



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

##### 1.Name of the Institution

DEVASWOM BOARD COLLEGE,  
THALAYOLAPARAMBU

- Name of the Head of the institution **Dr. R Anitha**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04829236136**
- Mobile no **9447038016**
- Registered e-mail **dbprincipal@gmail.com**
- Alternate e-mail **ranithaaajith@yahoo.co.in**
- Address **MIDAYIKUNNU P O, THALAYOLAPARAMBU**
- City/Town **Kottayam**
- State/UT **Kerala**
- Pin Code **686605**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Mahatma Gandhi University**
- Name of the IQAC Coordinator **Dr.Deepa C S**
- Phone No. **04829236136**
- Alternate phone No. **9495596962**
- Mobile **7907530560**
- IQAC e-mail address **iqacdbthal@gmail.com**
- Alternate Email address **iqac@dbcollege.org.in**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[https://www.dbcollegethal.org/iqac/a\\_qar2018-19.pdf](https://www.dbcollegethal.org/iqac/a_qar2018-19.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.dbcollegethal.org/academiccalendar/academic2019.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.75</b>	<b>2011</b>	<b>08/01/2011</b>	<b>07/01/2016</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.60</b>	<b>2017</b>	<b>30/10/2017</b>	<b>29/10/2022</b>

**6.Date of Establishment of IQAC**

**01/06/2010**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Institution</b>	<b>Central/State</b>	<b>RUSA</b>	<b>2018, 1095</b>	<b>20000000</b>
<b>Institution</b>	<b>Central</b>	<b>DST</b>	<b>2018 ,1095</b>	<b>8000000</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year**      **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount      **Nil**

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

**IQAC implemented the new Institutional Distinctive program " SUKRUTHAM" -First aid training for students**

**Conducted a class on revised UGC pay fixation for faculties**

**Conducted MEDHA webinars in association with different departments**

**Conducted a two day webinar on Intellectual Property rights in association with Department of chemistry**

**Conducted webinars on for gender sensetisation and environmental issues**

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

Plan of Action	Achievements/Outcomes
Preparation and uploading of Academic Calendar	Prepared and uploaded Academic calendar in the college website
Conduct of induction program	Conducted induction program for I UG students
Implementation of integrated programs and UGC-NSDC skill development programs	One Integrated program and two skill development courses were introduced during 2020-21
Conduct Academic and Administrative Audit	Internal Academic and administrative audit was conducted by IQAC
Faculty Development Program	Conducted an FDP in association with UGC HRDC, University
Training programs for Faculty and students for LMS systems like MOODLE and google class room	IQAC conducted training programs for students and faculties about LMS systems like MOODLE and google class room
Conduct workshop on E governance	Conducted one day seminar on E Governance for Administrative and teaching staff

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
TDB	23/12/2021

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	DEVASWOM BOARD COLLEGE, THALAYOLAPARAMBU
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• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.dbcollegethal.org/academic_calendar/academic2019.pdf">https://www.dbcollegethal.org/academic_calendar/academic2019.pdf</a>				
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<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	<b>Nil</b>	
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Name	Date of meeting(s)
TDB	23/12/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	20/02/2020

**15. Multidisciplinary / interdisciplinary**

Multidisciplinary approach relies on crossing disciplines to share knowledge by enhancing the cope and depth of learning. It



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

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

#### **16.Academic bank of credits (ABC):**

The Academic Bank of Credits (ABC) platform has been conceived by the National e-Governance Division (NeGD) under MHRD. It facilitates opening of academic accounts by the students and their on-boarding in a higher educational institution. It store details of credits earned by individual student throughout their academic venture. Higher education institutions registered with ABC will be able to digitally store the academic credits earned by students for awarding degree/diploma/certificates.

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

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

The college follows rudimentary form of ABC Scheme though not in its true sense of spirit. As per the university rules and

regulations, the college is able to transfer students from one college to the other by transferring the credits earned during the previous semesters from the exiting college. Also a student is able to join the same college after taking leave for a nominal period through the process of readmission by retaining the credits earned previously. Hence the college can smoothly transit to the ABC Scheme.

### **17.Skill development:**

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

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

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

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

- The college gives popularity to Yoga by celebrating yoga day by NCC, the departments and providing training to students and teachers in yoga by the department of Physical Education.
- The department of Malayalam and Botany promotes traditional folk knowledge by observing seasonal rituals of Malayalam calendar like karkidaka kanji (medicinal gruel), observing Ramayana month, display of dasapushpa (10 sacred herbs)

which are culturally and medicinally significant.

- The department of Maths creates awareness on Indian mathematical contributions and scientists like Aryabhatta
- The department of Botany has set up garden model pertaining to Indian medicinal plants and created a star garden that is associated with the 28 Indian birth star sign system. Such activities along with field trips and study tour provide the students hands on knowledge of conservation about indigenous rare and endangered species.

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

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

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

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

#### **20.Distance education/online education:**

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

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

## Extended Profile

### 1.Programme

1.1 393

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 1155

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

92

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

372

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

59

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

0

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>393</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1155</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>92</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>372</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>59</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	0
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	40
Total number of Classrooms and Seminar halls	
4.2	2371534
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	59
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

**The institution has effective curriculum planning objectives and implementation strategies;**

- The college follows curriculum stipulated by the University through its Board of Studies
- At the beginning of academic year, Principal addresses the newly admitted students through an 'Orientation Program'
- Students are detailed about the welfare schemes, code of conduct, discipline, extra-curricular activities etc.
- College level Academic calendar is prepared at the beginning of each academic year in accordance with University academic calendar
- Department head conduct meetings to distribute workload,

timetable, portions, plan activities of department and review completed syllabus

- All faculty members prepare a teaching plan and Teacher's Diary is given to record their classes and activities like bridged course, remedial classes etc.
- Teaching techniques such as peer learning, collaborative learning, group discussions, seminars, video lectures, quiz etc., are also employed
- Study materials, notes and question banks are shared
- Educational field visits, industrial visits and study tours are organized
- Group projects are assigned to final year UG and PG students
- YOUTUBE, Whatsapp, Google Classroom and MOODLE are effectively used
- Curriculum delivery of practicals are delivered through lab sessions
- Faculty prepare tutorial sheets, assignments and internal exams
- Purchase of textbooks, reference books and e-journals for the forthcoming semester/academic year in library

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

- University notifies an academic calendar for all programs



with start and end date of each semesters, working days, holidays and tentative examination dates

- Institution prepares an academic calendar and plans all its activities in accordance with University calendar
- The conduct of CIE is as per the academic calendar of University and the institution
- Each department prepares its calendar with number of working days, holidays, internal evaluation dates and co-curricular activities
- The Department Heads supervise completion of syllabus as per the lesson plan
- Syllabus coverage for each CIE is decided in advance
- Internal examinations, assignments, quizzes and seminars are part of CIE
- The question paper of internal exams is prepared by concerned faculties
- Written tests, viva, MCQs using Google forms are conducted
- After evaluation of answer scripts and assignments, results are periodically announced
- Assessments are done for laboratory courses through laboratory experiments, viva and submission of records
- The Principal, through academic council meetings, reviews the semester progress
- The institution incorporates necessary changes to academic calendar as per University calendar
- Bridge courses are carried out at beginning of course
- Remedial classes are conducted for weak students through entry level tests
- At the end of every academic year, feedback from students is collected

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

274

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

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

- Curriculum cover topics in Environmental studies and Human Rights for all final year degree students
- Biodiversity Club celebrated World Environment Day by planting trees
- Talk on Ecofriendly Products ' A drive towards Sustainable development'
- Community extension activity, 'Oru Kai Sahayam' by harvesting paddy field
- Talk on 'Environment and Hindi Literature' by Hindi dept.

