradable waste.

Liquid Waste: Liquid wastes from Toilets, Wash Basins and Cafeteria are directed to scientifically constructed Septic Tanks. There are no water bodies within the campus premise and hence no possibility of contamination as water seeps into soil and undergo natural filtration

E Waste: As per the directives of Government of Kerala, the college gives tender to Write the Name of the Company for which tender is given for phase wise scientific removal of e-waste from the college. However, the college ensures that there is minimal production of electronic waste, and electronic equipment's are hence checked in timely manner. Students and Faculty are advised to minimize the damages of electronic equipments.

Paper Waste Recycling: Used papers from office and departments are collected, reused and sold to scrap

dealers if possible.

Hazardous Chemicals and Radio Active Waste is absent in the college as there are no science oriented subjects.

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

7.1.4 Water conservation facilities available in the Institution:

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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

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

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

Response: B. 3 of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

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

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

Response:

The college is located in a multi-cultural environment where people from different socio-economic communities reside harmoniously. Initiating inclusive policies, inculcating values of tolerance and appreciating differences has remained the principles adopted by the college, faculty and students alike.

- **Cultural programmes** have been hosted by the Students Union and NSS every year. **Local agricultural festivals** are celebrated by conducting fun games such as *VadamVali* and slow cycling

- **Financial Assistance** provided via Staff Club, Old Students Association of Anwar College (OSAAC) and other bodies to students from backward socio-economic communities apart from Government scholarship

- Students visited **Kallumukku Tribal Colony** and engaged in interactive session with the tribal elders to learn from marginal cultures and traditions.

- **An ancient tribal colony**, **the Karimbu Colony** has been adopted by the college where reformative measures including PSC Coaching and supply of nutrient rich food are done on a routine basis

- **Students in Palliative** signed an **MOU** with **Keezhuparamba Palliative Care Clinic** which calls for a mutual sharing of resources between the students and the palliative clinic. Students are trained in home nursing (add more)

- **Awareness on Mental health** is the need of the hour where a large number of people are steeped in depression, anxiety and mental disorders. Students of NSS visited the **Government Mental Health Center at Kuthiravattam, Calicut** and engaged in interactive discussions

- The campus has **disability friendly ramps, toilets and wheel chairs**

- Students visited a **destitute home for blinds** where they voluntarily hosted programmes and sponsored food for the inmates

- Kerala witnessed devastating floods in the year 2018 and 2019. **Students of NSS camped for two days in the flood-affected belts** of Nilambur and Pothukallu of Malappuram District. They engaged in **flood relief programmes**, offering immediate rehabilitation facilities to the victims, and cleaning programmes

- *Kerala Piravi* is celebrated as **Malayalam Day** every year on November 1. Students from adjacent states such as Karnataka study in the college as the college welcomes students from every geographical and linguistic diversity as intakes

- The college has a **non-discriminatory** policy in admissions where it ensures that the caste, religion, language or gender does not affect the admission of a student.

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

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

Response:

As Mahatma Gandhi rightly said, "The true source of rights is duty. If we all discharge our duties, right will not be far to seek. If leaving duties unperformed we run after rights, they will escape us like a will-o'-the-wisp".

To mould the students into responsible citizens who are aware of their rights and obligations to the nation is the ideological agenda and administrative policy of the college. This includes regular conduct of programmes, activities, curriculum based sessions through which patriotic and human values are instilled in each student.

