



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MOUNT CARMEL COLLEGE

**MOUNT CARMEL COLLEGE KARUKADOM P.O KOTHAMANGALAM,
ERNAKULAM**

686691

www.mcckarukadom.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 2012, Mount Carmel College, Karukadom is an unaided institution affiliated to Mahatma Gandhi University, Kottayam. The college is located in between the towns of Muvattupuzha and Kothamangalam and is surrounded by beautiful lush green setting at Karukadom on Kochi- Dhanushukody National Highway. The college is spread over a campus of 5.52 acres. The governance of the institution is deeply rooted in the principles of Catholic church. The college is managed by the Order of the Carmelites (O.Carm), a religious order of the Catholic hierarchy, head quartered in Rome, which is renowned for providing high quality education.

The college has seven UG, four PG and 12 certificate courses, with a strength of 649 students, 46 teachers and 11 non-teaching staff. The college library is automated with OPAC access to e-resources through N-List. More than 300 students were placed in well reputed companies. The campus is Wi-Fi enabled. The academic performance of the students is systematically assessed and the effectiveness of their learning is strategically evaluated through APEP(Academic Performance Enhancement Programme). The '**MCC Radio**' programme enhances the multiple capabilities of students. The "Mount Carmel Centre for Counselling and Psycho Therapy" has become a beacon of hope for hundreds of villagers who are in need of mental health. As three fourth of the college community belongs to the fair sex, the college gives due importance to the emancipation of women through the multifaceted activities of Centre for Women Empowerment. The NSS unit provides a platform for students to gain practical knoweldge and interpersonal skills.

The college has always contributed remarkably to the process of nation building by imparting knowledge through the means of quality education and allowing the youngsters to become globally competent. The college is known for its student friendly nature. Sufficient remedial and tutorial sessions are engaged on a regular basis to cater the needs of slow learners. Mentoring sessions are effectively held. Advanced learners are promoted and inspired under the banner ' MCC Stars'. Three different scholarship schemes are arranged in the institution. Nearly 40% of the students get at least one scholarship or the other.

Vision

Mount Carmel College aims to provide quality educational experiences along with the holistic development of students. As a center of education, the college focuses on the integral development of human personality enhancing social, cultural and moral values. The college also targets academic and career success by embedding qualities like critical thinking, logical reasoning, effective communicative skills, problem solving skills etc. The college exceeds its responsibilities by also fostering humanitarian values in students in order to mould them as useful citizens of the country.

Mission

The college aims to provide the opportunity for acquiring knowledge and skills that will enable students to develop their full potential and become successful members of society. The college puts its efforts to meet the needs of students by creating conducive environment for education. The college also motivates the younger

generation by developing intellectual competence, emotional and spiritual maturity. The college focuses on student centric teaching strategies designed to meet the unique learning needs of each student by implementing the scope of remedial teaching. Scholarships and freeships are provided to students throughout the course of study on the basis of merit cum means.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Rich legacy of Carmelite educational ministry.
- Locational advantage of easy access by road .The scenic campus in Karukadom on Kochi - Dhanushkhodi National Highway near Kothamangalam(5 Km) on the way to Muvattupuzha (7 Km)
- Pro active and envisioned management.
- Young, dedicated and competent teaching faculty.
- Service minded administrative and supporting staff
- Effective mentoring practice in place.
- Vibrant campus with massive participation of students in sports and cultural events.
- Eco-friendly campus with go- green initiative.
- Carmelite educational scholarship scheme to support meritorious and financially weak students.
- Active Parent - Teacher and Alumni Association.
- introduction of e-governance measures in administration
- Wee-stacked library (Digital library with e-resources)
- Well-equipped ICT enabled classrooms and computer lab
- Wi-Fi enabled campus.
- Strong collaborative linkages with industry and academic institutions.
- Strong partnership with local community.
- Good culture of reaching out to the neighbourhood communities in the form of extension activities
- Good number of skill oriented Add on Courses.
- Decentralized and participatory governance practices.
- Lift system installed for the benefits of disabled friendly students.
- Reasonably good infrastructure facilities.
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Institutional Weakness

- Absence of financial support from government and lack of funded projects.
- Lack of academic flexibility and limited freedom in designing curriculum.
- Less research output in terms of publications and patents.
- Limited job-oriented programmes to benefit poor students.
- Poor socio- economic background of students enrolled in the institution.
- Poor communication skills among students.

Institutional Opportunity

- Having located in the suburbs of the Industrial belt of Ernakulam district, there is great prospects of Industry- academia linkage
- Scope for a better start-up eco-system.
- Entrepreneurial activities can be fostered through collaboration with Kerala Start up Mission and Entrepreneurial Development club.
- Opportunity of raising funds through vibrant alumni association for developmental needs.
- Exchange of faculty and students with other Institutions of repute.
- With increased institutional; tie-ups with industrial firms, there is great scope for students to do internships and project works
- Designing interdisciplinary courses / projects.
- Great opportunity for students placements in industrial firms
- Good opportunity for becoming an autonomous institution in the wake of implementing NEP – 2020

Institutional Challenge

- Large scale outflow of students to foreign countries results in poor enrolment ratio
- Fewer number of working days on account of natural calamities
- Fund mobilization for the development of institution is difficult
- Higher study aspirations of students reduce the number of in-house placements
- The full potential of alumni is yet to be tapped
- CBCS system increased the administrative workload of teachers which will eventually affect the quality of teaching
- The students coming from rural areas lack proper communication skills

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Mount Carmel College, affiliated to Mahatma Gandhi University Kottayam, follows the framework and guidelines prescribed by the university with regard to curricular aspects. However, the college ensures effective curriculum planning, delivery and implementation through various pedagogical strategies and techniques. Heads of the departments conduct department level meetings regularly and prepare academic calendar and teaching plan, decide on subject allocation, oversee the conduct of classes, remedial and mentoring sessions. The learning levels of the students are assessed on the basis of post admission test and faculty evaluations and students are categorized into advanced learners and slow learners. Special programmes are being arranged to cater their specific needs. Many career oriented add-on courses and capability enhancement programmes provide academic flexibility and multi-disciplinary perspective. The implementation of Outcome Based Education facilitates the teachers to properly plan and deliver the curriculum. The IQAC has initiated the much-appreciated Academic Performance Enhancement Programme (APEP) which has helped the students to overcome the fear and anxiety of examination.

The college integrates cross cutting issues like professional ethics, gender, human values, environment and sustainability into the curriculum and conducts many seminars, workshops etc. on the same. Experiential learning of the students is ensured through field trips, project work and internships. In 2021-22 itself 469 students have gone through similar practices of experiential learning. The feedback on curriculum is diligently collected from all stakeholders and their concerns, if any, are properly addressed.

Teaching-learning and Evaluation

The rich legacy of Carmelite educational ministry motivates the younger generation to face the challenges of the fast-moving times by enabling them to venture into the process of building a better and brighter future. The teaching – learning and evaluation system in the college warrants the creation of desirable graduate attributes and outcomes that are essential for the overall development of the students

- The college adheres to the reservation policies of the Government of Kerala. The admission process is done with utmost transparency through University's Centralised Allotment Process (**CAP**). The college has a favourable enrolment ratio.
- The institution adopts a student-centered learning environment that includes different methodologies such as experiential learning, participative learning and problem-solving.
- The college adopts **Post- Admission tests** to support the students by assessing their knowledge levels.
- **Bridge courses** are advertised by the departments to fill the knowledge crevice.
- **Remedial teaching** is provided to improve academic performance of the students.
- The college has a **Mentoring policy** for individual and potential growth of each student. Favourable mentor- mentee ratio is 1:19.
- Innovative teaching methods and ICT tools aid effective curriculum delivery. Learning platforms like Google classrooms and Google Meet enhance effective teaching learning environment
- The ICT enabled classrooms play a crucial role in the effectiveness of teaching learning environment.
- The full-time teachers against sanctioned posts is 100% and the student-teacher ratio during the assessment period is 1:19.
- Formative and summative assessments are used to promote learning. The formative assessment is based on attendance, assignment, seminar/viva and internal examinations and **Academic Performance Enhancement Programme (APEP)**. The summative evaluation involves University end-semester examinations and practical examinations/viva-voce/project evaluation, etc.

- The institution has a three-tier grievance redressal mechanism – Department, College and University level and students can register their exam related grievances through online and offline.
- POs, PSOs and COs are stated and displayed in the website and in the departments
- A Handbook on POs, PSOs and COs are available at departments for ready reference
- The attainment of course outcomes are analysed using direct and indirect methods. The direct method includes formative assessment and indirect method includes exit survey
- The implementation of OBE is monitored by the OBE Advisory Committee.
- Result Analysis is done both at Department and College level and average pass percentage for the assessment period is 76.42%.

Research, Innovations and Extension

To promote a healthy research culture in the campus, the college has a Research Promotion Cell to motivate teachers and students to engage in deeper studies in the respective disciplines.

A well wisher of the college, Fr. Mathew Neendoor, has instituted an academic chair in the college called Fr. Joseph Koetshner Chair for Disability Studies, by contributing a sum of Rs.300000/-. The aim of the Chair is to undertake research studies and conduct lectures, seminars and workshops on subjects related to problems of persons with disability.

The college has a favourable research ecosystem. The students are encouraged to write term papers and attend seminars/workshops. Students are motivated to engage with professional bodies and industrial houses for their project works and internships.

The college conducted 40 Seminars/Workshops on Research Methodology, Entrepreneurship and Intellectual Property Rights. The faculty has published 15 scholarly research papers and 8 book chapters. Knowledge dissemination is done through seminars, workshops, community programmes, awareness campaigns, publishing manuscript magazines and handbooks. Faculty members are encouraged to publish research papers and present papers in seminars and conferences. The college has the practice of reimbursing the registration fee and travel expenses of teachers attending seminars and conferences.

The college has an incubation centre called MCC Incubation Centre whereby the students can fine-tune their innovative ideas and transform them into marketable products.

The college has a cell to promote extension activities among the students. It has a functional NSS unit to orient the students in community development. A number of extension/outreach activities are carried out by the college in the neighbourhood community on diverse social issues like Digital Literacy, AIDS awareness, Cancer awareness, Personal Hygiene, Child Health etc. Blood donation and Hair donation camps are regularly conducted in the college. Orphanage visits and cloth distributions have also been done by the students. The Department of Industries and Commerce, Govt. of Kerala has complimented the college for its flood relief activities in 2018. The college has 23 functional MoUs with various institutions for faculty/students exchange, internship and project works.