- Environment Day was observed by gardening and collection of plastic bottles
- 'Water for life'- water and food were provided to birds and animals during summer by students
- Celebration of Ozone Day by Nature Club
- World Wetland Day Celebration by photo exhibition and quiz competition
- 'Plant a sapling campaign' by Department of Politics on World Environment Day
- Webinar on 'Samakalika Malayala Sthree Kavitha' discussing on contemporary female poets
- Webinar on 'Cyber edathile sthree' by Malayalam department
- Celebration of International Day of Girl Child by NSS
- Legal awareness sessions, on domestic violence, POSCO, gender discrimination by faculty of English
- Two days webinar on 'Indian legislature protection for women' by IQAC
- Celebrated 71st Anniversary of adoption of the Constitution of India
- Organizes programmes to develop compassion, social responsibility and ethics through NSS, NCC and various clubs
- Internal complaint cell to prohibit complaints on sexual harassment of women employee and students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

13

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

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

369

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the **B. Any 3 of the above**

**institution from the following stakeholders**  
**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

467

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

72

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The assessment of advanced and slow learners is determined through an entry test conducted during the start of course. ? Induction program is offered to First U.G. students, which includes activities and tests enabling identification of different learning levels of students. ? Internal examination enables the teachers to stratify student learning levels Bridge course: Bridge course is conducted for I UG with a well-defined syllabus during first 2 weeks of commencement of course Mentoring : A fixed mentor: mentee ratio is followed in every department, where mentor is assigned a fixed number of students in each department

Programs for slow learners ? Remedial coaching - classes are offered to slow learners in the evenings from 3:45 pm onwards. Online classes are also offered. ? Special Counselling - Class tutors conduct counselling of students to realize the difficulties encountered in learning process. ? Group/peer support -Advanced learners support their peers in easing learning process

Compensatory/revision classes

Teachers handle compensatory sessions for slow learners who has missed relevant lectures. Tutors will conduct revision classes for slow learners during the study holidays

Programs for advanced learners:

? Advanced learning is facilitated by suggesting resources and helping them to understand concepts beyond the curriculum

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1119	59

File Description	Documents
Any additional information	No File Uploaded

## 2.3 - Teaching- Learning Process

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

Devaswom Board College Thalayolaparambu has been in a stage of transition from teacher centric to student centric methods of teaching and learning. The lecture time has been reduced and incorporation of active classroom discussions, brain storming sessions, presentations, seminars, mini - projects and experimental/experiential learning are practiced. Majority of the teachers are ICT enabled and uses computers, projectors, internet and web learning, virtual labs for teaching purposes. Problem solving methodology is adapted in all science courses where students are assigned with problems and guidance to explore, plan and acquire skills to solve them. Experiential learning is offered through virtual labs where students get to learn in their own pace. Group discussions / Brain storming is conducted in classrooms where the teacher suggests a problem and retrieves creative ideas from students. Study groups are formed including students with different learning level where they learn the designated topics by interacting and helping each other. This builds the sense of cooperation and idea of team work among the students. The institute conducts quizzes, poster making competitions, photography competition, essay and seminars in relevant fields to expand the learning experience of students. They are also encouraged to participate in inter-collegiate programs. Students are also suggested to join online certification courses offered by NPTEL, SWAYAM, Coursera etc. Vocational skills of students are addressed through ASAP



(Additional skill acquisition program) a Government of Kerala initiative.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The teachers of the institution have adapted effective teaching learning process to address the generation of "technology" students. The handicap of not being able to take live classes, caused due to the ongoing pandemic, could be surpassed by incorporating the many ICT learning tools. All classes were conducted online through Google Meet and Zoom and class materials such as notes in pdf format, recorded live sessions and you tube links were shared through platforms such as Google classroom and Moodle. Each teacher used either a laptop/desktop or tablets or smart phones to access the platforms. A Whatsapp group was created by the tutor for his/her class charge and thus active interaction and communication between the teachers and students was ensured.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

**2.3.3.1 - Number of mentors**

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

59

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

22

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

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

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

421

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Internal assessment is an important part of academic learning and the institute conducts internal evaluation of students in a comprehensive way.

At the start of the semester, the syllabus of the course and tentative dates of internal examinations are communicated to the students. An internal assessment committee in the college monitors the timely conduct of exams and publishing of results.

For each subject paper a minimum of 2 internal tests are carried out in the MG university format and the results are shared with the students. Those of need a score improvement are offered retests.

Seminars are allocated to students in V and VI semester of UG and all semesters of PG. The students are encouraged to select their own topics and present with the support of slides. Marks are awarded based on the topic chosen, slide and content quality, knowledge of the subject and ability to answer questions. The rubrics of evaluation are shared with them in advance.

Students are assigned with regular assignments to be submitted in a stipulated time.

For UG and PG final year, project topics and group selection are left to their discretion with careful monitoring of mentors.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The institution is vigilant about the conduct of internal examinations and announcement of results on time adhering to the academic calendar of Mahatma Gandhi University. The students are given ample time for preparation of internal exams by announcing the dates well in advance in every semester.

After exams, the teachers are advised to publish the results in department notice boards and also through social platforms such as Whatsapp. The results are usually announced within one week of the conduct of exam and the students are urged to report complaints or concerns if any within a stipulated time period.

Any grievance of students regarding the conduct or evaluation of the examination is primarily addressed by the concerned teacher. If the grievance persists, it is brought to the attention of the Head of the department and finally to the Principal.

After every semester, student feedback related to internal examinations is collected and the reports are studied for a better and smooth conduct in the upcoming semesters.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

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

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The evaluation of the program and course outcomes are carried out through regular assessments including test papers, assignments, seminars, projects and viva - voce.

Class tests and internal examinations are conducted to assess the students to realize the extend to which their learnings are in accord with the program outcomes.

Group and individual assignments are given to monitor the progress of the students through the entire course.

Seminars on specific topics are allocated to students for each course paper enabling them to expand their search and approach further the desired outcomes of the topic of study. These sessions also help them to get real time inputs and criticism from their peers and faculties, and paving way for self-advancement in the subject.

Final year students try to apply the text book knowledge acquired into fresh and thoughtful projects as groups or individuals, and the faculties act as mentors. These are assessed through interim evaluations and a final presentation and viva - voce.

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

### 2.6.3 - Pass percentage of Students during the year

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

225

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.dbcollegethal.org/igac/igac2020-21/Annual_report_college_2020-21.pdf">https://www.dbcollegethal.org/igac/igac2020-21/Annual_report_college_2020-21.pdf</a>

### 2.7 - Student Satisfaction Survey

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

[https://www.dbcollegethal.org/igac/igac2020-21/SSS\\_2020-2021.pdf](https://www.dbcollegethal.org/igac/igac2020-21/SSS_2020-2021.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

**DST FIST 80 LAKHS**

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

4

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

0

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

**3.2 - Innovation Ecosystem**

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

Since growth of academics always requires innovations, they have always been a vital part of our Institutional culture. The Innovation ecosystem which commands the Intellectual growth, curriculum, Pedagogy enhancement, extracurricular development, strategic resolution etc. have been witnessed in the past and shall continue to be our functional priority. This include

- Outreach programmes like health checkups
- Community interface programmes on aspects like education, health and hygiene etc
- Community development through the initiatives of NSS and NCC
- Organic farming efforts and 'go green' initiatives
- Research promotions by staff and students
- Theme based events through student associations
- Innovative talks and FDPs

Covid pandemic has brought the world to a standstill and the Educationsector is not far from its impact. A paradigm shift from physical to digital classrooms have instilled a sudden stir in the field of education. Teachers upgraded as e-content providers are available to students on electronic formats. Besides, students are encouraged to probe into various web resources to keep learning digitally explorative. Following activities took a leap during & post the pandemic.