- The college ensures that constitutional obligations are included in the **Action Plan** of each academic year.
- During the Induction Programme, **sessions are held on Indian constitution** and responsibility of each individual as Citizens
- **Preamble of the Constitution is taught in the college** as a part of the General English Course
- **Fundamental Duties:** Department of Commerce hosted a One-Day programme on **"Fundamental Duties and Responsibilities"** with Abdullah Naseeh, Advocate, Supreme Court of India as speaker. Students were made aware of the tenets of duties and rights including the principles of Sovereignty, Integrity and the ideals of Freedom Struggle
- **AazadiKa Amrit Mahotsav** was organized in the college to commemorate the 75 glorious years of India's freedom struggle
- In tandem with the **United Nations Sustainable Development Goal 7** a session on affordable,

reliable and sustainable energy for all was hosted by ED Club
- A session was held on **Sustainable Development Goals** with Ratheesh Kumar R and Muhammed Ashraf A, Engineers at **Kerala State Electricity Board** as speakers
- **Independence Day:** India's freedom struggle is commemorated and martyrs of independence are remembered every year on August 15th. National Flag is hoisted; lectures are delivered by eminent personalities on the history of Freedom Struggle. This is followed by a series of cultural/educative sessions
- **Republic Day:** The formation of India as a Sovereign Republic is celebrated every year on January 26th in the college. Lectures and Quizzes are also organized to commemorate India's Republic
- **Legal Awareness Programmes**
- To inculcate **values of responsibility in students**, NSS engaged in awareness programmes at the outbreak of **COVID-19 Pandemic**
- **Oxymeter's were distributed** across the area as per requirements by the teachers
- **Masks were made** and distributed by the students amidst mask shortage in the initial days of the pandemic
- Students supported the nearby hospital and engaged in sanitization activities
- NSS and *BhoomitraSena* engage in **community outreach programmes**. *BhoomitraSena* organizes sessions and creates awareness on how **safeguarding the nature is the duty of each individual**.
- Public Posters on World Wetland Day and Protection of Indian Biodiversity are installed across the campus

File Description	Document
Link for any other relevant information	<u>View Document</u>
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<u>View Document</u>

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

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

Response: A. All of the above

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

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

Response:

To promote good will, humanitarian values, and remembrance of the glorious past national and international commemorative days are duly organized in the college. The stupendous history of our nation, the freedom fighters and the ethos of Indian Constitution are upheld during national days. Principles of human rights, fight against global epidemics, environmental sustainability and universal brotherhood are the driving forces behind AIA College hosting international days.

Independence Day: To commemorate freedom struggle and India's freedom fighters, AIA College celebrates Independence Day every year on 15th August. Flag hoisting ceremony, speeches, quiz competitions are held as a part of the day.

Republic Day: Sovereignty, Secularism, Socialism and the Republican character of our nation state is honored on 26th January at AIA College as a part of republic day Elocution competition, discussions and invited talks follow the flag hoisting ceremony.

Gandhi Jayanthi : Every year on October 2nd the college hosts the birth anniversary of our Father of the Nation Mahatma Gandhi. While Programmes under the AIA College NSS propagates the values of Ahimsa, cleaning drives advocating Gandhian values of a pristine environment is organized by BhoomitraSena and NSS of the college

National Integration Day is commemorated on November 19 spreading the ethos of unity and integration beyond the boundaries of race and religion

Teachers Day is celebrated every year on September 5th to commemorate the birth anniversary of former Indian President SarvepalliRadhakrishnan. Teachers of AIA College are honored by the NSS through various programmes. Senior Anganwadi teachers of the nearby child care were honored by the college in an event held at the Anganwadi.

Children's Day to commemorate the birthday of Pandit Jawaharlal Nehru is organized in the college under NSS on November 14th every year

Kerala State Formation Day / Kerala Piravi is commemorated as Malayalam Day every year on November 1

World Environmental Day is organized by the NSS with awareness programmes and sapling planting sessions every year on June 5th.

World Wetland Day: Every year on February 2nd Wetland Day is hoisted by the BhoomitraSena to make the college community aware of the importance of wetlands for the existence of our ecosystem

International Women's Day is hosted every year on March 8th by the Women Development Cell of the College. Awareness programmes, invited talks and training sessions are organized for female students

Ozone Day is commemorated in the college by the activities of the BhoomitraSena on 16th September

Awareness on HIV AIDS is provided by the NSS on **World Aids Day** every year on 1st December

Apart from this**, SreeNarayana Guru Jayathi, World Cancer Day, Anti-Tobacco Day, Arabic Day, Kerala Reading Day** honoring P N Panicker, the father of Kerala's library movement, **International Arabic Day, UN Day and Palliative Care Day** are organized every year with due gravity.