Infrastructure and Learning Resources

The college is fully equipped with state of the art physical and academic support facilities, provides ideal

platforms for all academic and non-academic activities, and caters to the holistic development of students. The fully Wi-Fi enabled campus is spread over 5.52 acres of land. The college has twenty four classrooms, four Laboratories, two auditoriums, two air conditioned conference halls, seminar hall, fully furnished and air conditioned IQAC room, recording studio, canteen, hostel, spacious playground, recreation hall etc. The college has three smart classrooms, twelve LCD projectors, solar panels, generator, transformer, Elevator, CCTV etc.

Library is fully automated with KOHA and has 9200 books, 22 journals/periodicals, access to 6529 e-journals and 250872 e-books through N-List subscription. The per day footfalls in library is 60. To promote the use of the library, the best library user award is given to students on a monthly basis. There is a digital section in the library with computer for internet surfing and reprographic facility. The college has a language lab to train the students in correct English usage.

There are 103 computer terminals in the college and the student computer ratio is 8:1. The College has adequate sports facilities for football, volleyball, basketball, badminton, kabaddi, caroms and chess. There is an open gym for physical fitness. Adequate facilities for cultural activities are also available in the college. Counselling Centre, Yoga Centre, Sick room, Provisional Store, drinking water facility on each floor and sufficient washroom facilities are also available. There is a multipurpose Open Air Auditorium to cater the needs of the students engaged in extra curricular activities.

To look after the proper maintenance of the physical facilities on the campus a dedicated officer named Bursar is appointed by the Manager. A stock register is maintained in the college office. The college has entered into Annual Maintenance Contract (AMC) with the service provider to ensure timely upkeep of electronic equipment.

Student Support and Progression

The college aims at making the campus student friendly to the maximum extent possible. Therefore, the college gives prime importance for equipping the students to face the real life challenges. With this perspective, the college provides ample opportunities for capacity building, participation in sports and cultural arenas and career building.

One of the distinctive features of the college is that it offers maximum scholarships and freeships to the students. During the assessment period 2017-2022 as much as 34.05% of students benefited from different scholarships and freeships provided by Government and non-government agencies. The college has three scholarship schemes, viz, Carmelite Educational Scholarships on the basis of merit cum means, Fr. Joseph Kotschner Memorial Merit Scholarships for class toppers and the student support system to finance economically challenged students.

The college has a Capability Enhancement Centre to enrich Soft Skills, Communication skills, ICT Skills and Life Skills of students. The 'MCC Radio' is a good practice in this direction. The institution has a functional Career Guidance and Placement Cell under the leadership of a dedicated Placement Officer. Around 45% of the outgoing students secured placement and proceeded to higher studies during the assessment period. The Cell also takes care of coaching for NET and various Competitive Examinations. Campus recruitment drives are often held on the campus.

The grievances of the students are addressed by Grievance Redressal Cell, Anti-sexual Harassment Cell and Anti-Ragging Cell. Students can lodge their grievances through online and offline modes which are redressed at

appropriate levels. The presence of student representatives in various academic and non-academic bodies takes care of students' interests and concerns to a great extent. Democratically elected College Union instills the spirit of collegiality among students through its multifaceted activities.

The College promotes maximum participation of students in sports and cultural activities. Celebrations like Onam, Christmas, College Day, Ethnic Day etc showcase the multi-cultural facets of India. The inculcation of socio-cultural and national values are practised through the regular conduct of value education classes and observance of nationally important days.

The institution has a registered Alumni Association which supports the academic and non-academic development of the college in various ways.

Governance, Leadership and Management

The college's vision and mission statements are clearly stated, and they serve as a guide for the governing body of the institution. In order to ensure a decentralized and horizontal mode of governance, the governing body serves as the apex body for policy-making and adopts a democratic and participatory approach. It is done through interacting with all significant stakeholder forums like Student Council, Staff Association, PTA, Alumni Association, and College Council.

The college has its own rules and procedural guidelines covering administrative and environmental concerns that reflect the institution's guiding values and are essential to its effective operation. The five-year strategic plan indicates effective planning and implementation of the teaching-learning process and student assistance programmes, as well as achieving the college's vision and mission.

Admission, fee collection, attendance tracking, internal mark processing, etc. are done using e-governance measures. Annual audits are done to ensure that various bodies are operating properly. The management executes effective programmes for employee welfare, including timely financial assistance and lending facilities. Professional development and administrative training Programmes are held each year for both teaching and non-teaching personnel with the goal of enhancing staff competency.

A strong IQAC functions in the college which has a clear action plan and review process. The IQAC organise training sessions and collaborative quality efforts with other institutions while streamlining documentation, data collection procedure, feedback collection, and its analysis.

Institutional Values and Best Practices

The institutional values and best practices of the institution are in tune with the vision and mission of the college. The college has its prime focus on integral development of human personality in its action plan to create a value oriented society. To sensitize students on issues like gender, environment and sustainability, inclusiveness, values and ethics, the college initiated a variety of activities within its regular functioning. Environmental sustainability is assured through various audits (green audit, energy audit and environmental audit) and environmental promotional activities. As a step to sustain and safeguard electrical energy, the college has resorted to alternative power efficient practices like replacing the filament bulb and tubes with LED. Efficient waste management is ensured through proper waste disposal mechanism. Biogas plant, farms,

incinerators, different coloured bins etc, are used to manage waste within the campus. Rain water harvesting, open well recharge and maintenance of water bodies in the campus have contributed to ecological sustainability. The College is sensitive to the needs of the differently abled, providing a barrier-free environment, lift, ramps, special toilets, and signage with tactile path, lights, display boards and signposts.

The college gives special attention in inculcating constitutional obligations among students. Code of conduct helps students to emerge as polished individuals. Through the observation of commemorative days, the college instills the feeling of oneness among students.

One of the best practices, the college has followed is Academic Performance Enhancement Programme (APEP) which is a systematic and continuous assessment method to analyze the academic performance of the students and it strategically evaluates the effectiveness of learning by measuring the learner's performance. By devoting an extra half- an- hour various sessions are conducted to enhance the learning capabilities of the students and their competency. APEP has made the continuous evaluation process more constructive and ensures academic excellence through the improved academic performance of the students.

Another best practice "MCC Radio" is an experiential learning system that helps students in applying their knowledge gained in the classrooms in a non-classroom environment. Through this daily practice of sharing information and entrainment through the public address system, students attain higher cognitive levels of learning and enhancement of skill.

The college has undertaken the vision of shaping men and women to thrive and excel in their roles as socially committed responsible citizens. The institution has always maintained its students friendly nature by providing ample avenues for shaping multifaceted, socially committed, morally upright and intellectually nourished human beings.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MOUNT CARMEL COLLEGE
Address	MOUNT CARMEL COLLEGE KARUKADOM P.O KOTHAMANGALAM, ERNAKULAM
City	KARUKADOM KOTHAMANGALAM
State	Kerala
Pin	686691
Website	www.mcekarukadom.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	T.m. Joseph	0485-2823019	9447851808	-	mccollege2017@gmail.com
IQAC / CIQA coordinator	Shini George	0485-2822519	9847572093	-	shinijobi@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Kerala	Mahatma Gandhi University	View Document

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

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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	MOUNT CARMEL COLLEGE KARUKADOM P.O KOTHAMANGALAM, ERNAKULAM	Semi-urban	6.801	6903.52

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme	Name of Pro	Duration in	Entry	Medium of	Sanctioned	No.of

Level	Programme/Course	Months	Qualification	Instruction	Strength	Students Admitted
UG	BA,English	36	Higher Secondary or Equivalent	English	60	4
UG	BCom,Commerce	36	Higher Secondary or Equivalent	English	70	29
UG	BCom,Commerce	36	Higher Secondary or Equivalent	English,Hindi	70	21
UG	BCA,Computer Science	36	Higher Secondary or Equivalent Examination in science stream with mathematics or computer science informatics practices as optional	English	70	50
UG	BSc,Psychology	36	Higher Secondary or Equivalent	English	50	27
UG	BSc,Fashion Design	36	Higher Secondary or Equivalent	English	30	4
PG	MA,English	24	Degree	English	26	7
PG	MCom,Commerce	24	B.com or MG university BBA BBM	English	26	12
PG	MSc,Psychology	24	B.Sc Psychology	English	26	17
PG	MSW,Social Work	24	Degree	English	20	15

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	2				7				33			
Recruited	2	0	0	2	1	6	0	7	8	25	0	33
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						10
Recruited	3		7		0	10
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				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	0	0	0	0	0	0	2
M.Phil.	1	0	0	0	0	0	0	0	0	1
PG	0	0	0	0	0	0	8	31	0	39
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	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	237	1	0	0	238
	Female	265	0	0	0	265
	Others	0	0	0	0	0
PG	Male	13	0	0	0	13
	Female	98	0	0	0	98
	Others	0	0	0	0	0
Certificate / Awareness	Male	75	0	0	0	75
	Female	126	0	0	0	126
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	2	0	3
	Female	2	1	1	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	1	0
	Others	0	0	0	0
OBC	Male	3	7	3	9
	Female	1	7	23	12
	Others	0	0	0	0
General	Male	20	34	33	28
	Female	32	56	44	65
	Others	0	0	0	0
Others	Male	59	80	33	54
	Female	69	80	61	80
	Others	0	0	0	0
Total		186	267	199	251