- Work from Home student projects
- External Tie Ups
- Digital Platforms
- Guest Sessions
- Community services though e-based sources,
- Knowledge based activities
- National and international Webinars
- E-Publications in Journals

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

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



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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

12

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

October 2- Fit India plog run for collecting plastic wastes- Swachh Bharat Program

December 7-14 NSS volunteers as SPOs to assist police during Assembly polls.

January 3 Preparation of "KeralaSadya" for members of poor home "Jeevitha Nilayom" .

January 23 Survey on 1. Health-related issues post covid recovery  
2. Adherence to covid protocols . 3. Challenges faced by students post pandemic.

February 4 Survey in Kadathuruthi grama panchayat .

February 11 Cleaning of college premises

February 12 Cleaning and fumigation of Midayikunnu L P school

February 13 Cleaning and fumigation of and Kareepadom LP school

March 30 Sweep mission rally from college to Thalayolaparambu (7 KM ) to educate the public about the importance of voting.

April 4 SPOs to assist police force in smooth conduct of Assembly polls.

April 6 Women volunteers performed duties during polls.

March 27 Community extension activity 'Oru Kai Sahayam' organized as part of 'Koythulsavam', for harvesting at Alancheri, Thalayolaparambu.

January -May 'Symbiosis' to support birds and animals during summer.

January 4 Cleaning of college premises.

February 11 Involvement in smooth conduct of mini job fair

March 5 Bicycle rally for Covid Vaccination Awareness

March 12 Cleaning Gandhi statue and premises at Vaikom.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

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

17

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

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

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

298

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

0

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

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

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

3

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a number of buildings which include classrooms, science laboratories, a computer centre, library, auditoriums, canteen and play ground area. A number of committees are constituted and they ensure the proper maintenance, repairs and refurbishment of the various academic buildings and amenities. At present, the college has 35 classrooms with adequate number of benches, desks, chairs and teaching aids like greenboard / whiteboard / projector and lecture platforms. Every year, as per the requirement submitted by the concerned departments to the management and PTA, funds are allocated for the annual maintenance. All the science laboratories which are seven in number are well equipped and maintained. The concerned teachers-

in-charge and the lab assistants conduct the experiments in the laboratories as per the prescribed timetable schedule, catering to the needs of the degree and postgraduate students. As per the prescribed safety protocol, all precautions and remedial measures are taken into account during the conduct of practicals especially while handling chemicals. A stock register is maintained in each department and every year the stock is updated and verified. Based on the stock verification report, a requirement list is prepared and submitted to the office.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

The College provides opportunity for students to improve their sports talent. The Physical Education department is very active and is well equipped with an indoor gymnasium, football playground, courts and sports accessories, all under the purview of the Physical Education Instructor. Every year as per the requirement, purchases are done and the courts and grounds are maintained and the stock register is updated.

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

2995803.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The College has a well functioning library which is partially automated with the library software Grandha 2.5. The college

library has three sections: Reading room, Reference section for teachers and students, and general and departmental stacks. The college has made substantial development in library infrastructure ,resources and facilities. The activities and updating of the library resources is done by the librarianand the library committee which includes a senior teacher as library committee convenorand four faculties as members.

The library houses a range of books, journals and periodicals.E-resources like CDs, e-journals from Inflibnet are also there in the library. Based on the requirement of books, journals etc especially after a syllabus revision, the purchase committee allocate funds received from the management and PD funds for their purchase.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

97439.00



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

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

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

14.57

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

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

**No. of Systems:** The institution has total 59 Computers. 57 Desktop and 2 laptops. (8 in Office, 3 in library and 48 in departments).

**Computer Lab:** - 3 computer Lab. 1 in Mathematics Department , 1 in Physics Department and 1 Language Lab in English Department.

**Browsing Centres:** - 1 Browsing centre in Physics Department.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

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

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

970092.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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

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

College website maintenance is done by external agencies. The beautification of the College is done by the Bhoomitra Sena with the support of PTA and the Management. General cleaning of the campus, classrooms, auditorium, restrooms etc are done regularly by the staff appointed by the Management. The Management, PTA and alumni are the major monetary contributors for enhancing and expanding the available facilities in the campus. The college built a security cabin, repaired the lab flooring and made a granite name board for the college. The college also submits proposals to state and central funding agencies to procure funds to develop the infrastructure.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

770

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

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

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

70

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

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

56

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

56

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

79

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

#### 1. Kho-Kho (women) - Third Place in university level

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

College creates a platform for the active participation of the students in the various academic administrative bodies, and co-curricular activities. This empowers the students in gaining leadership qualities and execution skills. The student members in clubs and different academic bodies are selected in a democratic way. The student representatives put forward suggestions regarding physical, academic and other facilities available in the college. These students work actively in Sports, NSS, NCC, cultural events, Bhoomithrasena, Bio-Diversity club, nature club, co curricular events and library.

Most of the cultural and sports activities in the Devaswom Board College are organised by the Students Union. Due to the outbreak of the Covid-19 pandemic the union election for selecting student council could not be organised during the academic year 2020-21. Cultural and sports activities for the academic year 2020-21 were conducted in limited manner due to the restrictions imposed by the state govt due to covid-19.

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

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

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

8

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

## 5.4 - Alumni Engagement

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

The DB College has a registered alumni "Forerunners" which has an elected Executive Council, working under the Presidentship of Mr. .... and Secretaryship of Adv. Sreekanth S. Nair. The College also hosts department level alumni in the various departments. The Alumni Associations contributes to the over-all development of the institution and the students by way support to the infrastructural development of the College and through several scholarships and voluntary programs like mentoring students in their areas of expertise. Alumni get in touch with students and share their expertise and best practices in a given field. The alumni share their professional experience with students and motivating them through various activities like delivering guest lectures



1. . The Alumni has distributed mobile phone to the deserving students to support her in online studies
2. The Forerunners distributed PPE kits and pulse oxymeters to health centres
3. Apart from their visits and college Nostalgia meets, the alumni are largely connected with college through social media platform.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

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

SL NO CONTENTS UPLOADED PAGE NUMBER 1 VISION 1 2 MISSION 1 3  
NATURE OF GOVERNANCE 2

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

A well-functioning governing body manages the regular functioning of around sixty academic and non-academic committees/club is marked as the apt example for

decentralization. Every academic year, this governing body constitutes the conveners and members who function effectively in their independent roles with proper planning and implementation

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

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

Uploaded documents contain

- Strategic plan
- Trait representing strategic plan
- Action taken
- Current status

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

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

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**      A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

- **Employees Co-operative Society-** The financial support to the teaching staff of the institution is carried out mainly through the Employees Cooperative Society in the form of services like SB accounts, chitty, fixed deposit scheme , loan facility etc
- **GIS -** The Kerala State Employes Group Insurance Scheme implimented in the college.
- **Health Club -**In order to maintain the physical health of both the staff and students of the college, a health club function in the college.
- **Token of appreciation for achievements-**The institution appreciates the staff and students who are bringing out excellence in various fields.
- **Festival Advance-**Institution provides refundable advances to the guest lecturers and non teaching staff
- **Facilitation of Provident Fund loans**
- **Maternity Leave -** The college grants Maternity Leave of 6 months to have quality time with their children.
- **Work from Home -** During Covid 19 the special categories with severe diseases and mothers whose children were below 2 years were allowed to work from home.
- **Celebrations-**The staff club organises various programmes like Onam celebrations, Christmas celebrations, Staff day in the college.
- **The Staff Council provides financial support to non teaching staff in times of medicalemergencies.**
- **The security staff of the college are provided with free accommodation.**

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

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

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

**NIL**

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

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

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

**4**

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

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

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

36

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

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

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

## Maintenance of Standards in Higher Education.

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

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

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

## 6.4 - Financial Management and Resource Mobilization

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

Audits are conducted by internally and externally through

### External

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

### Internal

- PTA Audit

Major internal financial audit is that of PTA. The PTA audit

committee comprising two external members from teaching staff and external auditor recommended by parents.