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

7.2 Best Practices

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

Response:

BEST PRACTICE 1

"Al Dhurar Al Lugaviyya" / "Easy Arabic Malayalam"

Learning and Communicating in the Arabic language is difficult for non-native speakers, especially the students who have enrolled with Arabic as their core course. Arabic for communication is much sought out among common people who are not officially enrolled in academic courses but have the interest to learn a foreign language.

The YouTube Channel "Easy Arabic Malayalam" was initiated by Anvarul Islam College as the **first digital Arabic Learning Platform initiated by a College in Kerala** long before the COVID pandemic during a time when online classes were new to the audience. The channel was started on 13th June 2018

and the venture is called "Al Dhurar Al Lugaviyya (Pearls of the Arabic language)

Objectives of the Practice

- To assist Slow Learners at High School/College Level who find Arabic language and grammar difficult to grasp

- To assist advanced learners who need to develop Arabic communication for professional and academic goals

- To help students who are preparing for NET, K-TET, and other exams in Arabic

- To provide a Digital Resource in tandem with the Syllabus for school/college faculty

- To offer aid for ordinary women/men with no official degree in Arabic but are interested in learning a foreign language from home.

Context

The faculty at the Arabic Department of AIA College received initial enquiries from BA students of the college asking for a source from which they could easily learn Arabic. Their request was for an **Arabic e-resource which was mediated by Malayalam**. The students found it easy when complex Arabic grammar and vocabulary were simplified for them in their native Malayalam tongue.

In an initial discussion, the faculty realized that simplified Arabic Grammar mediated by native Malayalam was a common need of students in many campuses across Kerala. Faculty/teachers of various schools and colleges also lacked a resource that could aid them to teach Arabic for Malayalam speakers.

Hence "Easy Arabic Malayalam" **was developed as a digital, free-open access resource for Arabic Grammar and premiered in YouTube by the Department of Arabic** in coordination with the IT Cell and IQAC of AIA College.

Practice

- Identifying the difficulties faced by students in Arabic communication and grammar through interaction with students of the college and faculties of other colleges

- Forming a **Content Creation Committee** with faculties as members. The Committee is in charge of developing audio and visual content for the YouTube Channel.

- Syllabus formed based on a Six Volume Arabic Grammar text *Nahv Al Wadhih*

- **A Censoring Committee** is formed to elicit out the apt syllabus and filter out unrequired data

- Malayalam, the native tongue, is employed in explaining Arabic vocabulary.

- **Arabic-Malayalam translation** offered for quick learning

- **Animation Videos** to aid the audio to get the learner engaged and for quick grasping

- **One-Minute Speaking Sessions** titled "**Speak Arabic in One Minute**" to help day-to-day communications in Arabic

- **Artificial Intelligence-based language tools** such as Reverso Context App and Dict-Box App comprehensively explained to learners in sessions on **Tools and Techniques in the Arabic Language**

- Sessions are taught by the faculty of Anvarul Islam Arabic College and other colleges across Kerala

- The audience expanded from the students of AIA College to students of other colleges/universities in Kerala.

- UG, PG Students, High school students, students appearing for K-TET and other Arabic competitive exams, high school students, and faculties (at colleges and schools) among the audience.

Uniqueness

- **The first Digital initiative among the colleges of Kerala** where a college develops an e-platform for learning the Arabic Language

- Started a long way before the COVID pandemic, during a time when the idea of digital classes was novel in the state of Kerala

- **Short Videos**: Audio-visual tool ensures that comprehensive yet easy-to-grasp data is transferred to the learner in a short span of time

- **The mission for Continuing Higher Education** in Arabic for those has ended their official education. Special Video Series Titled "**Episodes for Easy Arabic Learning for Ordinary (Wo)men**

- **Access to Free, Democratic Education** in Arabic across Kerala: The digital contents are absolutely free. Learners post their doubts below each video which is cleared by the faculty with immediacy

- **Digital E-Resource for Arabic Competitive Exams:** Advanced Learners preparing for NET and KTET depend upon the channel.

