CMS COLLEGE KOTTAYAM (AUTONOMOUS)

Affiliated to Mahatma Gandhi University
Recognised by UGC as College with Potential for Excellence and
Accredited by NAAC with 'A' Grade

Internal Quality Assurance Cell (IQAC)

ANNUAL QUALITY ASSURANCE REPORT
AQAR: 2020-21

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University of Grants Commission

www.cmscollege.ac.in

YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	CMS College Kottayam (Autonomous)
• Name of the Head of the institution	Dr.Varghese C Joshua
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04812566002
• Alternate phone No.	9447895832
• Mobile No. (Principal)	9447117935
• Registered e-mail ID (Principal)	principal@cmscollege.ac.in
• Address	CMS College Road
• City/Town	Kottayam
• State/UT	Kerala
• Pin Code	686001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	09/03/2016
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid
• Name of the IQAC Co-ordinator/Director	Dr. Joji John Panicker
• Phone No.	04812566002
• Mobile No:	9526781674
• IQAC e-mail ID	iqac@cmscollege.ac.in
3.Website address (Web link of the AQAR (Previous Academic Year)	https://cmscollege.ac.in/wp-content/uploads/2022/06/AQAR-2019-20.pdf
4.Was the Academic Calendar prepared for that year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://cmscollege.ac.in/hand-book-and-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Five Star	Nil	2000	07/02/2000	02/06/2005
Cycle 2	B++	Nil	2006	17/10/2006	16/10/2011
Cycle 3	A	3.27	2014	11/12/2014	09/10/2019
Nil	Nil	Nil	Nil	12/04/2018	31/12/2022

6.Date of Establishment of IQAC	04/02/2004

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
CMS College Kottayam	Autonomous	UGC	03/09/2016	2000000
CMS College Kottayam	Star College	UGC	18/01/2021	1288976
CMS College Kottayam	RUSA	Kerala State Project Directorate	23/10/2019	20000000
CMS College Kottayam	Paramarsh	UGC	26/12/2019	3000000
CMS College Kottayam	CPE	UGC	18/09/2004	5000000

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File	
9.No. of IQAC meetings held during the year	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Audits to ensure quality

Monitoring of Attainment of Outcomes in Outcome Based Education

paradigm
Faculty development programmes and Organizing Student Induction Programme
Collection and Analysis of Feedback on syllabus from Students, Faculty, Alumni and Industry
College obtained 81st Rank in NIRF India Ranking 2021.
Monitoring RUSA 2.0 Project of the College
Acting as a mentor institution under Paramarsh Scheme under UGC

12.Plan of action chalked out by IQAC at 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
Enhancing Online TeachingLearning	All faculty were trained with online teaching and e-content generation
Research enhancive initiatives	Number of publications and PhD awarded increased
Quality enhancement Initiatives	81st Rank in NIRF India Ranking 2021
Departmental Visits by IQAC	Internal academic audit was completed
Ensuring quality in administration	Administrative audit was conducted

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Council	29/10/2022

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2020-21	27/02/2022

15.Multidisciplinary / interdisciplinary

CMS College Kottayam (Autonomous) is all set to implement NEP regulations in its curriculum. The teaching learning pedagogy adopted in this institution ensures a blend of intellectual, scientific, emotional, social and cultural development among its students. All the students learn course contents on environmental studies, human rights and gender studies. Students are also allowed to select an Open course from any discipline (in their final year) of their choice and a number of value-added courses are being offered to students. Vocational Programmes (B.Voc. Travel, Tourism & Logistics Management and B.Voc. Information Technology, B.A. Malayalam Copy Editing) and seminars/ workshops/ training programs have been introduced which enables the students to explore multidisciplinary / interdisciplinary avenues of knowledge. Social service activities mediated by NSS, NCC, relevant clubs and committees in the college play a pivotal role in sensitizing students towards environmental, social and health issues. The institution is awaiting to offer a multidisciplinary flexible curriculum that enables multiple entry and exits. Collaborative research projects involving staff, students, government agencies, NGOs and different departments are being undertaken to address the issues and challenges faced by the society. These initiatives foster the capacity building of the youth into responsible citizens.

16.Academic bank of credits (ABC):

The institution is eagerly looking forward to registering under the Academic bank of Credits (ABC) to permit its learners to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer. These initiatives would be highly beneficial to slow learners and provide flexibility to students to learn as per their ability and convenience. The proviso for the same would be implemented as per the directives of the state government and the Mahatma Gandhi University Kottayam. The institution has MoU with several other institutions for collaborative ventures and it is looking forward towards internationalization of education and joint degrees between Indian and foreign institutions. Faculty members are actively engaged in designing their own curricular and pedagogical approaches within the approved framework. Students are encouraged to enrol and successfully complete courses through online platforms such as Swayam, Coursera etc. to enrich their learning experience. Currently, they can earn extra credits through the Value added

programs.