The external audit of the college is entrusted with three different government agencies that include Accountant General Audit. Deputy Directorate of Collegiate Education, Ernakulam (local fund Audit) and Devaswom board (management ) Audit .All the agencies verify the bills and vouchers submitted by the institution and issue audited statements.

Various clubs and student support schemes functioning in college like NSS , NCC , women cell , KSCSCTE funded seminars WWS and SSP have their own external audit. All internal audits conclude, with a statement of expenditure .Institution has a specific procedure for overcoming audit objections .

The major procedure for furnishing replies/action taken report for quarries on audit objections inspection reports, draft paras, audit paras, and recommendation of pac (The Public Accounts Committee)/copu (Committee on Public Undertakings)includes a detailed explanation and statement from the administrative wing within the time limit specified Compliance to audit observation and suggestion in the previous audit report is closely monitored by concerned section and are not repeated . Paras are being dropped/ settled only after watching the progress of collection or based on suitable reply from auditee unit.

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

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

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

Approx Rs 25000/ as Endowment



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

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

- **Fund mobilisation-**The college applies for fund through submission of proposals to Government funding agencies. Government funding agencies like DST, FIST and RUSA. It encourages alumina and retired teachers to institute, memorial prizes, endowments, alumina donations. The institution seeks to generate revenue from stake holders and through raising staff fund. It seeks patronage from local organizations like bank, cooperate houses, shops and start-ups of the locality
- **Human resource utilization-** As part of academic excellence strategy our teachers are actively involved in research and are engaged in research activities . As part of student's social commitment, students have adopted the local Midaykunnu LP school and have distributed learning aids to students. Students are actively involved in "Pothichoru" a scheme organized for distributing food packets for poor and needy in the medical college hospital, kottayam
- **Space utilization-** The institution utilizes its space effectively by constructing RUSA research and incubation centre , star garden butterfly garden, roof top solar panel , cricket net , basketball court, gym and also has cleaned ground for commencing the construction of ladies hostel

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

## 6.5 - Internal Quality Assurance System

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

The college IQAC aims at the over all development and performance of the students and staff , there by improving the efficiency of the college. IQAC is very deligent about the fact that the activities planned should not be restricted to the four boundaries of the college. It should also enable studentsto respond tothe needs of the society in which they also are a part.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The college conducts academic audit towards the end of every academic year to improve and innovate the academic and non-academic activities in the coming years. The audit acts as a corrective force in the progress of the college towards its aim. The drawbacks pointed out in the report is being taken care of crucially and the college tries to minimise them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**      **B. Any 3 of the above**

**Internal Quality Assurance Cell (IQAC);  
Feedback collected, analyzed and used for  
improvements Collaborative quality  
initiatives with other institution(s)  
Participation in NIRF any other quality  
audit recognized by state, national or  
international agencies (ISO Certification,  
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.dbcollegethal.org/iqac/iqac2020-21/Annual_report_college_2020-21.pdf">https://www.dbcollegethal.org/iqac/iqac2020-21/Annual_report_college_2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The college took major steps to promote awareness on gender equity among the students. A large number of seminars, webinars, lectures and discussions were organized with focused themes on legal, social and sexual protection of women. This was to ensure that each student understands the prevailing imbalance and injustice existing in the society and to imbibe the process of "deconstruct".

International Day for Girl Child was celebrated by NSS on October 11th 2020 by organizing a talk by Dr. Lalimol S on the topic "Social Security of Women." The talk focussed on the gender discrimination and the related injustice recorded in the history of women in Kerala, the massive agitations and sacrifices that happened afterwards till attaining social security.

IQAC also organised webinars to address the challenges that

still exist with regard to gender and social security. The two days webinar on 'Indian Legislature protection for Women' was one such effort. On 24th of May 2021, Adv. Fehra Azeez spoke on 'Sexual harassment of women at work place' and discussed a few cases. The next day, Adv. Niza Fazil delivered a lecture on Legal rights for women in India.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.dbcollegethal.org/igac/igac2020-21/Gender_sensitisation.pdf">https://www.dbcollegethal.org/igac/igac2020-21/Gender_sensitisation.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The management of wastes is the matter of concern in our campus which is given high importance. For the management of degradable and non-degradable wastes generated in the campus, suitable strategies were adopted. The practice of collecting and segregating the different kinds of wastes has been introduced in the campus.

As a first step, all kinds of wastes were collected from the departments and then segregated into e-wastes, degradable and non-degradable items. A comprehensive inventory list of the

collected items was prepared. The disposal of e-wastes was done by handing them over to a recognized e-waste management firm. The biodegradable wastes were processed in vermi-compost unit run by the Zoology department and the manure generated is used in the garden. The staff and students also use this manure for their plants at their homes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading C. Any 2 of the above**

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

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

The institution is keen in providing inclusivity as its mission to provide resources for the under privileged and marginalised sections of the society. Students hailing from diverse socioeconomic circumstances, regional and cultural environments are given equal opportunities. The institution strictly abide by the norms and regulations of the university with regard to admission process where students from different reservation categories and poor socio economic back grounds are given equal chance. The institution also offers bounteous support to financially backward students in the form of scholarships and endowments.

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

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

Our NSS volunteers took membership in the Samoohika Sannadhasena, the Government of Kerala's Community Voluntary Corps, or Samoohik. This was aimed to raise a volunteer force that helps the community to effectively deal with disasters that may strike the State in future. As part of the Samoohik initiative, our students conducted surveys in the locality on

the health-related issues to assess the post Covid related health issues. While the survey was to get a statistical assessment, it also sensitized the volunteers involved in the survey making them aware of the importance of Covid protocols. The students took part in the Covid vaccination awareness drive on March 5th. During the Election campaign in from December 7-14 and April 5th, the students extended full support in ensuring the smooth conduct of the elections adhering to covid protocols. Thus, in all senses, these students are the vigilantes of the society.

Members of Biodiversity Club and students of Department of Botany participated in community extension activity 'Oru Kai Sahayam' by being part of the harvesting festival(Koythulsavam) at Alancheri, Thalayolaparambu on 27th March 2021. This act has resulted in instilling the value of social responsibility among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.dbcollegethal.org/igac/igac2020-21/7_1_9_Sensitization.pdf">https://www.dbcollegethal.org/igac/igac2020-21/7_1_9_Sensitization.pdf</a>
Any other relevant information	Nil

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

**A. All of the above**



File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Nature Club, Biodiversity Club and Department of Politics celebrated World Environment Day on June 5th 2020 by planting saplings in the homestead areas. The theme of the year was "Celebrate Biodiversity" and the club members adhered to the theme with diligence. International Yoga Day celebrated on June 21st by conducting Online Yoga class for NCC cadets.

The 74th Independence Day and Republic Day celebrations were also organized by conducting various competitions. Gandhi Jayanthi and National integration day were also observed.

NSS also celebrated 'NSS Day' by conducting a Webinar on "The significance and meaning of service at the time of Covid-19".

Hindi Day celebrated on September 14th with various webinars and competitions. Vayalar anusmaranam and Ramayanamasacharanam were also organised.

International Food Day and Chandrayan day were celebrated on October 16th and 22nd respectively. On World Ozone Day, a video on Ozone Protection 'Ozone for life: 35 years of ozone layer protection' was screened to create awareness. A photo exhibition on "Weland lives" on World weland Day 2nd February. Constitution Day observed by reading the Preamble by students at home.