- Advanced Sessions including **Success Stories of JRF Aspirants.**

- Special **Screening of National Seminars** held at AIA College

Evidence of Success

- The Channel is recommended by the Arabic Faculty of different colleges and schools in Kerala

- With **15,000 (Fifteen Thousand) subscribers** Easy Arabic Malayalam evolved as an irreplaceable E-platform in Arabic

- More than **5 Lakh** overall viewers, total of 199 videos

- **45,000 viewers** for the complete Animated Sessions on Arabic Grammar

- Viewers for each video ranging from **45,000-to 1500**

- **Student Testimonials** on the usefulness of different classes: (On Book 1, *Nahv Al Wadhih*):

- "I am a student of Kerala University, Trivandrum. I was unable to follow online classes. Your Channel is very useful for us".

- "Could you include sessions for Degree First- and Second-year students in Arabic, Question-Answer Sessions, and on Exam Preparation?"

Problems Encountered and Resources Required

- A large number of faculties were new to the idea of online classes and offering digital resources to students.

- Lack of expertise on Software was a major issue

- Not knowing how to make animation videos in Arabic

- **Digital training was offered to the faculty** in coordination with the IT Team of AIA College

1. **Explaindio Animation Software** was used by the faculty to develop video animation

2. Typing Arabic was difficult with the software. Hence, another software **Ink Scape** was used to run the Arabic Font

3. The Malayalam font was developed using **Typit Software**

- The staff of AIA College met with faculties of other colleges in person and had to convince them for taking online classes

- Once the channel started running it was difficult to reach a large group of the audience be it teachers/students

Contact details of staff/students of different colleges were collected by AIA College and the initial videos were circulated via broadcast groups created in person by the college.

Best Practice II

Title of the Practice:

Energy Saving Programmes of Anvarul College, Kuniyil (ESPOFAC)

Objectives of the Practice

- To reduce per capita energy consumption within college and in the area surrounding the college

- To organize community level awareness programmes on energy consumption

- To provide individual skill training sessions – to students of AIAC College and other colleges, to schools, to community helpers and parents

- To train students/local actors on LED assemblage

- To build an energy conscious community in and around the college

- To give awareness on latest Energy Saving leadership such as Brushless DC motor (BLDC)

- To promote Electric Vehicle (EV) transportation

Context

Kerala witnessed devastating floods in the years 2018 and 2019. The floods were first of its own kind in India taking away human lives, livelihoods and infrastructure across the state. The flood had the worst effect near the vicinity of the college with places including Nilambur and Pothukallu completely submerged. The ground floor of AIAC Women's hostel was completely drowned with student's belongings being lost and furniture of the hostel damaged.

Studies by climate experts linked floods to changing topography of Kerala and developmental practices which never took the environment as a pivotal point. Temperature of Kerala has been on gradual rise, and reports by Intergovernmental Panel on Climate Change (IPCC) suggest submerging of places including Cochin under water induced by global warming and rise in sea levels.

It was the Kerala floods, the devastated livelihood surrounding the college, and constant power failure which prompted the college to initiate an energy saving mechanism and spearhead the same across the community.

Practice

- Initial discussions on energy saving project were done under the coordination of Mr. Jamshad PC, KSEB assistant Engineer.

- The ED Club came up with a **Four-Tier vision.**

- **Initiated with a feasibility study on energy saving and green energy initiatives** thereby soliciting advice and directions from different stakeholders in this field.

- **Primary Level** : General awareness programme for the students and parents on energy conservation

- **Secondary Level**: Skill oriented training workshop on LED bulb production. Here students are individually trained by an expert on LED assembling

- **Tertiary Level**: The trained students offer training to students of nearby college, local actors, government run women self-help groups such as Thayyil Padi *Kudumbasree* Unit (KizhuparambaPanchayath) and interested parents.