17.Skill development:

CMS College Kottayam, focusses on skill development that enables students to acquire desired competency levels. The college has implemented a curriculum and syllabus in the paradigm of Outcome Based Education, which focusses on skill development and outcomes of learning. The college has a dedicated centre, namely, Additional Skill Acquisition Programme (ASAP) centre, supported by the government of Kerala, which offers skill training to the selected students. In addition, the institution provides capacity building programmes and skill inculcation training programmes to all final year Undergraduate and Postgraduate students under the guidance of Placement and Career Counselling Cell. All first-year undergraduate students are offered with number of value-added courses based on skills for the skill development of the students.The value added courses include communication skills, Foreign language (English, Syriac),

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

The College was established during pre-independence era and it still upholds the value of Indian Knowledge system, Indian culture and heritage. The institute commemorates Hindi Divas, Mother tongue day, Kerala Piravi, Tourism Day and Yoga Day as an act of reverence towards Indian languages and culture. Faculty members are encouraged to provide the classroom delivery in bilingual mode (English and vernacular language i.e., Malayalam) as students tend to understand better if taught in their mother tongue. The graduate students are allowed to study either Hindi or Malayalam as per their choice during the first two years of the bachelor’s program. The promotion of Indian languages, arts and traditions is also facilitated through competitions organized during the annual fine arts festival. Competitions such as essay writing, poetry, speech competition, folk song, folk dance and skit encourage students to stay connected with their rich Indian culture and heritage.

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

Outcome-Based Education (OBE) is a pedagogical model that entails the restructuring of curriculum, pedagogy and assessment practices to reflect the achievement of high-order learning, as opposed to a mere accumulation of course credits. While the traditional education system focuses on what is taught, OBE places emphasis on what is learned, which is a student-centric model. IQAC organized multiple faculty development programmes on Outcome based Education (OBE) in

collaboration with IIT Chennai. All the faculties of the college were trained in OBE. Based on the training, all courses were designed under OBE paradigm with Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO) specified. During the student induction program, the students are given an orientation on Outcome Based Education paradigm; and the Program Outcomes are explained to the students. The curriculum clearly states the outcomes and teaching-learning pedagogy adapted at the institute ensures implementation of OBE to transform the youth into responsible citizens. The outcomes have been articulated in the college website. Every faculty explains the course outcomes of each course before the commencement of the same.

20.Distance education/online education:

Online education provides ample flexibility to students to learn and explore as per their requirements at their pace. CMS College Kottayam (Autonomous), has developed in-house solutions called CMS Edutech solutions for our technological needs. It proved to be a versatile tool particularly during the Covid pandemic as it enabled conduct of online classes, management of attendance, submission of assignments, webinars, training programs, and even commemorate important days and events. During the pandemic, most of the classes were conducted online and faculty members have gained experience on working with digital tools such as Light board, Moodle, OBS (Open Broadcaster Software), Google Tools, YouTube to develop and deliver e-content, short videos, power point presentations and other online content. Multimedia studio and Light board was developed by the Innovation Cell of the college through which the online classes were conducted effectively. With offline classes being pursued at present, the faculty members are using blended learning as it integrates the learning experience with a humane aspect. Therefore, the students can gain from the benefit of online teaching along with face-to-face interaction with tutor and fellow pupils. Students are also encouraged to engage in courses offered by online portals such as Swayam, Coursera etc.

Extended Profile

1.Programme

1.1 **32**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 **2614**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **664**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **2508**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 **871**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 **152**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	32

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 Total number of students during the year:	2614

File Description	Documents
Institutional data in Prescribed format	View File

2.2 Number of outgoing / final year students during the year:	664

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 Number of students who appeared for the examinations conducted by the institution during the year:	2508

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 Number of courses in all programmes during the year:	871

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 Number of full-time teachers during the year:	152

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3 Number of sanctioned posts for the year:	160
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	707
4.2 Total number of Classrooms and Seminar halls	92
4.3 Total number of computers on campus for academic purposes	201
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	244.9