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

## 7.2 - Best Practices

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

The two best practices identified by the institution are response to community known by the name "Devasparsam" and "Swastham", the healthcare practice

### 1. 'Devasparsam'- Response to community

Distribution of smart phones to the needy students by the sponsorship from the part of teachers and alumni initiated during the lockdown. Community extension activities instigated in fighting against Covid-19 by contributing medical aid to the Panchayath.

Giving midday meal 'pothichoru' to the deprived in the society is praiseworthy practice of ours. This open handedness was regularly practised by the college union during the previous years was detained due to lockdown. Toys for the LP School at Midayikunnam sponsored by the teaching community is another benevolent act towards weaker sections of society.

### 2. Health measures

'Swastham', the healthcare practice, is meant for the 5state of complete physical, mental and social wellbeing of all, is prioritised by our institution. Other programmes comprised issue of health cards to students indicating the health status of students on a regular basis and practice of Yoga. Yoga class for the staff under TFC (teachers Fitness challenge) was practised online on a regular basis. Similarly, awareness campaign for cancer prevention was conducted by NSS on Jan 9th 2021.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.dbcollegethal.org/igac/igac2020-21/Best_practice.pdf">https://www.dbcollegethal.org/igac/igac2020-21/Best_practice.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

Life is precious and the process of saving a life in emergency situations has to be an instantaneous act; which is the responsibility of each and every individual. To imbibe the "Good Samaritan" qualities in the students, the College ensures that each student is trained in administering first aid. This First aid training under the banner "Sukrutham" is the distinctiveness of our institution with the sole intention of instilling the quality of benevolence in students. The training gives the students an understanding of the value of being a human and builds qualities like altruism, perseverance, self-confidence and selfless service. Asserting these elements in the minds of students make them act on a humanitarian basis to assist the stricken and the helpless. This timely action on their part would definitely lessen the suffering, minimise damage and bridge the time gap between the occurrence of an incident and the time of a proper medical assistance. Thus, our students would be the health crusaders in the society.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The institution has effective curriculum planning objectives and implementation strategies;

- The college follows curriculum stipulated by the University through its Board of Studies
- At the beginning of academic year, Principal addresses the newly admitted students through an 'Orientation Program'
- Students are detailed about the welfare schemes, code of conduct, discipline, extra-curricular activities etc.
- College level Academic calendar is prepared at the beginning of each academic year in accordance with University academic calendar
- Department head conduct meetings to distribute workload, timetable, portions, plan activities of department and review completed syllabus
- All faculty members prepare a teaching plan and Teacher's Diary is given to record their classes and activities like bridged course, remedial classes etc.
- Teaching techniques such as peer learning, collaborative learning, group discussions, seminars, video lectures, quiz etc., are also employed
- Study materials, notes and question banks are shared
- Educational field visits, industrial visits and study tours are organized
- Group projects are assigned to final year UG and PG students

- YOUTUBE, Whatsapp, Google Classroom and MOODLE are effectively used
- Curriculum delivery of practicals are delivered through lab sessions
- Faculty prepare tutorial sheets, assignments and internal exams
- Purchase of textbooks, reference books and e-journals for the forthcoming semester/academic year in library

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

- University notifies an academic calendar for all programs with start and end date of each semesters, working days, holidays and tentative examination dates
- Institution prepares an academic calendar and plans all its activities in accordance with University calendar
- The conduct of CIE is as per the academic calendar of University and the institution
- Each department prepares its calendar with number of working days, holidays, internal evaluation dates and co-curricular activities
- The Department Heads supervise completion of syllabus as per the lesson plan
- Syllabus coverage for each CIE is decided in advance
- Internal examinations, assignments, quizzes and

seminars are part of CIE

- The question paper of internal exams is prepared by concerned faculties
- Written tests, viva, MCQs using Google forms are conducted
- After evaluation of answer scripts and assignments, results are periodically announced
- Assessments are done for laboratory courses through laboratory experiments, viva and submission of records
- The Principal, through academic council meetings, reviews the semester progress
- The institution incorporates necessary changes to academic calendar as per University calendar
- Bridge courses are carried out at beginning of course
- Remedial classes are conducted for weak students through entry level tests
- At the end of every academic year, feedback from students is collected

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and**

**A. All of the above**

**Development of Curriculum for Add on/  
certificate/ Diploma Courses Assessment  
/evaluation process of the affiliating  
University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

274

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

- Curriculum cover topics in Environmental studies and Human Rights for all final year degree students
- Biodiversity Club celebrated World Environment Day by planting trees
- Talk on Ecofriendly Products ' A drive towards Sustainable development'
- Community extension activity, 'Oru Kai Sahayam' by harvesting paddy field
- Talk on 'Environment and Hindi Literature' by Hindi dept.
- Environment Day was observed by gardening and collection of plastic bottles
- 'Water for life'- water and food were provided to birds and animals during summer by students
- Celebration of Ozone Day by Nature Club
- World Wetland Day Celebration by photo exhibition and quiz competition
- 'Plant a sapling campaign' by Department of Politics on World Environment Day



- Webinar on 'Samakalika Malayala Sthree Kavitha' discussing on contemporary female poets
- Webinar on 'Cyber edathile sthree' by Malayalam department
- Celebration of International Day of Girl Child by NSS
- Legal awareness sessions, on domestic violence, POSCO, gender discrimination by faculty of English
- Two days webinar on 'Indian legislature protection for women' by IQAC
- Celebrated 71st Anniversary of adoption of the Constitution of India
- Organizes programmes to develop compassion, social responsibility and ethics through NSS, NCC and various clubs
- Internal complaint cell to prohibit complaints on sexual harassment of women employee and students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

13

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

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

369

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

467

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

72

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The assessment of advanced and slow learners is determined through an entry test conducted during the start of course. ? Induction program is offered to First U.G. students, which includes activities and tests enabling identification of different learning levels of students. ? Internal examination enables the teachers to stratify student learning levels  
 Bridge course: Bridge course is conducted for I UG with a well-defined syllabus during first 2 weeks of commencement of course  
 Mentoring : A fixed mentor: mentee ratio is followed in every department, where mentor is assigned a fixed number of students in each department

Programs for slow learners ? Remedial coaching - classes are offered to slow learners in the evenings from 3:45 pm onwards. Online classes are also offered. ? Special Counselling - Class tutors conduct counselling of students to realize the difficulties encountered in learning process. ? Group/peer support -Advanced learners support their peers in easing learning process

### Compensatory/revision classes

Teachers handle compensatory sessions for slow learners who has missed relevant lectures. Tutors will conduct revision classes for slow learners during the study holidays

### Programs for advanced learners:

? Advanced learning is facilitated by suggesting resources and helping them to understand concepts beyond the curriculum

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1119	59

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

Devaswom Board College Thalayolaparambu has been in a stage of transition from teacher centric to student centric methods of teaching and learning. The lecture time has been reduced and incorporation of active classroom discussions, brain storming sessions, presentations, seminars, mini - projects and experimental/experiential learning are practiced. Majority of the teachers are ICT enabled and uses computers, projectors, internet and web learning, virtual labs for teaching purposes. Problem solving methodology is adapted in all science courses where students are assigned with problems and guidance to explore, plan and acquire skills to solve them. Experiential learning is offered through virtual labs where students get to learn in their own pace. Group discussions / Brain storming is conducted in classrooms where the teacher suggests a problem and retrieves creative ideas from students. Study groups are formed including students with different learning level where they learn the designated topics by interacting and helping each other. This builds the sense of cooperation and idea of team work among the students. The institute conducts quizzes, poster making competitions, photography competition, essay and seminars in relevant fields to expand the learning experience of students. They are also encouraged to participate in inter-collegiate programs. Students are also suggested to join online certification courses offered by NPTEL, SWAYAM,

Coursera etc. Vocational skills of students are addressed through ASAP (Additional skill acquisition program) a Government of Kerala initiative.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The teachers of the institution have adapted effective teaching learning process to address the generation of "technology" students. The handicap of not being able to take live classes, caused due to the ongoing pandemic, could be surpassed by incorporating the many ICT learning tools. All classes were conducted online through Google Meet and Zoom and class materials such as notes in pdf format, recorded live sessions and you tube links were shared through platforms such as Google classroom and Moodle. Each teacher used either a laptop/desktop or tablets or smart phones to access the platforms. A Whatsapp group was created by the tutor for his/her class charge and thus active interaction and communication between the teachers and students was ensured.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

**2.3.3.1 - Number of mentors**

<b>46</b>	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>
<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
<b>59</b>	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of the faculty members authenticated by the Head of HEI	<b>No File Uploaded</b>
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
<b>22</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	

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

421

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

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

Internal assessment is an important part of academic learning and the institute conducts internal evaluation of students in a comprehensive way.