- **Chain Mechanism** : Passing out students training the juniors resulting in a chained sharing of manual energy saving skills

- **Workshop and Awareness Programmes** hosted in various institutes for the public and parents

- As a part of the Prime Minister of India's command to host *AzadikaAmruthMahotsav* on sustainable practices, awareness and training sessions on low energy consuming electronic products and solar energy.

- Students offered **training on LED Bulb making** to the students of Sullamussalam Higher Secondary School and Sunniyya Arabic College

- A visit to Solar Energy Plant of KSEB, Gov of Kerala at Kombai in Tamil Nadu on 14th January 2022 by thirty B.Com final year students of the college. The students were informed on:

1. Eenewable resources used in the plant
2. No pollution, No carbon emission modes of energy

Evidence of Success

1. Institutes where AIA College students gave training such as Sullamussalam Higher Secondary School, Sunniyya Arabic College and the *Kudumbashree* of Kuniyil Gram Panchayath have enquired for further resources and training from the college
2. Positive feedbacks from students, parents and institutes where students gave training on LED assemblage
3. Students of AIA College have come up with a Startup project on LED bulb making (This project has been hindered as of now due to COVID 19)
4. The project is timely aligning with the UN Sustainable Development Goal 7 and other Sustainable Development Goals (SDG'S)
5. As part of National Energy Conservation Week, Govt. of India has initiated *AazadiKaAmrutMahotsav*. Hence the project of AIA College was widely accepted among different institutes nearby.

Problems Encountered and Resources Required

1. Tools and Equipments required for organizing training sessions were expensive
2. The schedules of University examinations and valuation camps had hindered the programme at some instances
3. Amidst of COVID 19, it was difficult to host sessions and training programmes at different institutes
4. Outsourcing good quality energy saving products was yet another major challenge

1. Guidance obtained from Kerala State Electricity Board (KSEB)
2. The college bought materials for the training from the vendors referred by KSEB

Resource Persons for the training programme were provided by the Kerala State Electricity Board.

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

7.3 Institutional Distinctiveness

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

Response:

Since its inception in 1962, Anvarul Islam Arabic College has been engaging in a **symbiotic affinity with the local community of Kuniyil**. Farming was the major source of income for the inhabitants of Kuniyil village and the villagers in their attempt to offer financial help to the newly constructed AIA College collected farm products in exchange of money which was used to meet the expenses the college incurred at its initial years.

Thuukkari was one such venture when villagers collected rice grains and coconut from their farms, bought it to college and the money received by the sale of the same was used for building the college's financial capital. Before AIA College received Government aid, these acts of the laymen was of immense social significance and played a crucial role in formulating the financial capital of the college.

The college has remained community centric since its foundational years where the educational and infrastructural resources of AIAC had a ripple down effect in its near and distant surroundings.

Discreetness of AIA College lies in its efforts to foster a "**Revamping of Community through Education**". Here, 'Community' connotes an inclusive idea for AIA College where affirmative policies are especially offered to the marginalized, be it women and thrust-aside communities.

- **Revitalizing the Local Socio-Cultural Economy**:

1. **The Social Ripple-down Effect** produced by the educational reform lead to a maximal entry of initial batch **students of AIA College to Government services**. Income generated in the village later evolved to education, commerce, and gulf economy with the pass outs joining multifold employment opportunities beyond the village.
2. Pass outs of AIA College later emerged as **actors in Gram Panchayath and other Local government bodies** facilitating infrastructural development for the college and a social paradigm shift for the village

3. **Women Empowerment Kuniyil village witnessed through AIA College** echoes the words of Dr B R Ambedkar : "if you educate a man you educate an individual, however, if you educate a woman you educate a generation." A large number of women in Kuniyil are employed in public/private sectors involving commerce and education. Women participation in the public economy of Kuniyil is relatively high when compared to other nearby localities.This self-reliance of women is attributed to ripple effect as they are either students of AIA College or daughters/family members of early female students of the college.