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

CMS College Kottayam, one of the oldest higher education institutions in India has always been in the forefront of providing quality education by offering need-based, socially-relevant and outcome-based courses in its 205 years of existence. CMS aims to shape ideas and to foster innovation through systematic teaching and research to produce competent and sensitive individuals. Further to the grant of the autonomy status

in 2016, the College established curriculum review committees (Board of Studies) at all departments and statutory bodies (Academic council & Governing council) at the institutional level to develop and implement the curriculum in consultation with academic experts and practitioners. The college has implemented Choice Based Credit System (CBCS) in all UG and PG programmes with well-structured Outcome Based Education (OBE) process and focus on 21st century skills among students including critical thinking, problem-solving, creativity and digital literacy as envisioned in the National Education Policy, 2020. The programme and course outcomes are defined keeping in mind the local, national and global needs. Timely revision of the syllabus and introduction of new courses has helped CMS in attaining its goal to strive in par with the national and international needs.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	Nil

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

33

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

26

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

871

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

31

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

In alignment with the vision of our institution, the curriculum of

each programme has been designed in order to integrate relevant issues associated with Gender, Environment, Sustainability, Human values, and Professional Ethics. Being a premier in providing access to higher education for women in India, our College has always incorporated gender and related issues in the curricula of our programmes. Being an eco-friendly campus since inception and one which strives to be self- sufficient and sustainable. Apart from this, each programme offers curricular activities to build human values amongst their peers. Activities include, group discussions, team building, role plays wherein they develop a sense of respect to their counterpart and to give constructive criticism and develop a team spirit within them. Finally, educating the students on the need to approach the specific problems professionally and ethically is something that an institute of higher-level learning should aim at. We are confident that our curricula are designed along these lines. To be able to professionally develop and to ethically maintain them is another thrust area that every programme undertakes. The principles that govern the behavior of a person on how he or she should act to others or institution at large is mandatorily followed in each programme.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

96

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

698

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

2500

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://cmscollege.ac.in/feedback-reports/#single/0
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

999

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

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

124

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution organizes Induction classes at college and department level to sensitize the students with the academic rules, curricular and co-curricular activities, library facilities, career options and other guidelines needed for the holistic development of the students. The learning levels of the students are assessed, and the advanced learners and slow learners are identified by analyzing their academic history, screening tests, and internal assessments. Advanced learners identified are provided with continuous support by mentoring. The programmes for advanced learners are: Kerala Government sponsored Walk with A

Scholar (WWS) scheme, invited talks by eminent personalities and alumnus, internships, value added courses/ extra credit courses/ certificate courses and add on courses, skill development programs, mini projects/ summer projects, peer teaching and mentoring, etc. Slow learners identified are motivated and encouraged through various initiatives which includes: Kerala Government funded Scholar Support Programme (SSP), remedial classes for students who are weak in the subjects by concerned teachers, Bridge courses, peer teaching/mentoring, mentoring/ counselling sessions by teachers, providing simplified learning methods, providing, simplified study materials, encouraging them to solve previous years questions, invited talks by alumnus to motivate them, providing financial aids to purchase study materials.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2021	**2614**	**152**

File Description	Documents
Upload 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:

The institution implemented many student centric methods, with a focus on participative, experiential, problem-solving based learning processes to make students the centre of teaching-learning process. To cope with the changing educational scenario we have integrated specific methods into the formal teaching framework, such as projects, fests, debates, problem solving, presentations, competitions, hands on workshops, discussions, brainstorming sessions, day celebrations and peer learning, e-learning, role play, internships, hands-on trainings, industrial

and field visits.

Experiential learning:

This is a learning process where the students “learn by doing”. This includes: Group discussions on various topics, debates, internships at other institutes, Hands-on practical training, student projects, fests, club activities, Day celebrations, departmental level association activities, workshops, student seminars, e – learning, industrial visits, field visits, and role plays

Participative learning:

Through this approach, students become interactive participants in the learning process. Different activities carried out in the College include: webinars, debates, seminars and conferences / talks, peer learning, laboratory exercises, group discussions, workshops, and awareness programs.

Problem-solving methodologies:

This is a teaching approach in which students obtain learning outcomes by solving problems. Different problem-solving methods used to develop the students’ skills include: student projects, assignments, student seminars, case studies, and thematic seminars.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional Information	**Nil**

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The IT infrastructure of the college is adequate to utilize the newest technological developments in the field of Information and Computer Technology. This improves the effectiveness of teaching learning process through various ICT enabled tools including LMS, Online resources, E-contents as a part of the teaching-learning process.