At the start of the semester, the syllabus of the course and tentative dates of internal examinations are communicated to the students. An internal assessment committee in the college monitors the timely conduct of exams and publishing of results.

For each subject paper a minimum of 2 internal tests are carried out in the MG university format and the results are shared with the students. Those of need a score improvement are offered retests.

Seminars are allocated to students in V and VI semester of UG and all semesters of PG. The students are encouraged to select their own topics and present with the support of slides. Marks are awarded based on the topic chosen, slide and content quality, knowledge of the subject and ability to answer questions. The rubrics of evaluation are shared with them in advance.

Students are assigned with regular assignments to be submitted in a stipulated time.

For UG and PG final year, project topics and group selection are left to their discretion with careful monitoring of mentors.



File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The institution is vigilant about the conduct of internal examinations and announcement of results on time adhering to the academic calendar of Mahatma Gandhi University. The students are given ample time for preparation of internal exams by announcing the dates well in advance in every semester.

After exams, the teachers are advised to publish the results in department notice boards and also through social platforms such as Whatsapp. The results are usually announced within one week of the conduct of exam and the students are urged to report complaints or concerns if any within a stipulated time period.

Any grievance of students regarding the conduct or evaluation of the examination is primarily addressed by the concerned teacher. If the grievance persists, it is brought to the attention of the Head of the department and finally to the Principal.

After every semester, student feedback related to internal examinations is collected and the reports are studied for a better and smooth conduct in the upcoming semesters.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The programme and course outcome of all colleges affiliated to Mahatma Gandhi university are displayed in the University

website. The same details are made available in the college website which enables the prospective students to understand the benefits of a particular course.

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The evaluation of the pogram and course outcomes are carried out through regular assessments including test papers, assignments, seminars, projects and viva - voce.

Class tests and internal examinations are conducted to assess the students to realize the extend to which their learnings are in accord with the program outcomes.

Group and individual assignments are given to monitor the progress of the students through the entire course.

Seminars on specific topics are allocated to students for each course paper enabling them to expand their search and

approach further the desired outcomes of the topic of study. These sessions also help them to get real time inputs and criticism from their peers and faculties, and paving way for self-advancement in the subject.

Final year students try to apply the text book knowledge acquired into fresh and thoughtful projects as groups or individuals, and the faculties act as mentors. These are assessed through interim evaluations and a final presentation and viva - voce.

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

### 2.6.3 - Pass percentage of Students during the year

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

225

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.dbcollegethal.org/igac/igac2020-21/Annual_report_college_2020-21.pdf">https://www.dbcollegethal.org/igac/igac2020-21/Annual_report_college_2020-21.pdf</a>

### 2.7 - Student Satisfaction Survey

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

[https://www.dbcollegethal.org/igac/igac2020-21/SSS\\_2020-2021.pdf](https://www.dbcollegethal.org/igac/igac2020-21/SSS_2020-2021.pdf)

RESEARCH, INNOVATIONS AND EXTENSION	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>DST FIST 80 LAKHS</b>	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
4	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

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

### 3.2 - Innovation Ecosystem

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

Since growth of academics always requires innovations, they have always been a vital part of our Institutional culture. The Innovation ecosystem which commands the Intellectual growth, curriculum, Pedagogy enhancement, extracurricular development, strategic resolution etc. have been witnessed in the past and shall continue to be our functional priority. This include

- Outreach programmes like health checkups
- Community interface programmes on aspects like education, health and hygiene etc
- Community development through the initiatives of NSS and NCC
- Organic farming efforts and 'go green' initiatives
- Research promotions by staff and students
- Theme based events through student associations
- Innovative talks and FDPs

Covid pandemic has brought the world to a standstill and the Educationsector is not far from its impact. A paradigm shift from physical to digital classrooms have instilled a sudden stir in the field of education. Teachers upgraded as e-content providers are available to students on electronic formats. Besides, students are encouraged to probe into various web resources to keep learning digitally explorative. Following activities took a leap during & post the pandemic.

- Work from Home student projects
- External Tie Ups

- Digital Platforms
- Guest Sessions
- Community services through e-based sources,
- Knowledge based activities
- National and international Webinars
- E-Publications in Journals

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

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

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

4

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

12

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

October 2- Fit India plog run for collecting plastic wastes-

Swachh Bharat Program

December 7-14 NSS volunteers as SPOs to assist police during Assembly polls.

January 3 Preparation of "KeralaSadya" for members of poor home "Jeevitha Nilayom" .

January 23 Survey on 1. Health-related issues post covid recovery 2. Adherence to covid protocols . 3. Challenges faced by students post pandemic.

February 4 Survey in Kadathuruthi grama panchayat .

February 11 Cleaning of college premises

February 12 Cleaning and fumigation of Midayikunnu L P school

February 13 Cleaning and fumigation of and Kareepadom LP school

March 30 Sweep mission rally from college to Thalayolaparambu (7 KM ) to educate the public about the importance of voting.

April 4 SPOs to assist police force in smooth conduct of Assembly polls.

April 6 Women volunteers performed duties during polls.

March 27 Community extension activity ' Oru Kai Sahayam' organized as part of ' "Koythulsavam", for harvesting at Alancheri, Thalayolaparambu.

January -May 'Symbiosis' to support birds and animals during summer.

January 4 Cleaning of college premises.

February 11 Involvement in smooth conduct of mini job fair

March 5 Bicycle rally for Covid Vaccination Awareness

March 12 Cleaning Gandhi statue and premises at Vaikom.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

17

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

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

year

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

298

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

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

0

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

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

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

3

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a number of buildings which include classrooms, science laboratories, a computer centre, library, auditoriums, canteen and play ground area. A number of committees are constituted and they ensure the proper maintenance, repairs and refurbishment of the various academic buildings and amenities. At present, the college has 35 classrooms with adequate number of benches, desks, chairs and teaching aids like greenboard / whiteboard / projector and lecture platforms. Every year, as per the requirement submitted by the concerned departments to the management and PTA, funds are allocated for the annual maintenance. All the science laboratories which are seven in number are well equipped and maintained. The concerned teachers-in-charge and the lab assistants conduct the experiments in the laboratories as per the prescribed timetable schedule, catering to the needs of the degree and postgraduate students. As per the prescribed safety protocol, all precautions and remedial measures are taken into account during the conduct of practicals especially while handling chemicals. A stock register is maintained in each department and every year the stock is updated and verified. Based on the stock verification report, a requirement list is prepared and submitted to the office.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

The College provides opportunity for students to improve their sports talent. The Physical Education department is very active and is well equipped with an indoor gymnasium, football playground, courts and sports accessories, all under the purview of the Physical Education Instructor. Every year as per the requirement, purchases are done and the courts and grounds are maintained and the stock register is updated.