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The mission of Mount Carmel College is to revitalize education's role in promoting spiritual and intellectual freedom. For the overall development of the student body, we provide a wide range of conventional and professional programmes. Students can improve their creative ideas by taking new technology based add-on courses like Cloud Computing, Artificial Intelligence, Data Analytics, and Logistics, among others. Our National Service Scheme helps students use their knowledge to solve real-world problems in their personal and societal contexts, bringing them closer to the community. For the fulfillment of our vision and mission, we also participate in the Planning Forum, PTA, Alumni</p>
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	Association, Social Service League, and other academic and extracurricular activities.
2. Academic bank of credits (ABC):	The institution welcomes the introduction of BSW which permits the students to avail the benefits of credit transfer and the possibilities of multiple entries and exits. The provision will broaden the holistic educational prospects of an individual.
3. Skill development:	The college has made tremendous efforts to develop the skills of the students. The college has a skill enhancement centre which provides hard and soft skills to the students. Communicative skills, ICT skills, Life skills, Yoga skills are being provided. The college also provides soft skill training programmes, ASAP (Additional Skill Acquisition Programmes) and orientation workshops related to cyber security and hacking skills for the benefits of the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The college is committed to uphold the integrity and cultural heritage of our nation, by inculcating sound values and an understanding of humanity in young minds. The NSS unit brings out the best programmes to cater for the unity and diversity of Indian culture. The cultural diversity of our nation is honored through the celebration of Ethnic day. In line with the mandates of NEP, Indian language and culture are integrated into the syllabus which include BA English Literature – Movements: The Cross Currents of Change, Indian Writing in English, Literature and/as Identity. Common Course English, Second language courses Hindi/Malayalam. These courses relate to the study of ancient, medieval, modern, post-modern, cultural, social and linguistic aspects of Indian culture thereby facilitating student’s deep bonding with Indian knowledge system. Value enrichment programmes are conducted regularly to instill our youth with morals that will bring glory to our nation.
5. Focus on Outcome based education (OBE):	Outcome Based Education is a student-centric model which gives emphasis on what is learned. This approach helps to identify a student’s strengths and weaknesses. Before the commencement of each programme, the students are given awareness regarding Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs). This approach enables the students to assess their cognitive levels like remembering,

	understanding, applying, analyzing, evaluating and creating.
6. Distance education/online education:	The college has adopted online education as the new norm, combining it with the traditional teaching methods. Curriculum delivery and assessment are done using online tools including Zoom, Google Meet, and Google Classroom. The college has hi-tech classrooms with interactive boards which eased the transmission of knowledge.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, we have an efficient and enthusiastic ELC. Ms. Abiya Thomas and Ms. Anisha A.S (B.Com Tax) were the student representatives. The club has conducted many programmes in association with the college and the local governing bodies.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The ELCs students' coordinator and the coordinating faculty members are appointed by the college. The college took extra care in choosing the members on the basis of their academic and extra-curricular performances.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	There were a few innovative initiatives undertaken by the ELCs for the past few years. Among them, 'Voter Awareness Campaign' was a huge success. Many students have attended the campaign. The campaign was conducted by the ELC, Mount Carmel College and the District Panchayat in the college seminar hall. Rev. Fr. Thomas Michael Thalachirayil, Smt. Rachel Varghese (Tahsildar), Mr. Johns John (Staff rep.), Ms. Abiya Thomas (Students' rep.) were present on the occasion.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	We have conducted surveys, created contents and publications as a contribution in advancing the democratic values and participation in electoral process.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to	While conducting the Voter's Awareness campaign, the ELC took a great effort in institutionalizing the mechanisms to register eligible students as voters.

institutionalize mechanisms to register eligible students as voters.

about 30 students were enrolled as voters and registered in the voter's portal with the help of ELC.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
633	645	604	658	658

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

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 60

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

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	29	27	26	26

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
58.41	31.88	49.3	58.52	61.94

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Mount Carmel College is a self-financing college affiliated with Mahatma Gandhi University, Kottayam. Established in 2012, the college integrates the curriculum provided by the University with its vision and mission. The college effectively implements and delivers the curriculum, focusing on contribution to the core values of higher education like national development fostering global competencies, inculcating a value system, and promoting the use of technology. Cross-cutting issues are also addressed extensively to sensitize the students.

PLANNING AND IMPLEMENTATION OF CURRICULUM DELIVERY

- The academic calendar prescribed by the University is strictly adhered to. Accordingly, the college prepares its own academic calendar. Individual departments comply with the college schedule and submit their specific calendar with details of academic activities planned for the academic year.
- Modern course delivery methods are followed by the faculty with increased use of ICT tools and online classes.
- Apart from classroom interactions, students also gain experiential learning through internships, project work, and field visits.
- Sufficient Add-on/ Value added certificate programmes are offered to supplement the university curriculum.
- Feedback is sought regularly from students to improve curriculum delivery. Appropriate action is taken on the problem areas.
- The syllabus of various programmes, POs, PSOs, and COs, and the weightage of internal and external examinations are communicated through the college website.
- The timetable is prepared well in advance before each semester.
- Advanced and slow learners are identified through a well-defined mechanism and special programmes are arranged to cater to their specific needs.
- Each teacher prepares a teaching plan for their courses.
- Effective remedial and mentoring sessions are in practice.

THE INSTITUTION ADHERES TO THE ACADEMIC CALENDAR INCLUDING THE CONDUCT OF CIE

All departments of Mount Carmel College prepare the academic calendar based on the calendar of MG University. It includes various timelines such as dates for the beginning and end of the semester, mid-semester breaks, dispersal of classes, and tentative practical and theory examinations. The departmental

calendars include proposed seminars/conferences/ workshops/educational trips, projects, and other academic activities for the year.

- At the beginning of the semester, the HoD, after due deliberations in the staff meeting, allocates papers to the faculty members. The departmental timetables are prepared well in advance based on the master timetable.
- At least one internal examination and one model examination in each semester.
- Timely evaluation of answer scripts.
- An effective grievance redressal mechanism is in place.
- Class-wise PTA meetings are held at least once a semester.
- The college conducts APEP to evaluate and enhance the academic performance of the students. Half an hour is allotted from 12:15 pm to 12:45 pm every day to conduct APEP in an effective manner.

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

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 30

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 50.91

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
558	630	152	124	164

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

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

Response:

As a Christian institution, the college strictly adheres to the promotion and proliferation of ethical values to inculcate an atmosphere of inclusivity and sustainability. The institution has developed an operational procedure to address the relevance of professional ethics, gender equity, human values, environment, and sustainability through various programmes conducted in the institution. These issues are well integrated with the curriculum mandated by the University. The syllabus of both UG and PG programmes includes topics related to cross-cutting issues which help the students to think critically and to act productively as responsible citizens.

Cross-Cutting Issue addressed	No. of UG Courses addressing the issues	No. of PG Courses addressing the issue
Gender Sensitivity	15	6
Human Values	16	6
Professional Ethics	22	8

To integrate cross-cutting issues with the curriculum, the institution is conducting a number of programmes.

General

- The college has different clubs to promote awareness of cross-cutting issues.
- The college offers various add-on courses like learning disability, tally with GST, Communicative English, Python programming, etc.

Gender Sensitization

- Various activities are being conducted to make students aware of the diversity in gender and the importance of understanding, accepting, and respecting each gender.
- Equal opportunities are given to all students irrespective of their gender in all kinds of activities like sports, placement and student union elections, etc.
- Vibrant Women's Forum.
- Anti-Sexual Harassment Cell
- Gender Sensitization Classes
- Skill Development Classes

Environment and Sustainability

- The college has an 'ecology wing' to monitor and promote eco-friendly campus initiatives.
- Waste management, environment & energy audit, solar power systems, biogas plant, and rainwater harvesting units are actively functioning in the college.
- Nature camps, awareness programs, and seminars are being conducted under the initiative of the nature club.
- College celebrates environment day every year by planting trees within the college premises and distributing plants to the local residents.
- Young Innovators Program under the Department of Fashion Design, works on producing and designing an eco-friendly lifestyles and products.
- Anti-plastic awareness program "Namukku Munneram Prakrithiyodoppam" is an initiative by the college to spread awareness regarding the ill effects of plastic.
- Strong NSS unit which addresses issues of environmental concerns.
- MOOC course on Organic Farming
- Proper Landscaping of the Campus
- Green Protocol
- Green Awareness Campaigns

Human Values

- College management and students were at the forefront of flood relief activities. The activities of students included the distribution of medicines and the essentials.
- Every year orphanage visits and old age home visits are conducted under the departments of English and Psychology.
- Regular Value Education and Mentoring Sessions
- Anti-Drug Campaigns
- Professional Ethics programs are organized to instill professional ethics among students.
- Strict code of conduct for the students
- Value added courses
- Soft skill training programmes

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

1.3.2

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

Response: 74.09

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 469

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and

feedback hosted on the institutional website	
File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 65.73

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
262	203	267	231	249

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
333	290	254	204	298

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 61.41

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
180	123	172	146	165

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

2021-22	2020-21	2019-20	2018-19	2017-18
333	290	254	204	199

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

<p>2.2.1</p> <p>Student – Full time Teacher Ratio (Data for the latest completed academic year)</p> <p>Response: 19.18</p>

2.3 Teaching- Learning Process

<p>2.3.1</p> <p>Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process</p>

Response:

Mount Carmel College Karukadom is committed to facilitate integral development of human personality which can be ensured only with active participation and involvement of students in the teaching- learning process. The role of the teacher is limited to that of a facilitator. The faculty members make learning process interactive with learners by encouraging learners to partake in group discussions, subject quizzes, learning games and question - answer sessions on related subjects. The institution has devised its own mechanism to engage the students in the teaching- learning process.

Experiential Learning

- **Laboratories** provide students with various opportunities to learn and experiment.
- **Internships, training and workshops** allow participants to fetch new skills through testing out the practical aspects of what you know and focus on how to do a particular job.
- **Industrial visits** open many doors for corporate training and internships, which in turn increase the students' employability.
- **MOOC course on organic farming** encourage the youngsters to understand and conceive an organic way of life with a strong message “Back to Nature”
- **Study tours and field trips** offer students an opportunity to reinforce experiential and contextual learning.
- **Add on courses** provide an opportunity to do employment oriented /skill-based *courses*.
- **Interaction with Alumni** enables the students to learn from the experiences of alumni in their workshops.

Participative Learning

- **Peer Teaching**; an education method that helps students solidify their knowledge by teaching each other.
- **Cross Teaching**; creates a thorough inventory of instructor and student practices that define the teaching and learning environment.
- **Community Engagement Programs**; involvement and participation in an organization by the students and teachers for the welfare of the community.
- **Discussions, Debates, Seminars**; are platforms not only to learn new aspects but a collaborative; cooperative; multiple sides work toward a shared understanding..
- **E- Content development**; a process of creating content in a digital form that lives in a digital space that the learners can access through digital means.
- **Magazines**; annual portfolios, written and edited by college students with the help of teachers.
- **Role plays (street plays)**; involves presentation in outdoor public spaces which address serious social issues.

Problem Solving

- **Student Projects**; Working on a project enhances the student's intellectual and empirical proficiency
- **Quiz Programs**; help improve one's general knowledge.
- **Surveys**; method of gathering information using relevant questions from a sample of people.
- **Case Study Method**; involves a range of empirical material collection tools in order to answer the research questions with maximum breadth.

All the faculties of the institution use ICT-enabled tools for effective teaching and learning process. These include online study materials and e-resources. Laptops and LCD projectors are easily made available to the teachers for lectures. Every staff room is enabled with free WiFi and computer system. ICT enabled education is facilitated through Wi-Fi enabled class rooms with projector, Smart Class rooms, E-learning materials, etc. All rooms are equipped with speakers. E- Resources from N-list through INFLIBNET are available in the college library.