- **All the Departments are Wi-Fi-enabled**

- Most of the classrooms are equipped with LCD Projectors and computers
- The college has a well-equipped multimedia studio and light board facility for recording, processing and publishing of e-content
- The College has its YouTube Channel to broadcast video lectures prepared by faculty members and conduct online webinars and workshop
- The college has a digital library with a wide range of content access
- The college has an educational theater which provides great visual experience in learning
- An e-learning center equipped with video based learning platform
- The computing facilities aid research by providing software programmes like MATLAB, GAUSSIAN 09: Quantum Chemistry software, and SSP.
- Google classroom and Edpuzzle for effective communication, teaching process and sharing the contents
- Online platforms such as Google meet and Zoom
- Quizzes and Kahoot helps to assess the learning outcomes.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://cmscollege.ac.in/e-contents/
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

152

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Calendar committee gathers the following details and schedules: common programmes such as Student Induction Programmes, Bridge course, Faculty Orientation programmes, etc. from the IQAC, schedule of test papers and end-semester exams from the Controller of Examinations, and details regarding student activities.

The Calendar specifies details such as: number of working days, Government holidays and important festivals, dates of internal assessments and end-semester examinations, dates of major co-curricular activities, etc.

Hard copies of the Calendar are provided to all students and staff, and also made available in college website.

Teaching Plans

At the beginning of every semester, at the departmental level, each faculty’s course and work allotment for each course is decided. Following this, a time table is prepared by the HoD. Based on this, faculties prepare their teaching plan for each course. This includes topics to be covered, mode of teaching, assignments/seminars, mode of internal assessment, etc.

Adherence to Academic and Teaching Plans

The IQAC periodically monitors the adherence to the Academic Calendar. Any deviation from the academic calendar is looked into and suggests remedial measures to be taken, after taking into consideration of the circumstances that led to the change.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

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

152

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

65

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

959

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

59

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

431

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Since the inception of the autonomy, CMS College has adopted efficient measures to reform the examination procedures and processes.Examination registration and fee payment are done using CMS College portal.Teachers can securely log in to the college portal and enter marks of the various components of in-semester Assessment. At the end of each semester, the consolidated internal marks (A1 forms) can be generated from the portal.Students can log in to the college portal to verify their in-semester assessment marks and to get the detailed results of each end-semester examinations.Online tests consisting of MCQ questions are also a part of end-semester assessment of PG programmes.

FAUX CODEs are used in answer booklets to ensure the secrecy in valuation of answer scripts. The evaluated marks are uploaded to the software for automated tabulation.Result analysis of every end-semester examination is done in the examination software.The Office of the Controller of Examinations has computer/software systems, as well as surveillance cameras. Implementation of Biometric scanning systems at the doors of the strong room of the controller of examinations' office ensures the entry of authorized persons only.

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

2.6 - Student Performance and Learning Outcomes

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

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all Programmes are stated and displayed on CMS College official website.

Communication to the Stakeholders;

1. Students:

• Orientation about POs and measurement during induction programme.

• Hard copy of POs and PSOs are affixed on the wall of every classroom

• Orientation about the COs at the commencement of each course by the course in charge teacher

• Sharing of COs of each course through student’s Google classroom and whatsapp group by course in charge teacher

• CO and pertinent assessment tools are mentioned for Course in the work diary

2. Parents

• Display of POs, PSOs and COs on College official website

3. Alumni

• Display of POs, PSOs and COs on College official website

4. Employers

• Display of POs, PSOs and COs on College official website

5. Staff and Teachers

• Orientation programmes and workshops for teachers on construction, mapping and attainment of POs, PSOs and COs.

• Display of POs, PSOs and COs on College official website

Outcome assessment plan

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Link for additional Information	**Nil**

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The direct method of calculating Course Outcomes Attainment (CO) involves calculations from the marks obtained by the students in their internal and End-semester examinations. Rubrics are a simple way to set up some grading criteria through which level of attainment is calculated by using some predefined values. RUBRICS help us to define the threshold through which level of attainment of a CO's are calculated. The Threshold value is fixed for COs in each course by the respective course instructor and ratified by the Head of the department. Level of CO attainment is based on the percentage of students above the threshold percentage. Based on the level of CO obtained for internal and end-semester examinations, the final CO attainment is calculated. For every course the course instructor identifies the affinity of each CO with the POs and PSOs of the programme. The attainment levels of the POs and PSOs are computed by the attainment values of COs of the courses.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

687

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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://cmscollege.ac.in/wp-content/uploads/2022/12/SSS_2020-21-1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