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

2995803.00

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The College has a well functioning library which is partially automated with the library software Grandha 2.5. The college library has three sections: Reading room, Reference section for teachers and students, and general and departmental stacks. The college has made substantial development in library infrastructure ,resources and facilities. The activities and updating of the library resources is done by the librarianand the library committee which includes a senior teacher as library committee convenorand four faculties as members.

The library houses a range of books, journals and periodicals. E-resources like CDs, e-journals from Inflibnet are also there in the library. Based on the requirement of books, journals etc especially after a syllabus revision, the purchase committee allocate funds received from the management and PD funds for their purchase.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

97439.00

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

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

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

14.57

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

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

**No. of Systems:** The institution has total 59 Computers. 57 Desktop and 2 laptops. (8 in Office, 3 in library and 48 in departments).

**Computer Lab:** - 3 computer Lab. 1 in Mathematics Department , 1 in Physics Department and 1 Language Lab in English Department.

**Browsing Centres:** - 1 Browsing centre in Physics Department.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

59

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

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

**4.4 - Maintenance of Campus Infrastructure**

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

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

970092.00



File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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

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

College website maintenance is done by external agencies. The beautification of the College is done by the Bhoomitra Sena with the support of PTA and the Management. General cleaning of the campus, classrooms, auditorium, restrooms etc are done regularly by the staff appointed by the Management. The Management, PTA and alumni are the major monetary contributors for enhancing and expanding the available facilities in the campus. The college built a security cabin, repaired the lab flooring and made a granite name board for the college. The college also submits proposals to state and central funding agencies to procure funds to develop the infrastructure.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

770

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

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

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

70

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

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to Institutional website	<p style="text-align: center;">Nil</p>
Any additional information	<p style="text-align: center;"><a href="#">View File</a></p>
Details of capability building and skills enhancement initiatives (Data Template)	<p style="text-align: center;"><a href="#">View File</a></p>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>56</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>56</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<p style="text-align: center;"><a href="#">View File</a></p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p style="text-align: center;">No File Uploaded</p>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

79

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

**Civil Services/State government examinations)**

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

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

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

**1. Kho-Kho (women) - Third Place in university level**

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

**College creates a platform for the active participation of**

the students in the various academic administrative bodies, and co-curricular activities. This empowers the students in gaining leadership qualities and execution skills. The student members in clubs and different academic bodies are selected in a democratic way. The student representatives put forward suggestions regarding physical, academic and other facilities available in the college. These students work actively in Sports, NSS, NCC, cultural events, Bhoomithrasena, Bio-Diversity club, nature club, co curricular events and library.

Most of the cultural and sports activities in the Devaswom Board College are organised by the Students Union. Due to the outbreak of the Covid-19 pandemic the union election for selecting student council could not be organised during the academic year 2020-21. Cultural and sports activities for the academic year 2020-21 were conducted in limited manner due to the restrictions imposed by the state govt due to covid-19.

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

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

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

8

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

**5.4 - Alumni Engagement**

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

The DB College has a registered alumni "Forerunners" which has an elected Executive Council, working under the Presidentship of Mr. .... and Secretaryship of Adv. Sreekanth S. Nair. The College also hosts department level alumni in the various departments. The Alumni Associations contributes to the over-all development of the institution and the students by way support to the infrastructural development of the College and through several scholarships and voluntary programs like mentoring students in their areas of expertise. Alumni get in touch with students and share their expertise and best practices in a given field. The alumni share their professional experience with students and motivating them through various activities like delivering guest lectures

1. . The Alumni has distributed mobile phone to the deserving students to support her in online studies
2. The Forerunners distributed PPE kits and pulse oxymeters to health centres
3. Apart from their visits and college Nostalgia meets, the alumni are largely connected with college through social media platform.

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

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

SL NO CONTENTS UPLOADED PAGE NUMBER 1 VISION 1 2 MISSION 1 3  
NATURE OF GOVERNANCE 2

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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



related to the broad traits of

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

Uploaded documents contain

- Strategic plan
- Trait representing strategic plan
- Action taken
- Current status

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

- A transparent mechanism is followed for the conduct of examination based on M G University regulations

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

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

- Employees Co-operative Society- The financial support to the teaching staff of the institution is carried out mainly through the Employees Cooperative Society in the form of services like SB accounts, chitty, fixed deposit scheme , loan facility etc
- GIS - The Kerala State Employes Group Insurance Scheme implimented in the college.
- Health Club -In order to maintain the physical health of both the staff and students of the college, a health club function in the college.
- Token of appreciation for achievements-The institution appreciates the staff and students who are bringing out

excellence in various fields.

- Festival Advance-Institution provides refundable advances to the guest lecturers and non teaching staff
- Facilitation of Provident Fund loans
- Maternity Leave - The college grants Maternity Leave of 6 months to have quality time with their children.
- Work from Home - During Covid 19 the special categories with severe diseases and mothers whose children were below 2 years were allowed to work from home.
- Celebrations-The staff club organises various programmes like Onam celebrations, Christmas celebrations, Staff day in the college.
- The Staff Council provides financial support to non teaching staff in times of medicalemergencies.
- The security staff of the college are provided with free accommodation.

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

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

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

**NIL**

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

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

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

**the year**

**4**

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

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

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

**36**

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

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

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

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

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

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

#### 6.4 - Financial Management and Resource Mobilization

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

Audits are conducted by internally and externally through

##### External

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

**Internal**

- PTA Audit

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

The external audit of the college is entrusted with three different government agencies that include Accountant General Audit. Deputy Directorate of Collegiate Education, Ernakulam (local fund Audit) and Devaswom board (management ) Audit .All the agencies verify the bills and vouchers submitted by the institution and issue audited statements.

Various clubs and student support schemes functioning in college like NSS , NCC , women cell , KSCSCTE funded seminars WWS and SSP have their own external audit. All internal audits conclude, with a statement of expenditure .Institution has a specific procedure for overcoming audit objections .

The major procedure for furnishing replies/action taken report for quarries on audit objections inspection reports, draft paras, audit paras, and recommendation of pac (The Public Accounts Committee)/copu (Committee on Public Undertakings)includes a detailed explanation and statement from the administrative wing within the time limit specified Compliance to audit observation and suggestion in the previous audit report is closely monitored by concerned section and are not repeated . Paras are being dropped/ settled only after watching the progress of collection or based on suitable reply from auditee unit.

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

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

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

Approx Rs 25000/ as Endowment

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

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

- **Fund mobilisation-**The college applies for fund through submission of proposals to Government funding agencies. Government funding agencies like DST, FIST and RUSA. It encourages alumina and retired teachers to institute, memorial prizes, endowments, alumina donations. The institution seeks to generate revenue from stake holders and through raising staff fund. It seeks patronage from local organizations like bank, cooperate houses, shops and start-ups of the locality
- **Human resource utilization-** As part of academic excellence strategy our teachers are actively involved in research and are engaged in research activities . As part of student's social commitment, students have adopted the local Midaykunnu LP school and have distributed learning aids to students. Students are actively involved in "Pothichoru" a scheme organized for distributing food packets for poor and needy in the medical college hospital, kottayam
- **Space utilization-** The institution utilizes its space effectively by constructing RUSA research and incubation centre , star garden butterfly garden, roof top solar panel , cricket net , basketball court, gym and also has cleaned ground for commencing the construction of ladies hostel

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

## 6.5 - Internal Quality Assurance System

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

The college IQAC aims at the over all development and performance of the students and staff , there by improving the efficiency of the college. IQAC is very deligent about the fact that the activities planned should not be restricted to the four boundaries of the college. It should also enable studentsto respond tothe needs of the society in which they also are a part.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The college conducts academic audit towards the end of every academic year to improve and innovate the academic and non-academic activities in the coming years. The audit acts as a corrective force in the progress of the college towards its aim. The drawbacks pointed out in the report is being taken care of crucially and the college tries to minimise them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**B. Any 3 of the above**



**Internal Quality Assurance Cell (IQAC);  
Feedback collected, analyzed and used for  
improvements Collaborative quality  
initiatives with other institution(s)  
Participation in NIRF any other quality  
audit recognized by state, national or  
international agencies (ISO Certification,  
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.dbcollegethal.org/iqac/iqac2020-21/Annual_report_college_2020-21.pdf">https://www.dbcollegethal.org/iqac/iqac2020-21/Annual_report_college_2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The college took major steps to promote awareness on gender equity among the students. A large number of seminars, webinars, lectures and discussions were organized with focused themes on legal, social and sexual protection of women. This was to ensure that each student understands the prevailing imbalance and injustice existing in the society and to imbibe the process of "deconstruct".