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

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	29	27	26	26

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 41.13

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	11	13	11	11

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The college follows formative and summative assessment procedures to ensure robustness and transparency and the grievance redressal mechanism is well in place. A three-tier grievance redressal mechanism ensures that grievances are properly addressed. The evaluation process has two components: twenty percent marks in each paper are awarded through internal assessment and the remaining eighty percent are awarded by University-appointed examiners on the basis of performance of students in semester-end examinations.

Internal/External Assessment Process

Components of Evaluation Process	

Continuous Internal Evaluation (20%)		External Evaluation (80%)	
Internal Exam	Assignment	Attendance	Semester End Exam
(Knowledge Levels)	(Writing Skills)	(25%)	
(APEP + Model Exam)	(25%)		
(50%)			

Transparency

- The process of Internal Assessment is coordinated by the **Internal Assessment Committee**.
- **Academic Performance Enhancement Programme** schedule is prepared at department level and distributed to the students.
- The model examination schedule is **exhibited on the notice board**.
- **Question papers** are set at the department level.
- On completion of the internal examinations, **written answer scripts are handed over to the concerned teachers for valuation**.
- **CCTV cameras** are installed to ensure fairness in the conduct of examinations.
- The students **get their valued answer sheets within one week of the examination**
- The **reevaluation facility** is available if the students found any discrepancies regarding valuation.
- **A form** (showing different internal components of each subject) and **B forms** (consolidated internal marks of students) are generated and published on department notice boards.
- The teacher in charge of each class is entrusted with the responsibility of **uploading the internal marks** on the University Portal.
- Those students who could not take the exams due to valid personal inconveniences are allowed a **retest**, only on submitting a request by the student duly endorsed by the Principal.
- **Attendance:** The Attendance of the students is marked manually and after each class the same is entered on the computer system.
- **Parents-Teachers Association (PTA):** Once all internal marks have been collected, a Parent – Teacher - Student (PTS) meeting is called to intimate parents/guardians of the academic progress of their wards.
- **Frequency:** The College conducts **APEP** (Academic Performance Enhancement Programme), a regular test series and one **model examination** in the university examination pattern.

Grievance Redressal System is time-bound and efficient.

- **Grievance Redressal Cell** functions in the College as prescribed by Mahatma Gandhi University.
- Students have the freedom to lodge their grievances through **online & offline**.
- Internal evaluation grade sheets are published in the departmental notice boards and kept in the

department for future reference.

- Discrepancies, if any, shall be brought to the notice of the teacher concerned, if the grievance is not redressed, the students can submit their grievance in writing to the Principal who is also the chairman of the cell.
- The cell will meet as and when it is required and provides suitable solutions for the grievance raised, failing which the matter shall be directed to the university.

Grievance Redressal Mechanism

Three-tier Grievance Redressal Mechanism		
<p>Tier 1 -</p> <p>Department Level</p> <p>Tutor & HoD</p>	<p>Tier 2 –</p> <p>College Level</p> <p>Grievance Redressal Cell</p>	<p>Tier 3 -</p> <p>University Cell</p> <p>University</p>

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

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The learning outcomes of various programmes offered by the institution are built into the curriculum of each discipline and are available on the college website. The students are given the opportunity to identify and analyse real life problems, and develop solutions and reach valid conclusions using basic principles of their subject. Students are guided to responsibly interact with the environment in which they are living and are motivated to take care of their fellow beings with compassion.

Preparation of POs, PSOs and COs:

- **Outcome Based Education (OBE) Advisory Committee** is entrusted with the duty to implement **Outcome Based Education** in the college.
- **OBE Advisory Committee** is convened prior to the commencement of every academic year and monitor the implementation of **OBE Manual**.
- **Programme Outcomes (POs)** are prepared by **(OBE) Advisory Committee** in consultation with the department heads.
- **Programme Specific Outcomes (PSOs)** and **Course Outcomes (COs)** are prepared at the department level by **Department OBE Committee**, headed by department heads, in consultation with the concerned teachers who deal with a particular course.
- **POs and COs** prepared at the department level is submitted to **Outcome Based Education (OBE) Advisory Committee** for approval.
- An **OBE Manual** is prepared and copies of the same are distributed to all departments.

Mechanism of communicating Programme, Programme Specific and Course Outcomes:

- A **handbook** of **POs, PSOs and COs** is prepared and kept on the table of the Head of department for ready **reference** for both **students and teachers**.
- Soft copy of the **handbook** is made available to the students via **online mode (google class room)**
- **POs, PSOs and COs** are well **displayed on the website**
- **POs, PSOs and COs** are displayed on the **Department Notice Boards**.
- **Student's Handbook**, stating outcomes, is prepared at the beginning of every academic year and distributed among students.
- The Head of the Department explains various **programme outcomes** to the students in the **orientation meeting**.
- **Class Tutor** explains the **Programme Specific Outcomes** at the commencement of **first year** classes.
- **Course -in- charge** elaborates the **Course Outcomes** at the beginning of every course.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The institution has devised its own mechanism for assessing the level of attainment of POs, PSOs and COs. Outcome attainment evaluation is a two-tiered mechanism, Direct Evaluation and Indirect Evaluation, with **80:20** weightage that analyses the accomplishment and devises remedial techniques. Programme outcomes/ Programme Specific Outcomes attainment is observed through the correlation between **direct** and **indirect** attainment of course. Specifying the Programme Outcomes, Programme Specific Outcomes, and Course Outcomes the first step in measuring the attainment level of the outcomes. The course outcomes are mostly defined using Bloom's six degrees of cognitive domain. CO, PO matrix and CO PSO matrix is used to map COs to POs and PSOs, respectively. For each course, the average correlation level is calculated for both the overall programme results and the program-specific outcomes. Each course in charge maps the correlations of COs to POs and PSOs with suitable levels.

1. Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) as direct assessment methods:

Internal Assessment (20%)

- Individual assignments (25%) are given to students for direct measurement of programme and course outcomes and attendance carries 25%.
- 50% Internal assessment is based on the two internal exams; **Test 1 & Test 2**, which carry equal weightage.
- Weightage of **Test 1** is calculated from **APEP** (Academic Performance Enhancement Programme), a regular test series which includes presentations, debates, and question-answer sessions on the subject of study.

External Assessment (80%)

- Results declared by the University at the end of each semester are thoroughly analysed in academic audits of departments and Staff Council meetings. Results are also published in the annual report of the college.

1. Surveys (feedback) as indirect assessment methods:

• **Course feedback** is taken from students in which the overall course outcome is analysed and corrective measures are proposed.

Separate matrices for both **CIE** and **SEE** created using the direct assessment methods and indirect assessment methods. **CIE** consists of components such as **attendance, tests (1+2) and assignment. Test 1** carries the average weightage calculated from the marks obtained from the **Academic Performance Enhancement Program** and **Test 2** carries marks obtained in the model exam conducted at the end of semester. **SEE** is the marks scored in the semester exams conducted by the University. The weightage is set to be **80:20**. These matrices are combined together and assessed. The OBE Advisory Committee

decides the benchmark of attainment each year based on the average marks of each course.

The assessment levels are;

- **60% or above- 3**
- **50%-59%- 2**
- **35%-49%-1**
- **>35% - no attainment**

If the attainment level is not reached the target level, a gap analysis is done between the attainment level and target level.

OUTCOME ATTAINMENT ANALYSIS		
DIRECT METHOD		INDIRECT METHOD
INTERNAL ASSESMENT	SEMESTER END EXAM	
ATTENDANCE		EXIT SURVEY
ASSIGNMENT/ SEMINAR		STUDENT FEED BACK
TEST PAPER / APEP		EXTRA CURRICULAR ACTIVITIES

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

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 79.3

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

2021-22	2020-21	2019-20	2018-19	2017-18
196	210	177	157	168

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

2021-22	2020-21	2019-20	2018-19	2017-18
217	250	236	228	214

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.85

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 3

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

2021-22	2020-21	2019-20	2018-19	2017-18
0.00	0.00	3.00	0.00	0.00

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution provides a conducive environment for the promotion of innovation and entrepreneurship. The students are encouraged to be actively involved in various activities like workshops, and seminars on Research Methodology, Intellectual Property Rights, and Entrepreneurship.

The college has been very progressive and genuine in developing scientific temperament among its stakeholders and forming an innovative atmosphere. The following are the key initiatives taken by the college for the creation and transfer of knowledge.

Research and IPR Initiative: The college has organized many awareness seminars on APA, research ethics, plagiarism, etc. We aim to promote awareness about intellectual property rights. We also conduct seminars/workshops on intellectual property rights to create awareness among students and teachers.

Artificial Intelligence (AI): The Department of Computer Science provides training in advanced technologies like Artificial Intelligence (AI) and Software Development.

Business Incubation Centre: The College has established a Business Incubation Centre to support students with a space-based business idea and help them in developing their products. It aims to inculcate entrepreneurial culture among the students and also enhance self-employment opportunities. The Incubation Centre organizes competitions to sensitize students towards business/entrepreneurship and invite industrial experts for personal grooming.

Internships: Students actively participate in internships and training programs in industry. The college has an active mechanism to recognize and promote talented students through various Academic Fests and programs.

Internships are supervised, structured learning experiences in a professional setting that allow students to gain valuable work experience in a student's chosen field of study.

Industrial Visits: Students are encouraged to do frequent Industrial Visits for keeping them updated with the current industry requirements. Being a part of interactive learning, such educational visits give students major exposure to real working environments along with a practical perspective of a theoretical concept relevant to their domain. Industrial visits are usually the first point of interaction between a student and a live working industry. The students learn about the latest technology trend and make up their minds about their future job or area of interest.

YIP: The college being a member of the Young Innovators Programme has a specially designed programme under Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower future innovators to innovate new products, services, or models to meet emerging requirements, unarticulated needs, or existing market needs of society more effectively through an innovative challenge.

Idea lab: The IDEA lab encourages the students to engage themselves in industry interaction and research activities. The idea lab motivates the students to enrich their practical knowledge to meet the industry requirements. The lab gives physical space to the students that encourage the creation, development, and implementation of novel ideas for their better enrichment.

File Description	Document
Upload Additional information	View Document

3.2.2

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

Response: 43

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

last five years

2021-22	2020-21	2019-20	2018-19	2017-18
20	5	8	3	7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.08

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	0	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document

3.3.2

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: 0.13

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

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	3	1	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

All students of the college are encouraged to participate in the extension activities organized by various clubs and departments in the college. The activities focus upon the concept of campus-community partnership, engaging the students with the ground realities in the society and creating a mind - set to extend a helping hand to those in need.