CMS College, Kottayam (Autonomous), a precursor in the tertiary education system has always taken eminent measures to integrate rigorous research into mainstream teaching whereby encouraging its students and faculty members to indulge in top-quality research. Numerous approaches and analytical frameworks are meticulously analysed for pointing out the key priorities for the effective establishment of the policy statement, which is centred on fostering and enhancing goal-oriented research by faculty and research scholars. CMS College has devised a distinguished research policy with efficient guidelines to work as the epicenter of all activities relating to research in the college. The Dean of Research, Research council, the Research Advisory Committee along with the Ethics and Project Monitoring committees perform as the crucial bodies in the realm of research. The Instrumentation Facility stores various research equipment and also ensures its

adequacy. College Research Regulations monitor the entire processes starting from the day of commencement till the submission of the thesis. The Digitalized library facility gives access to the students to pursue a wide range of information to carry out their research in an effective manner. The college receives funding from various external government funding agencies to enhance the overall infrastructure facilities.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nill

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

1

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

154

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

16

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://drive.google.com/file/d/1z80hxayd4bWMP7RQ6jXDFKQ_Hic_HbMq/view?usp=share_link
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

As a prominent institution that nurtures eminent minds, CMS College, Kottayam, apart from all its initiatives to promote academic excellence that emphasizes theoretical learning, provides a great room for practicality by actively creating an exceptional atmosphere for innovations. It endeavours to implore young minds with mind blowing ideas and key solutions for striking problems to come forward to put into practice their ideas into the establishment of productive, successful and outstanding ventures. The innovators are thoroughly monitored and assisted by the faculty members from the very beginning itself. In addition to that, the outstanding infrastructure facilities including the access to the vast library, the financial and legal assistance as well as the effective guidance in creating proper documents are some among the many aspects to strengthen and promote innovations. The eight excellent research centres of the college (Botany, Zoology, Chemistry, Physics, English, Mathematics, Malayalam commerce) are effectively working as the central bodies for one-on-

one guidance and unconditional support from the beginning to the end. Numerous fairs, seminars, workshops, training classes with experts have been triumphantly organised and held on a regular basis to enlighten students with information regarding entrepreneurship and to promote the same.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

83

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

7

File Description	Documents
URL to the research page on HEI website	https://cmscollege.ac.in/list-of-research-scholars/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

46

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

43

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

151

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

07

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.16

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Nil

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

CMS College, Kottayam, with the aim of enriching the humanitarian values in its students, constantly educate them on the importance of being a part of the society that is, a part of the world outside of their classrooms. Numerous extension activities are planned and thoroughly conducted to enlighten students on the issues that are hovering in the society and make them learn efficient ways to tackle those problems in an effective manner for collective goodness. NSS unit of the college together with the faculty members have been running seminars, webinars and awareness classes on various topics to make the students from all the departments of the college to participate in activities and to fine- tune them as socially responsible citizens. As a part of improving the capability of students to empathize with others, visits to old age homes, orphanages and other welfare centres are carried out. As a part of uplifting the marginalized sections of society, numerous houses were built and given to the appropriate people along with the distribution of laptops and smartphones to students for excelling in the academic realms. Blood donation campaigns were held at the college and a significant majority of the students were actively participated.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

4

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

69

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

95

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

36

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

05

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

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 equipments, etc.

The college, established in 1817, is located on the hills of a 40-acre campus providing a befitting academic ambience. The strategic location facilitates ease of access along with rustic comfort. It offers 17 Undergraduate programmes, 17 Postgraduate programmes, 8 Research programmes, for which ample infrastructural facilities are provided across the campus. An infrastructural committee is deployed to evaluate, plan and execute infrastructural modification and augmentation.

Classrooms & Research Rooms

86 well-ventilated, spacious classrooms, provided with black/ green/white boards, adequate furniture and LED lights.

42 ICT enabled classrooms with LCD/TV/Smart boards . Wi-Fi/LAN facilities in all rooms.

12 research rooms.

Seminar Halls

8 Seminar halls

3 video conferencing halls

Auditorium.

Laboratories

Five chemistry Labs

Five Botany Labs

Four BioTechnology LabsFour Home Science Labs

Three Physics Labs,

Two Zoology Labs

Two computer labs-BCA

One common lab - (Bvoc & Malayalam)

One Mathematics Lab

Computer Facilities

Total of 275 computers.

Four servers are used for the smooth functioning of office administration and library software.

Media Centre (EMMRC)

Academic Facilities

Nanotechnology and Advanced Materials Research Centre (NAMRC)

Centre for Scientific computing

Centre for Career Guidance and Placement (R E Newton) Discussion rooms

IGNOU Regional Study Centre

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

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

Facilities for Cultural Activities

The Extra-Curricular Affairs Committee and College Union Committee of the college promote cultural activities among students. The various skill development clubs as Fine Arts Club, Reader's Club, Quiz Club, Debate Club , Literary Club, Entrepreneurship Development Club, Arts Club, Campus Lens, Nature Club etc., frequently organize meetings, training and workshops at Joseph Fenn Hall and Great Hall. Film festivals are regularly organised at the Educational Theatre.