- **AIA College Infrastructural Aid for the Community**

1. **Donation of College Land** for three government institutes: The Public Health Center, The Gov. Veterinary Hospital and Village Office facilitating the elementary requirements of the village in terms of health care, government aid , animal husbandry and other allied extension activities.
2. **Public Wells**on two sides of the college is a pivotal source of water for 20 families residing in the hilly slop near the college. It also supports the local ecosystem and extended village community during summer season.
3. **Day Care Center** operates in the first floor of Boy's hostel where children from nearby community comes for pre-school courses. This also immensely helps the female students of the college, who might otherwise be hindered from attendance at college owing to domestic duties. Day Care Center also maximizes the attendance rate of female students.

- **Education Assistance for the Community**

1. **LSS Coaching and Quiz Competitions:** The LSS scholarship exam is held every year for lower primary students through which the Kerala Government provides scholarship for meritorious students. The scholarship amount would act as a means of survival for students from low income families. Overseeing this, AIA College along with the college library offered routine based LSS coaching to the students of Kuniyil Government Lower Primary School. Quiz competitions are also hosted in the school by the students of AIA College on a timely basis. Due to the LSS Coaching provided by the College the schools in the nearby vicinity has the largest number of LSS scholarship recipients in Areekode Sub-District.
2. **Literary Mission:** The College abides with the motto of Government Literary Mission Programme "Education for all, Education forever". Students of the college have been enrolled as instructors in the Literary Mission Programmes.AIA College has also been at the forefront in hosting training camps, awareness programmes and employment workshops for the women of the nearby area. Literary Mission programme honoring EranthodiKadheesumma, resident of Kuniyil and recipient of Indian President's literary award was honored in the college on 2018.

- **Championing the Physical and Mental Wellness of the Community**

1. **Trauma Care Trainers**: 100 students coordinated by NSS and the nearby Arunodhayam Club were trained in Trauma Care. These students were trained in basic survival skills, minor injuries to humanitarian emergencies. They were provided with Trauma Care Identity cards allowing easy access to affected area/people. A session on disaster/emergency care was organized with experts from the police department
2. **Pain and Palliative Home Training**: Students of AIAC were offered training in palliative home care. An MOU is signed with Keezhuparamba Palliative Care Unit on this regard. Students of the college accompany doctors and nurses in palliative ambulances as per the need. Faculty and

students engage in collecting financial aid on the Palliative Day. Employees of the college are part of various regional palliative centers.

3. **COVID Pandemic and Student Health Care Workers**:Sanitation works by students in association with Kanivu Charitable Organisation amidst COVID pandemic. Ladies Hostel as First Line Treatment Center for Covid providing quarantine to foreign returnees and government officials. Cloth masks production and distribution amidst scarcity of masks in first wave. Distribution of Oximeters to District Panchayath amidst Oximeter crisis. Apart from this, Mega Vaccination camps are occasionally hosted in the college by the Health Department, Government of Kerala.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Anvarul Islam Arabic College has accomplished remarkable strides in the realm of education in the due course of 60 years since its inception. Initiating an avant-garde socio-economic change for a community through the sole indicator of knowledge has infact been challenging.

Financial constraints added with the hurdles any reformist group will face amidst orthodoxy has however not ceased an iota of effort the management and faculty incessantly take to build a quality driven professional student community from the suburbs of Malappuram.

Six decades and now, we see an alumni of Anvar facilitating substantial changes in government sectors, education and commerce, and being part of foreign/gulf economies. This gradual yet symbolic shift is what the founders of the college envisaged.

Today, the college is equipping its students with socially responsible professionalism and quality driven education to meet the new demands of the digitalized economy. This is evident from the recent initiatives where a thurst has been put into networked research with a large number of AIAC students beeing part of national international conferences, oriented to central universities and other universities and other institutes of eminence. Faculties from international universities visiting the college and the MoU's signed with reputed institutions.