- The Psychology department in association with 'Anti-Narcotic Club' organised Anti Narcotic program on 28/7/2022.
- The Commerce department organized an awareness programme for higher secondary students of different schools about New Education Policy on 10/6/2022
- The Psychology department conducted an awareness program among parents of Vocational Higher Secondary School, Mathirapilly on 4/5/2022.
- Sex Education class conducted by Department of Psychology for school students on 8/11/2021.
- An Anti-Drug Campaign "STAY AWAY FROM DRUGS" was conducted among youngsters by Department of Psychology on 12/10/2021.
- Department of English organised webinar on Awareness programme on Corona virus for 35 students of St. George School on 23/9/2021

- Department of Computer Science organised an awareness programme “Digital Tech Sree” for empowering Kudumbasree members on 28/2/2021
- The Nature Club gave a helping hand to the pilgrims of KANNI 20, On 2/10/2020.
- Center for Counselling and Psychotherapy offers crisis intervention and proper management of cases through adequate counselling services to the individuals and their families. The Center for Counselling and Psychotherapy, headed by Fr. Binny Joseph and started its function on 12/09/2020
- The Mid-day meal program by the college was an initiative to provide meals to needy people of Kothamangalam Municipality which was started in 2015 and continued till the outbreak of COVID pandemic.
- A Street play on suicide prevention was conducted for the public as part of World Mental Health Day on 10/10/2019
- Oldage Home visits were conducted by the students of Psychology Department on 31/8/2019.
- Department of Computer Science on 27/8/2019 undertook a programme ‘Namukku *Munnerram Prakrithiyodoppam*’ (Let us move forward with nature) to impart awareness on harmful effects of plastic.
- ‘*Prakrithy Padana Camp*’ (Nature Study Camp) arranged to Athirappally Vazhachal on 12,13th January 2018
- ‘*Ammayakay Oru Snehasparsham*’ (A touch of love for mom)- Thermo mammogram camp aimed at the detection of breast cancer among women, organised by Computer Science department on the year 2018.
- AICUF organised “*SNEHASPASHAM*” (touch of love) clothes distribution on 18/10/2018.
- The ED Club gave financial assistance to flood victims of Ernakulam District in 2018.
- ‘*Ammakkay*’ (For Mom)-Cancer awareness program for neighborhood community for the early detection of Breast Cancer organized by Department of Computer Science in association with Women Cell of MCC in the year 2017.
- Hair donation camp done by Computer Science Department as part of CAP @ Campus *Sandhaesha Yathra* (Message Journey) to make aware about hair loss faced by cancer patients and to motivate the students for hair donation on 16/12/2017
- AICUF of MCC contributed wheel chair to a group of disabled persons as part of World Disabled Day celebrations on 6/12/ 2017.
- An Eye and Dental camp was organised for the people near Kothamangalam on 10/12/2017

File Description	Document
Upload Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The institution received several recognitions for its contribution in different fields for social service. This

has been acknowledged by the MLA and members of Kothamangalam Municipal Council.

- Cap @ Campus *SandeshaYathra* (Hair donation) on 16th December 2017 was inaugurated by Shri. Antony John (MLA of Kothamangalam).
- *Ammaykayorusnehasparsham* (A Touch of Love for Mom), Cancer awareness and Mammography camp on 5th January 2018.
- Certificate of appreciation from 'Department of Industries and Commerce, Government of Kerala' for the outstanding contribution and disciplined services in data collection with the respect to the survey of flood affected shops and establishments in Ernakulum district during October 2018.
- Public Mental Health class for Vincent De Paul Society was conducted on 8th April 2022. The class was taken by Fr. Binny Joseph Clinical Psychologist and HoD of Psychology department of the college
- A webinar on 'Cyber Security – Do's and Don'ts' was conducted on 17th August 2021, by the department of Computer Science. The webinar was aimed at giving an idea about the cyber-attacks and the ways to prevent them. The class was undertaken by Shri. Sidheek K P (ASI, Kothamangalam Police Station).
- '*Namukku Munneram Prakrithiyodoppam*' (Let us move forward with nature) an initiative, aimed at bringing awareness among the students about the harmful effects of plastic pollution was conducted by Department of Computer Science on 27th August 2019. As part of this initiative, the BCA students visited the Kothamangalam Municipal Office and distributed the awareness kits to the Staff of the Municipal office.
- On KANNI 20, the students of the Nature club provided drinking water and comfort facilities for the pilgrim on 2nd October 2020.

- On 10th October 2020, students of Psychology Department performed Street Play at Private Bus Stand Kothamangalam to raise awareness regarding mental health issues.

- The AICUF Unit of College contributed wheel chair to a group of disabled persons as part of World Disabled Day celebrations on 6/12/ 2017. The programme positively impacted the lives of the beneficiaries and contributed to the creation of a more inclusive community.
- A Letter of appreciation from St. Norbert Special Education School, Karnataka was awarded to Fr. Binny Joseph HoD (Dept. of Psychology) on 15th June 2022 for the effective contribution (classes, IQ tests and other activities) given to the school.
- An Eye and Dental camp was organized for the neighborhood community at Karukadom on 10/12/2017.
- '*Prakrithy Padana Camp*' (Nature Study Camp) arranged to Athirappally Vazhachal on 12,13th January 2018.
- Department of Computer Science organized an awareness programme "Digital Tech Sree" for empowering Kudumbasree members on 28/2/2021. The aim of the programme was to provide awareness to the public in handling Online Transactions. The programme was well appreciated by the local media.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 53

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	5	7	5	11

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 19

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college, established in 2012, is located on a calm and quiet 5.52/acre campus providing a fitting academic ambience. The strategic location facilitates ease of access alongside bucolic comfort. It offers seven undergraduate programmes and four postgraduate programmes, for which state of the art infrastructural facilities are provided across two blocks (Main and PG Blocks). The college has adequate classrooms, laboratories, digital and other facilities for the effective teaching-learning process.

Classroom Facilities

- All classrooms are ICT enabled with Wi-Fi/LAN facilities to make effective teaching-learning process.
- Classrooms are well-ventilated, spacious and provided with white boards, adequate furniture, public-address system and CCTV surveillance.
- Two Seminar/Conference halls are there with smart class room facilities.
- All departments have separate faculty rooms and are provided with laptops, desktops and printers.
- Two spacious auditoriums are there of which one is exclusively used for the conduct of examinations.

ICT Facilities

The college has a favourable student computer ratio of 8:1. They are made available to students through the following facilities.

- Total of 85 computers
- One computer lab
- One Language lab
- One Commerce lab
- One Psychology Lab
- One Fashion Technology Lab.
- Wi-Fi enabled campus with 200 Mbps speed, Internet Connectivity
- Projectors
- Printers/Scanners/Copiers.
- E- Resources centre in the college library.

E-Governance facilities

- Attendance and Progress report generation
- Exam management
- TC generation and online fee payment option

Sports Facilities

- Spacious playground for athletics and Football
- Standard Basketball/Volley ball court and a Shuttle Badminton court
- Recreation hall for indoor games like Chess, Caroms, Table tennis.
- Sporting equipment, kits and sportswear for the team members
- Open gym facility.
- Yoga Training Centre

Facilities for Cultural Activities

- Two well-equipped auditoriums
- An open-air auditorium
- Recording studio to facilitate campus radio.
- Capability Enhancement Centre

Other Facilities

- Discussion rooms, Guest rooms and VIP lounges
- Separate restrooms for supporting staff and girl students

- Girl's hostel
- Drinking water facility in each floor.
- Hand Rails and ramps are provided for differently abled.
- All examination rooms and college premises are under CCTV surveillance.
- Well-furnished administrative office.
- MCC Centre for Counselling and Psychotherapy.
- Canteen
- Visitor's Lounge
- Disabled friendly campus Facilities
- Lift
- Disabled friendly Washrooms
- Wheel chair.
- Meditation centre.
- Pedestrian friendly campus pathway.
- Incinerator.
- Security Room.

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

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 21.53

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
31.2	1.86	3.43	6.59	12.9

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

- The college has a well-stacked library system that supports the reading and learning needs of students and faculty members.
- It is located in the ground floor of the PG block.

- Library has nearly 9200 volumes in 5250 titles and 8 journals of different subjects.
- A collection of reference books is maintained in the library.
- Leading magazines and newspapers are subscribed.
- Books are arranged according to Dewey Decimal Classification Scheme.
- The library is automated with ILS software KOHA (Version 21.11- Year 2022).
- KOHA's OPAC, circulation, management and self-checkout interfaces are all based on standards compliant with World Wide Web technologies XHTML, CSS and JavaScript – making KOHA platform with independent solutions.
- The College is a registered member of NLIST (which is jointly executed by UGC-INFONET Digital Library Consortium, INFLIBNET Center and the INDEST-AICTE Consortium & IIT Delhi)
- The authorized users from college can access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre.
- Through N-LIST programme students and faculty members can access 6529 e-journals, 1, 99,500 e-magazines and 2,50,872 e-books.
- Hard copies of university and internal question papers are kept in the library for reference.
- The library is open from 9.00 am to 4.00 pm from Monday to Saturday.
- We have a Library Advisory Committee. The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management
- On the basis of total check outs of the books and number of visit to the library one student is awarded with the 'Best Library User' for each month.

Resources available in the library.