? Auditorium (400 seats)

? Reading room facilities

? An air-conditioned Digital Audio Visual-Hall for developing artistic/ cultural talents and public speaking/ debating skills of students.

? Venues for cultural competitions

? Educational Theatre (98 seats) with modern facilities for screening films.

? Sound recording and video editing studio (EMMRC)

Facilities for sports (Indoor and Outdoor)

The college provides adequate space for sports, games and cultural activities and produces students for the University and State level teams.

? The college has a sports hostel (45 beds) sponsored by Kerala Sports Council

? Specialized coach for Cricket, Volleyball, Wrestling & Kabaddi

? Spacious playground for athletics, Cricket and Football

? Standard Shuttle Badminton court

? Space for indoor games, kits and sportswear for the team members

? Fitness center (Gymnasium) for staff and students

? 400 meter track stadium with 8 lanes

? 90 x 40 metre New Field (for hockey)

? Volley Ball Court

? Health and Fitness Centre (900 sq feet)

? Cricket Turf Pitch and Nets.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

56

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

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

64.18

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

The library is automated with leading library management software solutions; KOHA which gives a user-friendly interface for searching resources in the library, along with its positions and availability statuses. The library has Web – OPAC for providing remote access to its repertoire of textual resources.

ILMS Software KOHA

Name of the ILMS Software : KOHA

Nature of Automation : Full

Server Version : 19.05.04.000

Year of automation : 2008

Installation of KOHA : 2018

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/Library/

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	No File Uploaded
Upload any additional information	View File

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

0.01925

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

20

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

C.M.S College is committed to provide secure and efficient IT-Infrastructure in terms of hardware, software and internet facilities. A software team caters to the complete IT related matters of the college through the college ERP, CMS Eduware making academic, administrative and admission process transparent.

IT POLICY

- Sets up standards and procedures for procurement, maintenance and upgradation of IT-infrastructure.
- Ensures legal and appropriate use of IT infrastructure on campus.
- Lays down strategies for secure access of Network Resources.
- Has clear strategies for Backup of Server Data.

College has 4 Servers and 275 Computers for Students support (Ratio), 48 for office purpose and 227 Computers for Faculty; all managed and secured by the software team in tandem with the Estate Manager.

- CMS Eduware is equipped to engage both academic and office administration. The entire Admission process was held online which was of help during the two years of the pandemic. Student attendance, faculty work diary, fee remittance (payments and reports) is managed internally. Evaluation Management (internal and external examinations) and feedback (student, faculty and curriculum), Question Banks, Invigilator scheduling, Result monitoring are also covered by the software. Data is secured by https for CMS-Eduware as https://services.cmscollege.ac.in/
- A fully functional Educational Multimedia Resource Centre functions on campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://services.cmscollege.ac.in/

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2614	201

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

180.53

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The Governing body, Academic council and Board of studies work hand in hand and take care of the major academic affairs of the institution. The College Council forward the requirements of infrastructures to the main committees. These committees analyse the requirements and forward to finance committee to prepare budget. Funds allotted and works are frequently monitored through the periodic meetings of the committees.

The procedures for maintaining and utilizing physical, academic and support facilities:

a) Facility management team supervised by dedicated maintenance supervisor who takes care of all the civil work and the physical maintenances with sufficient approvals from building committee.

b) Housekeeping and cleaning of premises/facilities are ensured under the supervision of staff-in-charge.

c) Seminar halls, auditorium, gymnasium is allotted based on a booking system.

d) Each department has its own trained and dedicated staff to maintain laboratory equipment under the guidance of a lab-in-charge faculty member.

e) Library committee functions to ensure the constant enrichment of the library collection and improve usage.

IT facilities:

A dedicated System Administrator for IT facilities is responsible for the setting the standards and procedures for procurement, maintenance and upgradation of IT-infrastructure.

Sports facilities:

Sports section has dedicated Physical Education Director, instructors, coaches.

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 benefitted by scholarships and freeships provided by the Government during the year

672

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

58

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://cmscollege.ac.in/
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1345

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

129

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

209

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

28

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

17

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The CMS College Union is an avenue for students to exhibit and exercise their administrative and leadership abilities. The College follows the system of Parliamentary pattern of election for the establishment of the college union executive. The College union members, who are elected as per the Rules of election

provided by the University, play an important role in facilitating and promoting student activities in the campus.

Activities of the College Union:

- Programmes to promote civic responsibilities:
- College Arts Festival:
- College Day: A cultural spectacle performed by students.
- Observation of Festivals of National relevance -
- The College Magazine 'Vidyasangrah'.