In the upcoming years, the college hopes to build a student community who are being part and parcel of national and international research groups, universities and MNC's. Infrastructural change has been initiated to facilitate this which includes a new academic block of the college which was constructed in 2018.

IQAC workshops, certificate courses, lecture series and career orientation sessions for NET/JRF/K-TET has been initiated overseeing the impending years.

The college also aims to start a cluster of foreign language certificate courses, German and French, to produce a multi-lingual student community to garner the job opportunities created in MNC's and international translation fields.

Short-term translation courses are yet another thrust with students astute in legal/commercial/media translation gaining jobs in sectors such as law, medicine and journalism.

Concluding Remarks :

Working towards a Self Study Report has been self-retrospective with the IQAC team pushing the history, present and a futuristic vision of Anvar college side-by-side. A five-year tenure quality assessment has enabled the management, staff and students to critically assess the advantages/resources the college has, and to further build upon them.

Accepting the challenges and building over them to meet the global standards was rather a wholesome experience filling us with contentment.

The report is formulated by the college as a prescription for future from which we hope to build on a networked knowledge community entering into national and international arenas. The IQAC and the faculty foresees this and the certificate courses and skill oriented sessions attempt to enable the students to enter national and international academic research and job markets catering the local and national economy.

In the next cycle of accreditation we hope to bring the documentation of this change with a globally networkedacademic community bearing benchmarks of socio-economic shift.

The IQAC team of Anvarul Islam Arabic College humbly submit the SSR of our college for your evaluation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : C. Any 2 of the above Answer After DVV Verification: C. Any 2 of the above
1.2.1	**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented** 1.2.1.1. **Number of Programmes in which CBCS / Elective course system implemented.** Answer before DVV Verification : 3 Answer after DVV Verification: 3
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
3	3	1	1	1 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
3	3	1	1	1	
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
63	101	26	16	13	 Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
63	101	26	16	13

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

    1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years
Answer before DVV Verification:

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

Answer After DVV Verification :

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

2020-21	2019-20	2018-19	2017-18	2016-17
63	101	26	16	13

1.3.2

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

1.3.3

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

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

Answer before DVV Verification : 78

Answer after DVV Verification: 78

1.4.1

Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

1) Students

2)Teachers

3)Employers

4)Alumni

    Answer before DVV Verification : A. All of the above

    Answer After DVV Verification: A. All of the above

1.4.2

Feedback process of the Institution may be classified as follows:

Options:

    1. **Feedback collected, analysed and action taken and feedback available on website**
    2. **Feedback collected, analysed and action has been taken**
    3. **Feedback collected and analysed**
    4. **Feedback collected**

	5. **Feedback not collected** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website
2.1.1	**Average Enrolment percentage (Average of last five years)** 2.1.1.1. **Number of students admitted year-wise during last five years** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
114	109	100	102	69 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
114	109	100	102	69 | 2.1.1.2. **Number of sanctioned seats year wise during last five years** Answer before DVV Verification: | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
140	140	140	126	120 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
140	140	140	126	120	
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
27	29	26	29	19 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
---	---	---	---	---
27	29	26	29	19	
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed**

	academic year)
	2.3.3.1. Number of mentors Answer before DVV Verification : 15 Answer after DVV Verification: 15
2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>3</td><td>2</td><td>1</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>3</td><td>2</td><td>1</td><td>0</td><td>0</td></tr></table>
2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 84 Answer after DVV Verification: 84
2.6.3	**Average pass percentage of Students during last five years** 2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>75</td><td>85</td><td>39</td><td>41</td><td>49</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>75</td><td>85</td><td>39</td><td>41</td><td>49</td></tr></table> 2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>81</td><td>92</td><td>46</td><td>48</td><td>54</td></tr></table>

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
81	92	46	48	54

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : The number of department having research projects as per HEI. In 2016-17, 1 number has been reduced for enabling software to accept the edit option.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	6	4	2	2

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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	6	4	2	2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	4	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	4	0	1

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	5	1	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	5	1	2

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	24	13	9	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
12	23	12	07	11

Remark : As per Documents Provided by HEI.