RESOURCES	NUMBERS
BOOKS	9200
CD/DVD	210
PROJECT REPORTS	124
SPECIAL COLLECTIONS	180
JOURNALS	8
MAGAZINES	8
NEWSPAPERS	6
REFERENCE BOOKS	831

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

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Institution frequently updates its IT Facilities and provides sufficient bandwidth for internet connection

- The college has adequate IT Facilities which includes a total of 103 computers out of which students have access to 85 computers in the computer lab, language lab and library.
- The Campus is equipped with 107 CCTV cameras, ensuring vigilance and personal safety of students, teachers, and other stakeholders.
- The available bandwidth of internet connection in the Institution is 200 Mbps.
- Internet connections from KERALA VISION BROADBAND LIMITED is non-lease lines.
- All the departments are equipped with computers, printers, and Wi-Fi connectivity
- College provides open Wi-Fi facilities for students and teachers.
- The college library is automated with KOHA software (Version 21.11 - Year 2021) and 5 computers and two printers are available, in which 4 computers are permitted for student's access.
- Provides N-LIST facility for staff and students.
- There is a computer technician for the maintenance of the IT Facilities as and when required.
- The Wi-Fi is updated from KERALA VISION BROADBAND LIMITED every year for availing smooth, steady and fast connectivity in all areas of College premises.
- We also have a generator with the capacity of 62.5 KV
- Examination control room with adequate IT facilities is used for the conduct of examinations.
- Two Seminar/Conference halls are there with smart class room facilities
- All classrooms are ICT enabled with Wi-Fi/LAN facilities to make effective teaching-learning process.
- The college has a favourable student computer ratio 8:1.They are made available to students through the following facilities.
- Total of 85 computers
- One computer lab
- One Language lab
- One Fashion Technology Lab.
- Wi-Fi enabled campus with 200 Mbps speed
- Projectors
- Printers/Scanners/Copiers.
- E- Resources centre in the College library
- E-Governance facilities;

Attendance and Progress report generation

Exam Management

TC generation and Online Fee Payment Option

IT FACILITIES IN THE CAMPUS

SL.NO.	FACILITIES
1	Computers And Laptops
2	ICT Enabled Classrooms
3	ICT Seminar Halls
4	Smart Classrooms
5	Printers And Scanners
6	Computer Labs
7	Language Lab
8	E-Resource Centre
9	Academic Support Software
10	CCTV Cameras
11	Digital Library
12	INFLIBNET
13	Copier
14	Social Media Platforms
15	Institutional Website
16	Barcode Reader
17	Internet Connections (Kerala Vision)
18	Wi-Fi Hotspots
19	Online Fee Payment Option
20	Barcode printer

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

4.3.2

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

Response: 7.45

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 85

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 33.97

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)

2021-22	2020-21	2019-20	2018-19	2017-18
18.3	14.9	17.14	21.5	16.5

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 49.22

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
336	307	343	303	285

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 52.25

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

2021-22	2020-21	2019-20	2018-19	2017-18
326	352	343	347	303

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for 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
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 44.59

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
77	125	133	81	87

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
247	215	227	215	224

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 6.08

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

2021-22	2020-21	2019-20	2018-19	2017-18
15	15	4	4	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1

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

Response: 13

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	8	5	0

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

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

Response: 25.2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	5	29	31	28

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	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 college has a registered Alumni Association named Mount Carmel College Alumni Association with registration number EKM/TC/309/2023 dated on 7 June 2023 aiming to strengthen the bonds between alumni, staff, and students. The Alumni of the institution play a vital role in taking the institution to more heights by contributing with their quality time, financial support and love for their alma mater. The Alumni Association facilitates alumni participation in the activities of the college and contributes towards the development of the institution.

The college feels pride in tagging its name with all those alumni who reach their zenith of their career from where they can do a lot for the institution. In order to foster a warm relationship, the college maintains regular contact with the alumni through various email groups and social networking sites such as Facebook, WhatsApp, Instagram, and LinkedIn. They have worked extensively in connecting the alumni with its Alma Mater through motivational talks and workshops by eminent alumni at various levels. The Alumni are very active in promoting, mentoring and guiding the current students of the college.

The Alumni frequently visit the college and always keep in touch with their respective departments. They have been very active in trying to contribute to the growth in the following areas: Fund raising, job placement, career guidance, mentorship, motivation and inspiration, emotional bonding, social networking and social activities. Another area of the alumni contribution has been donations. Alumni of the Commerce department had given financial assistance for the Commerce Fest. The college takes pride in producing several luminaries working in different fields.

Alumni of the Department of Computer Science conducted various webinars. Mr. Thomas James (Full Stack Developer, TCS) the alumni of computer science conducted webinar on “Cyber Security- Opportunities & Threats” on 16/12/2020. Ms. Adona Mathew, the Net developer, Wipro Ltd. Bangalore, alumni of computer science gave a lecture on “The new technologies and scopes IT” on 21/06/2021. The Department of Psychology organized various Alumni webinar series. The alumni of department of Psychology Ms. Sneha Rajeev, Faculty of Dr. Raju Davis International school conducted a webinar on “Effects and Consequences of Drug Abuse” on 26/06/2021. Ms. Anumol Sunny, who works as a Patient Relations Executive at Lissie Hospital in Ernakulam, alumni of Psychology department conducted webinar on the theme of "Suicide Prevention" on 09/09/2021. Ms Swathy, M.Phil Scholar, Sree Sankaracharya University of Sanskrit, Kalady, Alumni of the Department of English organized a webinar on “Understanding Ecological Masculinity-A New Approach to Eco Criticism”, on 24/07/2021.

Annual get together of the Alumni Association usually takes place on the second Saturday of January every year. Rs. 100 is collected from each student as fee of membership in the Alumni Association at the completion of their academic programme.

The alumni gatherings of different departments are enlightening and enriching ones. They are great opportunities for the alumni to understand the significance of socialization and get time to share their valuable time with their fellow beings.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Mount Carmel College, Karukadom is committed to social upliftment through education. Managed by the Catholic Order of Carmelites, the institution is focused on forming proficient individuals with holistic development facilitating empowerment of the socially and economically marginalised. The college is guided by a well-defined vision and mission.

Vision

Provide a life, time, and trend sensitive education which is student-centred, focusing on the integral growth of the individual in order to form oneself to transform the society, one is part of.

Mission

Motivate the younger generation to face the challenges of the fast-moving times by enabling them to venture into the process of building a better and brighter future.

Governance Mechanism

The college has adopted a decentralised mode of governance ensuring the functional autonomy of different bodies. The College is blessed with well-defined systems and organizational structure.

1. **The Governing Body** is consisting of the Manager, Principal, Bursar, Staff Secretary and educational experts and takes policy decisions with regard to the governance of the institution.
2. **IQAC** initiates and monitors activities in line with quality benchmarks.
3. **Staff Council**, consisting of Principal, Vice Principal, Heads of the departments, Staff Secretary, one representative of the faculty, and Examination Co-ordinator, assists the Principal in framing policies and decision making.
4. **Finance Committee** looks into the financial matters of the College.

The institution practices decentralization and participative management

The institution has well-established systems of decentralized and participatory management in its administrative and academic practices. All the activities are done under the leadership of the Principal. He is advised by the Staff Council.

The following cells and committees are operational in the institution to decide and implement various

activities.

1. Governing Body
2. IQAC
3. Staff Council
4. Exam Cell
5. Finance Committee
6. Grievance Redressal Cell for students and staff
7. SC/ST Cell
8. Library Advisory Committee
9. OBC Cell
10. Internal Complaints Committee
11. Anti- Sexual Harassment Committee
12. Academic Review Committee
13. Admission Committee
14. Alumni Association Executive Committee
15. PTA Executive Committee
16. Staff Welfare Committee

In this manner the administration and academics of the college are carried out in a participatory, democratic and decentralised manner.

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

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Mount Carmel College functions in accordance with the rules and regulations laid down by the state government and Mahatma Gandhi University. There are appropriate policies and procedures followed in the college which smoothens the functioning of the various units in the institution.

Administrative structure

Governing Body: The Governing Body is the apex body on policy matters. It also sets a framework for the implementation of the proposed plans. It adopts strategic plans for infrastructural development,

enhancement of quality in teaching-learning process, promotion of research and introduction of healthy practices.

Principal: The Principal who is the executive head of the institution is entrusted with the responsibility of managing the day-to-day affairs of the college. He implements the directives of the governing body in accordance with the vision and mission of the institution.

College Council: The College Council headed by the Principal takes appropriate measures for the smooth governance of the institution.

Committees and cells: The administration of the college is supported by a number of committees and cells like the IQAC, Admission Committee, Discipline Committee, Internal Complaints Committee, etc.

Appointment Rules

The recruitment of teaching staff will be held on the basis of general merit by a selection committee constituted by the Manager of the college from time to time. The appointment will be made purely on merit basis for a specific period. However, the management reserves the right to renew the appointment, if the performance/conduct of the teacher concerned is found satisfactory.

Grievance Redressal Mechanism

There is a Grievance Redressal committee headed by the Principal of the college. The Coordinator of the Centre for Women Empowerment is also part of the cell. The staff and students are free to lodge any complaint before the committee.

Strategic Plan Deployment

Of the envisioned proposals in Institutional Development Plan, the following are implemented.

- A post-graduate block was earmarked and named as Fr. Joseph Kotschner Memorial PG block.
- The existing academic block is extended with more classrooms and facilities.
- A footpath for pedestrians is constructed.
- MCC Centre for Counseling and Psychotherapy has been started functioning.
- Rest Room for Girls has been renovated.
- Alumni Association has been registered.
- A Council Hall is established adjacent to the Principal's Office.
- An elevator is installed for the benefits of the weak and differently abled people.
- Solar Panels have been installed.
- Rain water harvesting units are renovated.
- Built Guest Rooms in the main block.
- Started monthly student lecture series.
- Voluntary book donation scheme has been started.
- Best Library user award scheme is implemented.
- During the merit day the best outgoing student award is given.
- Mount Carmel Educational Scholarships and Freeships are given to the meritorious students.
- Fr. Joseph Kotschner Memorial Merit Scholarship Scheme, for class toppers in CIE has been implemented.

- Fr. Joseph Kotschner Memorial Lecture Series has been started.
- Regular meetings of mentor-mentee are arranged which help in the academic and intellectual growth of the students.

All the above facilities planned according to Institutional Development Plan are implemented in the most effective manner.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-

teaching staff and avenues for career development/progression

Response:

Mount Carmel College provides a positive working environment that greatly enhances employee job satisfaction. The following are the welfare schemes put forward for the benefit of employees.

Statutory Welfare Measures

- **Provident Fund**-The staff can invest in the PF on a monthly basis.
- **Employees State Insurance Scheme**-provide relief to employees in the events of sickness, maternity, disablement and death.
- **Maternity Leave of six months** is given to female staff, with full salary.

Other Welfare Measures

- Fully **Wi-Fi** enabled campus.
- **Special casual leave** is given to staff in cases of medical emergency.
- Institution provides separate parking area for the staff.
- **Canteen facilities** are provided.
- **Uniform overcoat** is given to all lady teaching and non-teaching staff.
- **Recreation room** is provided to the staff.
- **Annual Tour programme** is arranged for the staff members.
- **Community Lunch** is often arranged for the staff and their family.
- Academic amenities like computer lab, library with online databases are accessible to the staff.
- Training programs for staff to develop professional competency.
- Financial support to participate in academic seminars/ conferences and workshops.

Performance Appraisal System for teaching and non-teaching staff

The institution maintains a mandatory Performance Appraisal System for assessing the performance of teaching and non-teaching staff. The performance of the teaching staff is evaluated on the basis of their dedication and sincerity to teaching- learning and extra –curricular activities. Teachers are also instructed to submit teaching plans every semester to ensure a time bound implementation of the academic plan proposed at the beginning of the academic year. The performance of the non-teaching staff is evaluated on the basis of punctuality, efficiency, service- mindedness etc.

Every year teacher evaluation is conducted and a consolidated report is submitted to the Principal. Teacher evaluation by the students help teachers for self-improvement and to take appropriate corrective measures. Peer Evaluation is also done where each teacher evaluates their colleagues. The college follows a bio- metric punching system to record the attendance of the teaching and non-teaching staff.