Student Involvement in academic and administrative bodies:

Student representatives are members of the following committees,

- The Internal Quality Assurance Cell
- Student Welfare Committee -
- Grievance Redressal Committee
- Anti Ragging Committee
- Internal Complaints Committee for Harassment Against Women
- SSP/WWS Monitoring Committee
- Flood Relief Camp
- NSS
- NCC

In addition to this, the students are co-ordinate the following clubs- Readers' Club, Quiz Club, Debate Club, Literary Club, Entrepreneurship club, Creative Arts Club, Campus Lens, Nature Club, Red Ribbon Club, Civics Club, Anti Narcotics Club, Women's Studies Center and Fitness Club,the CMS College United Nations Academic Impact (UNAI)

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

10

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

CMS College has a rich pool of talented alumni which contributes to the progress of the college by sharing their rich experiences, skills, ideas, time and loyalty with the alma mater. From the Silicon Valley in the United States to the health care system in the United Kingdom and to the top level and middle level managements systems in the GCC, CMS College Alumni have left their mark across the five continents. Our rich alumni include people from academia, civil services, industry, art and literature, politics, theology, health care, judiciary, media and sports. The alumni meet on 26th January of every year in the name of (Vidyasouhrudham) and recall their bond with the parent institution. In the past years the alumni of CMS college especially the North American chapter has been generously contributing to the infrastructure development, providing scholarships to the meritorious students from the financially weaker section and by providing cell phones in the era of covid pandemic to bridge the digital divide. CMS College welcomes recommendations from the alumni in improving the academic programmes of the college and in specific projects such as promoting collaborative research, organizing campus recruitments, providing scholarships and establishing national and international linkages.

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

5.4.2 - Alumni's financial contribution during the year E. <2 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 an effective leadership in tune with the vision and mission of the Institution

CMS College has been founded with the vision to be a centre of excellence for imparting value based liberal education aimed at promoting inclusive and holistic growth of the learner with thrust on real time needs. Our mission has always been to achieve excellence by imparting quality education through teaching, learning and research to inculcate values of integrity, justice and compassion in the young minds.

The Governance mechanism which is participatory and decentralized, focuses on the vision and mission of the college. The Board of Management comprises of the Managing Council, the Governing Council, Academic Council and Finance Committee, headed by the Bishop of C.S.I Madhya Kerala Diocese as Manager and Chairman. For the activities of the college, collective decision is taken through periodical meetings of various committees comprising the teaching and non-teaching staff. The College Council, with the Principal as Chairman, Heads of all Departments and elected representatives of the staff discuss all major programmes and take decisions on the everyday affairs of the college. The administration interacts with all major stakeholders like the student council, Staff Council, P.T.A, Alumni Association and Advisory Committee and involves them in all major activities of the college.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Case Study- Campus Rejuvenation Project

Campus Rejuvenation project was launched in 2015 envisaging the infrastructural requirements for commencing new academic programmes and upgrading facilities following the grant of Autonomy. As in all other activities, the college has followed the practice of decentralization and participative management in this also. An advisory board was constituted to initiate organizational development. Six subcommittees with four faculty members each were constituted to work out strategic plans to involve the participation of all the members of the college community including retired staff and well wishers. The PTA was instrumental in devising innovative strategies to mobilize funds for the project. Members of the Alumni Association also generously contributed for the project.

CMS College Kottayam which has a rich legacy of two hundred fruitful years, has not only gifted a galaxy of shining stars to the community, but also taught the society how to preserve and maintain the environment. There are trees in the campus as old as the college itself. Everyone associated with the college has helped to maintain the ecological balance from generation to generation. The new campus Rewild Scheme envisages various plans to maintain the freshness and greenery of the Campus.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The institution’s strategic plan has been developed and implemented based on its vision that integrates the more than 200 year old heritage of the college, with the real time needs of the learners.

The College management in view with the vision and mission is aiming for the evolution of CMS College as a Green campus.

The Manager of the College, Bishop Rt. Rev. Dr. Malayil Sabu Koshy

Cherian dedicated Phase I of the Solar Project of CMS College on July 2021. This project taps solar energy to run 33% of the college day to day activities. In March 2021, inauguration of Phase I of Campus rewild Project was done by the Manager of the College, Bishop Rt. Rev. Dr. Malayil Sabu Koshy Cherian. In Collaboration with Social Forestry Kottayam Division, Kerala Forest Department, QR Coded Digital Tree Inventory was carried out as Phase 1 of Campus rewild project. The College practices and encourages Intensive Integrated organic farming as a sustainable practice. In an attempt to perpetuate a variety of different plant species and conserve different species of butterflies the college has set up a butterfly garden.