3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years** 3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
526	1055	390	296	641

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
497	1037	315	221	467

Remark : As per Documents Provided by HEI.

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year** 3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student**

exchange/ internship year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	2	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	3	2	0

3.5.2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	5	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	5	1

4.1.3

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 7
Answer after DVV Verification: 7

4.1.4

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10.7	10.4	29	21	0.89

Answer After DVV Verification :

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

10.7	10.4	29	21	0.89

4.2.2	**The institution has subscription for the following e-resources** 1. **e-journals** 2. **e-ShodhSindhu** 3. **Shodhganga Membership** 4. **e-books** 5. **Databases** 6. **Remote access to e-resources** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.54916	0.19256	0.3437	0.2252	0.1969

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.54916	0.19256	0.3437	0.2252	0.1969

4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year** 4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 29 Answer after DVV Verification: 29

4.3.3	**Bandwidth of internet connection in the Institution** Answer before DVV Verification : C. 10 MBPS – 30 MBPS Answer After DVV Verification: B. 30 MBPS – 50 MBPS

4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2.24	1.40	1.334	0.043	0.12

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.24	1.40	1.334	0.043	0.12

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
83	189	278	306	266

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
83	189	278	306	266

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
64	137	109	85	83

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
64	137	109	85	83

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

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: E. None of the above
Remark : Supporting Documents are not as per SOP.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
187	31	36	30	45

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
187	31	36	30	45

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

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9	18	15	18	23

Answer After DVV Verification :

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

9	17	15	18	23

5.2.2	**Average percentage of students progressing to higher education during the last five years**
	5.2.2.1. **Number of outgoing student progression to higher education during last five years**
	Answer before DVV Verification : 96
	Answer after DVV Verification: 96

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	8	5	9	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
11	8	5	8	6

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	15	15	16	24

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
22	15	15	16	24

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	570	593	574	585

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	164	154	160	228

Remark : The number of sports/cultural events as per documents provided by HEI.

5.4.2	**Alumni contribution during the last five years (INR in lakhs)** Answer before DVV Verification : A. ? 5 Lakhs Answer After DVV Verification: B. 4 Lakhs - 5 Lakhs
6.2.3	**Implementation of e-governance in areas of operation** 1. **Administration** 2. **Finance and Accounts** 3. **Student Admission and Support** 4. **Examination** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above
6.3.3	**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years** 6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years** Answer before DVV Verification: (table below) Answer After DVV Verification : (table below)

6.3.3.1 Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	1	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	1	3

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

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

| 4 | 0 | 1 | 0 | 0 |

Answer After DVV Verification :

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	14.5	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	14.5	0

6.5.3	**Quality assurance initiatives of the institution include:**

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: B. 3 of the above

7.1.4	**Water conservation facilities available in the Institution:**

	1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D.1 of the above
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above
7.1.6	**Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

4. **Annual awareness programmes on Code of Conduct are organized**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

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

2020-21	2019-20	2018-19	2017-18	2016-17
83	83	80	80	80

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
83	83	80	80	80

1.2	**Number of programs offered year-wise for last five years** Answer before DVV Verification:

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

Answer After DVV Verification:

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

2.1	**Number of students year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
285	283	246	204	179

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
285	283	246	204	179

2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
59	59	59	53	53

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
76	67	67	67	67

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
81	92	46	48	54

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
81	92	46	48	54

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

Answer before DVV Verification:

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

Answer After DVV Verification:

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

3.2   **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

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

Answer After DVV Verification:

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

4.1   **Total number of classrooms and seminar halls**
Answer before DVV Verification : 11
Answer after DVV Verification : 11

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

Answer before DVV Verification:

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2020-21	2019-20	2018-19	2017-18	2016-17
16.4	21.4	45	27	3.51

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13.03	11.42	11.42	3.26	1.71

4.3	**Number of Computers** Answer before DVV Verification : 39 Answer after DVV Verification : 39