In every semester, the IQAC does result analysis of each department. The data received from the departments are evaluated by the IQAC to suggest corrective steps in the teaching –learning process.

Based on the performance evaluations done by colleagues and students, the management conducts the annual academic review meeting. Teachers are asked to make improvements in their gray areas. Salary increments and promotions are also implemented on the basis of the performance appraisal.

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

6.3.2

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

Response: 70.21

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

2021-22	2020-21	2019-20	2018-19	2017-18
29	5	27	23	15

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 73.44

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	29	27	26	26

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	11	11	10	9

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institution has a sound resource mobilization policy and a solid mechanism to ensure the effective and efficient use of the funds raised. The finance committee, constituted by the management, has the responsibility for assessing, planning, implementing and supervising the fund raising activities of the college. A representative of the management is entrusted as the Bursar, with the duty of monitoring the

committee and his service is available on a regular basis in the college for the smooth smooth maintenance of the campus.

The Finance Committee under the leadership of the Bursar estimates the requirements of departments and other units. The budgetary provision for academic and administrative activities is made at the beginning of the financial year by the Finance Committee.

The major sources of funds for the college are the following:

- Tuition fee collected from the students.
- Endowment award funds raised by departments/associations.
- The Management/ PTA/ Alumni funds and other contributions from philanthropists.

Optimal utilization of available resources is ensured to cater the needs of the stakeholders and the students are encouraged to wisely utilize the available resources .The departments and other forums are intimated about the approval of their budget and are required to maintain proper accounts and reports of expenditure. The Bursar of the college is accountable for all the financial transactions and all the accounts are maintained by the Accountant.

The institution practices external audits regularly on an annual basis.The external audit of all the accounts maintained by the college is done by a Chartered Accountant. It includes the auditing of all the funds including the management funds, fees from students, salary of the staff etc., the records/accounts of which is maintained by the Bursar.

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

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC’s Quality Assurance Initiatives

1. Institutional Development Plan was prepared for the period 2020-2023.
2. Carmelite Educational Scholarship scheme was suggested and implemented.
3. Suggested the introduction of more Add-On courses.

4. Prepared mentoring policy and introduced a proper mechanism to monitor the mentoring practice.
5. Fr. Joseph Kotschner Memorial Merit Scholarship Scheme, for class toppers in CIE is proposed and implemented.
6. Fr. Joseph Kotschner Memorial Lecture Series proposed.
7. Teacher Performance Record was prepared and distributed to all teachers.
8. Participated in NIRF-2022.
9. One- day- one-word was introduced to familiarize the students at least one word in a day.
10. Zero Hour Practice was introduced to educate the students on contemporary issues.
11. APEP (Academic Performance Enhancement Program) was designed and implemented to monitor the learning practices of students.

The following are the strategies adopted by the institution:

- **Administrative and Academic Audit**
- **Environment Audit**
- **Energy Audit**
- **OBE**
- **Student Support Programme (SSP)**
- **Remedial Coaching**
- **Peer Teaching**

Teaching Learning Review Mechanism

IQAC monitors ICT enabled, outcome based, student centric methodologies of teaching learning process.

- IQAC collects **department academic plans** at the beginning of the academic year and monitors its effective implementation throughout the year.
- **Teacher Performance Review** is a continuous self-appraisal system to keep track of the performance of the faculty on desired outcomes.
- Faculty members were encouraged to take up **MOOC and other courses on the SWAYAM and NPTEL** platform.
- Teachers are also insisted to submit a **Course Plan** every month so as to evaluate the progress of the curriculum in tune with the academic calendar.
- The faculty members were asked to include more of simulations, case analysis in their course plan.
- IQAC insists on the **Mapping of PO, PSO and CO** at the beginning of a Programme/Course. This gives a positive direction towards the methodologies to be adopted in teaching and evaluation.
- IQAC communicates its policies regarding **Remedial, Mentoring and Outcome Based Education** to all teaching departments at the beginning of the academic year.
- IQAC ensures proper **conduct of internal examinations** and instituted a mechanism for transparent mechanism for **evaluation and uploading of marks** on the university portal.
- IQAC has a practice of **comprehensive semester wise result analysis** to pinpoint strengths and weaknesses of different departments.
- **Parents-Teacher Interaction** is yet another platform to review the teaching and learning process. **Curriculum feedback** is also taken from the parents during open house meetings.

IQAC Evaluation of Learning Outcomes

- IQAC has entrusted a committee to introduce **Outcome Based Education (OBE)** in the college.
- The committee is headed by a **senior faculty** and it devised a mechanism to operationalise OBE.
- Each department has prepared **Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)** on the basis of learning objectives mentioned in the university syllabus.
- Departments also prepare **Course Outcomes (COs)** in consultation with the concerned teachers who deal with a particular course.
- At the end of the semester, the IQAC assesses the compliance of departments with the parameters of OBE.

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

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Gender Equity

Gender equity is the norm held high by the institution through curricular and co-curricular activities. The campus has 78.43% female students and 73.81% female faculty. The greater involvement of women in decision making bodies indicates the encouragement given to women.

Centre for Women Empowerment

The institution has a functioning Centre for Women Empowerment (CWE) catering the interests of the womenfolk. A number of activities have been initiated by the CWE to enhance the capability and confidence level of the girl students.

- **Stitching Class** is started from 11/10/2021 for female students which enabled the students to learn a new skill.
- On August 9, 2021, a session was organized to build **awareness of sex education**.
- On September 12, 2019, and December 19, 2018, **hygiene education sessions** were held for female students.
- A **cancer awareness program & Thermomammogram Camp** were organized on December 9, 2017 & January 5, 2018 respectively.
- A **self-defense training** session was held on January 25, 2019.
- **Driving Class** -With the assistance of Rani Driving School, the institution provides driving classes to girl students.
- The gender audit in the campus has been done by the committee assigned for the purpose.
- **Day Care Centre Facility**-The college collaborated with Little Gems Playschool, Karukadom to take care of the little kids of the staff.
- **Hair and Free Wig Donation Campaign** - On December 16, 2017 Mount Carmel College took part in Cancer Awareness Program (CAP@Campus). Students and staff of the college donated their hair.

Safety and Security Measures:

The institution is very keen on providing a, safe, and secure environment for students.

- **Compound Walls:** The campus is protected with compound walls, and there is 24-hour checking by security guards.
- **CCTV Surveillance:** The College has around 73 CCTV cameras in operation 24 hours a day. They are installed at all important locations.
- **ID card:** It is mandatory for the students enrolled in the college to wear ID cards.
- **Uniform:** It is mandatory for the students enrolled in the college to wear uniforms.
- **First Aid:** In order to meet the primary health care needs, first aid boxes are installed in all departments.
- **Hostel facilities:** The institution provides hostel accommodation for girls.
- In all Industrial visits, excursions and, study tours the girl students are accompanied by lady teachers.
- The **Internal Complaints Committee (ICC)** functions in the institution to address the complaints of the staff and students.
- The **Anti-Ragging Committee** has members from the college, parents, Police, and the media.
- The **Grievance Redressal Committee** for addressing the day-to-day grievances of students.

Other Facilities

- **Counselling Centre:** The service of a professionally qualified counsellor is available in the campus. The counselling services enable the students to iron out their personal stresses and strains.
- **Common Rooms:** The college provides separate common rooms for girls and boys.
- There are separate washroom facilities for girls and boys.
- **Incinerators:** Washrooms are provided with sanitary napkin vending machines.

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

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Inclusiveness in education

Numerous activities/programmes are being organized towards bringing harmony, peace and inclusiveness. This is evident in the following programmes conducted in the college:

- Adhering to the norms of the Mount Carmel College and government of Kerala, admissions are done on an inclusive basis
- admissions of SC/ST students
- good number of OBC and disadvantaged students
- differently abled students
- Scholarships and freeships are provided to poor students
- Divyangjan friendly facilities on the campus.

Socio cultural and Linguistic Inclusion is achieved through:

- Women Cell Activities
- Ethnic Day Celebrations
- Peace Club
- Extension and Outreach Activities
- Ramp, Lift, Tactile path and Disabled friendly toilets.

Inculcation of Democratic values are ensured through

- Democratic Representation of staff and students in all statutory and non-statutory bodies.
- Parliamentary mode of election to the College Union.
- Effective Feedback mechanism.
- Effective Grievance Redressal mechanism.

Practices to inculcate human values, rights and responsibilities:

- Under the initiative of Peace Club Gandhi's Talisman has been distributed to all students of the campus in 2021-2022.
- Observance of days of national and international importance.
- Regular value Education classes on every Wednesday.
- Daily mentoring sessions.
- Counseling services are provided to the students and general public through theCounseling

Centre in the college.

- Orphanage and Old - age Home visits help students to be compassionate and to love and care for others.
 - Anti-Drugs Awareness, campaigns promote the need of addressing the problem of drug abuse.
 - Career Guidance Programmes, helps students choose the right career path based on their educational and professional choices.
 - Code of Conduct sessions ensure that the college is a safe place where the students to learn good habits, self discipline and consideration for others.
 - The college offered courses on human values for students, code of conduct and ethics and morality.
-
- AICUF unit of Mount Carmel College conducted social service programmes for the less privileged in the neighborhood.
 - Procurement and supply of services' to the flood victims.
 - Hiroshima and Nagasaki day observations to promote peace and harmony.
 - Youth day observation conveys the message of youth empowerment .
 - Observation of thrift day for cultivating saving habits among students.
 - Display of Preamble of the Constitution, Fundamental rights, and Duties in prime places in the campus.
 - Daily morning prayers.
 - The vibrant NSS unit functioning in the institution imparts values of social commitment and comparison among students.

Regional and Religious Festivals:

Through the celebration of the festivals like Onam, Christmas, Kerala Piravi, etc., a sense of secularism, communal harmony and tolerance are imparted to students. Also performed traditional competition and cultural events to spread cultural values.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	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 Practices of our College are-

1. APEP

2. MCC Radio

1. APEP (Academic Performance Enhancement Programme)

Mount College, Karukadom is an institution that always gives much importance to students' performance enhancement. As a part of it, a programme named Academic Performance Enhancement Programme (APEP) was initiated in the year 2021 in all the departments .

- Aims and Objectives

1. To enhance the academic performance of slow learners by making the teaching learning process dearer to the students.
2. To upgrade the academic standards of advanced learners.
3. To equip the students to face the examinations without fear by involving themselves in a series of test papers.
4. To improve the learning experience of students through versatile assessment methods.
5. To improve the academic standards of the institution through better academic performance of students.