International Day for Girl Child was celebrated by NSS on October 11th 2020 by organizing a talk by Dr. Lalimol S on the topic "Social Security of Women." The talk focussed on the gender discrimination and the related injustice recorded in the history of women in Kerala, the massive agitations and sacrifices that happened afterwards till attaining social security.

IQAC also organised webinars to address the challenges that still exist with regard to gender and social security. The two days webinar on 'Indian Legislature protection for Women' was one such effort. On 24th of May 2021, Adv. Fehra Azeez spoke on 'Sexual harassment of women at work place' and discussed a few cases. The next day, Adv. Niza Fazil delivered a lecture on Legal rights for women in India.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.dbcollegethal.org/igac/igac_2020-21/Gender_sensitisation.pdf">https://www.dbcollegethal.org/igac/igac_2020-21/Gender_sensitisation.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The management of wastes is the matter of concern in our campus which is given high importance. For the management of degradable and non-degradable wastes generated in the campus, suitable strategies were adopted. The practice of collecting and segregating the different kinds of wastes has been introduced in the campus.

As a first step, all kinds of wastes were collected from the departments and then segregated into e-wastes, degradable and non-degradable items. A comprehensive inventory list of the collected items was prepared. The disposal of e-wastes was done by handing them over to a recognized e-waste management firm. The biodegradable wastes were processed in vermi-compost unit run by the Zoology department and the manure generated is used in the garden. The staff and students also use this manure for their plants at their homes.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

copies of reading material, screen reading	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
<p>The institution is keen in providing inclusivity as its mission to provide resources for the under privileged and marginalised sections of the society. Students hailing from diverse socioeconomic circumstances, regional and cultural environments are given equal opportunities. The institution strictly abide by the norms and regulations of the university with regard to admission process where students from different reservation categories and poor socio economic back grounds are given equal chance. The institution also offers bounteous support to financially backward students in the form of scholarships and endowments.</p>	
File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded
7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens	
<p>Our NSS volunteers took membership in the Samoohika Sannadhasena, the Government of Kerala's Community Voluntary</p>	

Corps, or Samoohik. This was aimed to raise a volunteer force that helps the community to effectively deal with disasters that may strike the State in future. As part of the Samoohik initiative, our students conducted surveys in the locality on the health-related issues to assess the post Covid related health issues. While the survey was to get a statistical assessment, it also sensitized the volunteers involved in the survey making them aware of the importance of Covid protocols. The students took part in the Covid vaccination awareness drive on March 5th. During the Election campaign in from December 7-14 and April 5th, the students extended full support in ensuring the smooth conduct of the elections adhering to covid protocols. Thus, in all senses, these students are the vigilantes of the society.

Members of Biodiversity Club and students of Department of Botany participated in community extension activity 'Oru Kai Sahayam' by being part of the harvesting festival(Koythulsavam) at Alancheri, Thalayolaparambu on 27th March 2021. This act has resulted in instilling the value of social responsibility among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.dbcollegethal.org/igac/igac_2020-21/7_1_9_Sensitization.pdf">https://www.dbcollegethal.org/igac/igac_2020-21/7_1_9_Sensitization.pdf</a>
Any other relevant information	Nil

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

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

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Nature Club, Biodiversity Club and Department of Politics celebrated World Environment Day on June 5th 2020 by planting saplings in the homestead areas. The theme of the year was "Celebrate Biodiversity" and the club members adhered to the theme with diligence. International Yoga Day celebrated on June 21st by conducting Online Yoga class for NCC cadets.

The 74th Independence Day and Republic Day celebrations were also organized by conducting various competitions. Gandhi Jayanthi and National integration day were also observed.

NSS also celebrated 'NSS Day' by conducting a Webinar on "The significance and meaning of service at the time of Covid-19".

Hindi Day celebrated on September 14th with various webinars and competitions. Vayalar anusmaranam and Ramayanamasacharanam were also organised.

International Food Day and Chandrayan day were celebrated on October 16th and 22nd respectively. On World Ozone Day, a video on Ozone Protection 'Ozone for life: 35 years of ozone layer protection' was screened to create awareness. A photo exhibition on "Weland lives" on World weland Day 2nd February. Constitution Day observed by reading the Preamble by students at home.

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

## 7.2 - Best Practices

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

The two best practices identified by the institution are response to community known by the name "Devasparsam" and "Swastham", the healthcare practice

### 1. 'Devasparsam'- Response to community

Distribution of smart phones to the needy students by the sponsorship from the part of teachers and alumni initiated during the lockdown. Community extension activities instigated in fighting against Covid-19 by contributing medical aid to the Panchayath.

Giving midday meal 'pothichoru' to the deprived in the society is praiseworthy practice of ours. This open handedness was regularly practised by the college union during the previous years was detained due to lockdown. Toys for the LP School at Midayikunnam sponsored by the teaching community is another benevolent act towards weaker sections of society.

### 2. Health measures

'Swastham', the healthcare practice, is meant for the 5state of complete physical, mental and social wellbeing of all, is prioritised by our institution. Other programmes comprised issue of health cards to students indicating the health status of students on a regular basis and practice of Yoga. Yoga class for the staff under TFC (teachers Fitness challenge) was practised online on a regular basis. Similarly, awareness campaign for cancer prevention was



conducted by NSS on Jan 9th 2021.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.dbcollegethal.org/igac/igac2020-21/Best_practice.pdf">https://www.dbcollegethal.org/igac/igac2020-21/Best_practice.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

Life is precious and the process of saving a life in emergency situations has to be an instantaneous act; which is the responsibility of each and every individual. To imbibe the "Good Samaritan" qualities in the students, the College ensures that each student is trained in administering first aid. This First aid training under the banner "Sukrutham" is the distinctiveness of our institution with the sole intention of instilling the quality of benevolence in students. The training gives the students an understanding of the value of being a human and builds qualities like altruism, perseverance, self-confidence and selfless service. Asserting these elements in the minds of students make them act on a humanitarian basis to assist the stricken and the helpless. This timely action on their part would definitely lessen the suffering, minimise damage and bridge the time gap between the occurrence of an incident and the time of a proper medical assistance. Thus, our students would be the health crusaders in the society.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action for the academic year 2021-22

Devaswom Board College, Thalayolaparambu envisions to deploy myriads of activities in the upcoming years to enhance amenities and to provide services to those who are benefited by the institution. Certain areas have been identified with future perspective for attaining substantial progress of the institution and are projected as follows.

- To upgrade institutional website
- To design more add on courses and value added courses
- To conduct FDP/ Refresher Course
- To apply for research centre facility in other PG departments
- To upgrade the library
- To organise more placement drives for students
- To introduce smart classrooms and ICT enables classes
- To device more facilities for disabled students
- To introduce more community extension activities
- To implement soft skill development programmes
- To bestow more on environs in future actions.