- The Context

The College Council has observed in 2020 that the pass percentage of students is not upto the expected level. The Council suggested intensive mentoring sessions to identify the reasons for the failure of some students. In the process, it was identified that the fear and anxiety of students in writing the examination are the main reasons. As a result, the College Council and IQAC decided to devote a specific period of time apart from the regular working hours to address the issue by introducing APEP in 2021.

- The Practice

The APEP is a systematic and continuous assessment method to analyse the academic performance of the students. Through this method, the teachers help the students to realise their strengths and weaknesses .

By following a disciplined format, an extra half hour is devoted for improving the exam writing skill of the students. The time allotted is from 12.15pm to 12.45pm on every working day. During the allotted period, all the department conduct brainstorming sessions, quizzes, group discussions, academic puzzles, mock viva and tests on various topics. Students are informed prior to the assessment and are given ample time to prepare for the same.

The teachers in charge of each subjects update the grades of the students to the respective mentors / class tutors. The teachers give proper guidance to the students for improving their score in continuous assessment through remedial teaching, peer teaching, and various assessment methods. The marks of the assessment are entered on the online portal, which keeps the parent updated about the performance of

their wards in each stage of the programme.

- Evidence of Success

Over the last two years, the teaching faculty has realised this practice has fostered the learning capabilities of the students and has enhanced their competency in their respective subjects. APEP has become part of the continuous Internal Evaluation. APEP hence turned out to be a consistent and efficacious method of assessing the knowledge of students, crucial to student's engagement and improved learning outcomes

This programme helped a lot of students to secure more marks in their model and made them more comfortable with the internal preparations of university exam since they already had revised the same.

It was noticed that many students were engaged themselves in asking questions to the teachers ,and it was testified by the college Librarian that students inflow to the library has increased.

- Problems Encountered and Resources Needed

Finding a suitable time slot was the main problem encountered. After weighing various options, the College Council finalised 12.15-12.45 pm, after rearranging the time schedule of regular working hours and extending the class time from 3.15 to 3.30 pm. Students had to get familiarized with the new time schedule which caused some difficulties in the beginning, which was later resolved.

As APEP required continuous monitoring, teachers had to take extra effort in understanding the difficulties of students. Teachers had to convince and motivate the students and also had to conduct informal parent- teacher meetings for bringing forth the attention of the parents in improving the performance of students.

2. MCC RADIO

Mount Carmel College, Karukadom is an institution that always gives much importance to students curricular and co-curricular activities. As a part of it, MCC RADIO was initiated in the year 2020 in the college.

- Aims and Objectives.

The 'MCC Radio' is a conscientisation cum entertainment programme for about 5 minutes by students every day. The objective is to help students to share informative and interesting ideas in their respective disciplines to the college community and entertain them with music and funs. This interactive programme creates interest in interdisciplinary education among the students which instills a thirst for borderless knowledge. Besides, students get a platform for public speaking and performance.

- The Context

The context of introducing this practice is the realisation that majority of the present day students confine themselves within the limits of their discipline. To excel in learning, it is necessary to acquire knowledge beyond one's on subject domain. To facilitate interdisciplinary learning within the time constraint of semester system and to build self-confidence in students, the 'MCC Radio' programme was introduced

in 2020. The program is expected to stimulate the inquisitiveness among students.

- The Practice

The college has a well equipped recording studio, in which the broadcasting event is recorded prior to the event day. The talk, music, funs and informal conversations are performed by students themselves. The person who anchors the event is designated as radio jockey. The event is aired through the public address system on every day towards the end of the third period. All departments, clubs and forums participate in the programme on rotation. Each day is allotted to various departments and forums.

- Evidence of Success

The feedback received from the teachers and students indicate that they are interested and benefited by the programme. The practice has a cascading effect on the subject domain and self-confidence levels of the students.

- Problems Encountered and Resources Needed

The main difficulty was to identify topics for enlightenment having a universal appeal and generating curiosity. Novelty was another issue. Yet another issue is the interference of university exams. Special arrangements including recording facility are made to make the program fruitful.

File Description	Document
Best practices as hosted on the Institutional website	View Document
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:

STUDENT FRIENDLY CAMPUS

Majority of the students of Mount Carmel College hail from rural areas. The college plays a pivotal role in uplifting such students who would otherwise have been left unnoticed and unsupported in the remote

underdeveloped localities. Through admitting such students, the college empowers the rural population whose development contributes to the national progress.

The institution is a salad bowl of multiplicities. The student population includes people from rural, urban and semi-urban areas, and they belong to different caste, class, creed, religion and culture. The mixed population of Mount Carmel College depicts the minuscule India.

The motto of the college is '**Wisdom Liberates**'. True to this vision, the institution is committed to mould socially useful citizens with academic excellence and integrity of character. The visionary leaders of the college were guided by the firm conviction that those who get educated in Mount Carmel College, should not fail in their personal and professional life. With this vision the College provides a congenial atmosphere for the integral development of human personality.

The college offers a vibrant student life on the campus. A variety of programmes are being carried out by various clubs and forums on the campus. The students themselves manage all extracurricular activities on the campus. The much appreciated '**MCC Radio**' is one activity which imparts knowledge and entertainment to the entire College community on a daily basis.

The '**One day One word**' is another scheme through which all students of the college pick up at least one new word on each day.

The much appreciated '**Academic Performance Enhancement Programme**' is a daily knowledge testing system, which has turned out to be highly beneficial to the students.

'**MCC Stars**' is a collectivity of the best brains of the college which are given special encouragement to pursue their goals in life.

The students of each department publish department magazines whereby the literary and creative talents of students are showcased. Annual **sports** and **cultural** events are being organised on the campus. The festivities of **Onam** and **Christmas** celebrations add colour to the campus life.

There is a very active **Student Council** on the campus. The members of the student council are elected through a well-established democratic process. Students are given due representation in important functional bodies like IQAC. Major decisions pertaining to student life are taken only after due deliberations in appropriate bodies. **Career guidance** and **placement drives** are effectively co-ordinated by the **Placement Cell**. **Coaching classes for competitive examinations** are effectively carried out.

The college has three different a scholarship schemes, namely '**Carmelite Educational Scholarship**', **Fr. Joseph Kotschner Memorial Merit Scholarship** and Student Support System whereby a good number of students are given scholarships/freshships on merit cum means basis. The college management is so considerate to the welfare of the students.

The institution is proud of its unblemished progression year after year in imparting knowledge with integrity of character.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Over the last 10 years of its existence, the college has never departed from its declared vision and mission. In tune with its motto 'Wisdom Liberates', the institution has tried its level best to impart good education to the students without compromising the national and Christian values. The institution had been governed by eminent scholars in the past as Managers and Principals. The recruitments to teaching faculty are done on the basis of merit and competence. This has been reflected in the high reputation of the college among the self-financing institutions in the state. That is the reason why the institution attracts good students from the length and breadth of the state. Some students do come from other states as well. The college has contributed many illustrious citizens to the country. They maintain good contact with the institution. The Alumni Association is the link that connects them together. The parent-teacher association is also equally strong. They meet occasionally and discuss how best they can serve the institution.

The eco-friendly nature of the campus is something special. There is lot of vegetation around. It provides a very congenial ambience for effective learning. The campus is also known for its student's friendly nature. Lot of co-curricular and extra-curricular activities are in place. The institution offers a number of scholarships and freeships for the benefit of minorities and financially disadvantaged students.

The college is blessed with excellent infrastructure facilities. Mount Carmel College among the few colleges in Kerala which provides an elevator to suit the needs of the differently abled students. Though the Kerala campuses are notorious for violence and unrest, Mount Carmel College campus is an exception. The teachers, parents and students hold the view that students of this college have an undeniable right to study and that cannot be deterred by any force. That vision holds the key to the success of the institution.

Concluding Remarks :

Mount Carmel, Karukadom is one of the prestigious colleges in a rural area between the towns of Muvattupuzha and Kothamangalam. The college remains to be a role-model and trend setter for other colleges, having a strong commitment to build the nation by moulding strong and competent youth.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.2	<p><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>556</td> <td>629</td> <td>150</td> <td>124</td> <td>164</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>558</td> <td>630</td> <td>152</td> <td>124</td> <td>164</td> </tr> </tbody> </table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	556	629	150	124	164	2021-22	2020-21	2019-20	2018-19	2017-18	558	630	152	124	164																				
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2021-22	2020-21	2019-20	2018-19	2017-18																																					
558	630	152	124	164																																					
2.1.2	<p><i>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</i></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>28</td> <td>24</td> <td>17</td> <td>29</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>180</td> <td>123</td> <td>172</td> <td>146</td> <td>165</td> </tr> </tbody> </table> <p>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>89</td> <td>66</td> <td>63</td> <td>48</td> <td>52</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	31	28	24	17	29	2021-22	2020-21	2019-20	2018-19	2017-18	180	123	172	146	165	2021-22	2020-21	2019-20	2018-19	2017-18	89	66	63	48	52	2021-22	2020-21	2019-20	2018-19	2017-18					
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333	290	254	204	199
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Remark : DVV has made changes as per the report shared by HEI.

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

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:

2021-22	2020-21	2019-20	2018-19	2017-18
147	180	202	172	174

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
196	210	177	157	168

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:

2021-22	2020-21	2019-20	2018-19	2017-18
217	250	236	228	214

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
217	250	236	228	214

Remark : DVV has made changes as per the report shared by HEI.

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	5	3	3	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	0	0	0

Remark : DVV has made changes as per the report shared by HEI.

3.5.1 **Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

Answer before DVV Verification :

Answer After DVV Verification :19

Remark : DVV has made changes as per the report shared by HEI.

5.1.3 **Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

5.1.3.1. **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:

2021-22	2020-21	2019-20	2018-19	2017-18
326	192	343	347	185

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
326	352	343	347	303

Remark : DVV has made changes as per the report shared by HEI.

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

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
40	6	37	34	35

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
33	5	29	31	28

Remark : DVV has made changes as per the report shared by HEI.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
26	5	19	16	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
29	5	27	23	15

Remark : DVV has made changes as per the report shared by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 61 Answer after DVV Verification : 60</p>																				
2.1	<p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>89.58</td> <td>36.23</td> <td>52.73</td> <td>66.23</td> <td>80.61</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>58.41</td> <td>31.88</td> <td>49.3</td> <td>58.52</td> <td>61.94</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	89.58	36.23	52.73	66.23	80.61	2021-22	2020-21	2019-20	2018-19	2017-18	58.41	31.88	49.3	58.52	61.94
2021-22	2020-21	2019-20	2018-19	2017-18																	
89.58	36.23	52.73	66.23	80.61																	
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