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

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

The college has a clearly-defined organizational structure to strategize future, formulate policies and to run the college in an efficient and outcome-focussed manner. It is constituted by statutory and non-statutory bodies that function in compliance with the vision, regulations, policies, and statutes stipulated by the government, UGC, affiliating university and the organization. The Organization Structure comprises of The Management Council, The Manager, Governing Body, Principal, Academic Council and Boards of Studies, College Council, Vice Principal, IQAC, Students Union, Department Council, Finance Committee and Bursar.

The functioning of the institutional bodies is effective and efficient as visible from appointment and Service Rules, Policies.

1. Appointment and Service Rules

The College has well-defined policies and practices for recruitment and promotion. The appointment of aided staff is governed by service rules and regulations of the University/State Government and UGC. The selection, recruitment and promotion of the unaided staff are in conformity with the HR policy of the

college. Timely recruitments and promotion of competent faculty have resulted excellent and effective teaching-learning process.

2. Policies

The college has well-formulated policies on Quality, HR, Research, Student Support and Welfare Measures, IT, Infrastructure etc. and well-defined code of conduct, published on the college website.

File Description	Documents
Paste link to Organogram on the institution webpage	https://cmscollege.ac.in/wp-content/uploads/2022/12/Organogram.jpeg
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/iqac/

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) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Welfare Schemes

Education

- Encouraging aided faculty for FIP/UGC Research Fellowships.
- Freedom to organize national/international workshops/conferences.

- Computerized Digital Lab to enhance the use of Digitized Platforms

Medical

- ESI benefits for Self Financing faculty and non teaching staff.
- Maternity Benefits for women employees.

Financial assistance

- Staff co-operative society provides personal loan on the basis of salary for teaching and non-teaching staff, deposits with higher rates of interest, festival kits during Onam and Christmas.
- Students co-operative society providing books, photocopying and other stationary at subsidized rates.

Other Benefits/Facilities

- Free Wi-Fi and email addresses using the institutional domain name.
- Hostel facilities for teaching and non-teaching staff.
- Auxiliary services include Post office, ATM, SBI Bank, Alumni office, Hostel office,Reprographic Centre(Neve Square)provided within the premises of the campus.
- Annual alumni meet (Vidyasauhrudam)
- IGNOU Study Centre
- Retirement functions, Annual tours conducted by FOCCUS (Staff association), USHUS (lady teachers association), Non-teaching Staff Welfare Association and College Management.
- Regular general staff-meetings for both faculty and non-teaching staff
- Recreational activities for physical and mental health
- Maintenance of green and pollution free campus to aid health and overall well being
- Gymnasium and Canteen facility

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/iqac/

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

07

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)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

08

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

147

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
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

The financial management system is managed by committees that take

appropriate decisions on income and expenditures:

Management Board: The utilization of management funds is monitored by the college bursar.

Parent Teacher Association: PTA funds are managed by the PTA executive committee

UGC: A duly constituted UGC Committee monitors the utilization of the UGC funds

External and internal audits for Government and Non-Government funds are conducted on a regular basis.

Statutory Audit (by Chartered Accountant):

All the accounts maintained by the college are audited by a Chartered accountant. Statutory audits are conducted for all the financial accounts, which also include non-government funds such as management funds, fees from self-financing courses and salary of management staff.

External Financial Audit:

Financial utilization of public funds is verified by the audit team. Cash Book, SC/ST/OEC acquittance, E-grants Account, acquittance of teaching and non-teaching staff, Caution Deposit and Fee receipts are verified and scrutinized. Minor Research Projects, National Seminars, General Development Assistance UG and PG grants are received from UGC and scrutinized by the government.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

The college raises its funds through various sources such as fees from students, salary support from the government for aided staff, scholarships and income generated out of corpus funds.The college regularly gets support from various funding agencies in the form of financial support like Autonomy Grant, UGC, RUSA, DIST-FIST, PD Account, CPE Fund, DBT-STAR, KSCSTE, Heritage Fund, Major-Minor projects and travel grants of UGC.

The Finance Committee headed by the Principal includes the Bursar, University’s Finance Officer and one senior faculty member. It strategizes the various measures for raising funds. It keenly inspects the monitoring and controlling of such usages as well. It also looks into the submission of duly audited statements of sources and application of funds for the respective academic year.

The finance committee prepares the budget for the academic year by taking into account the requirements of the departments, Students, research Unit, Infrastructure and offices. The Governing body approves the raising of funds and utilization of the same as per details specified in the budget. Income and Expenditure are closely monitored by the Bursar office, Chief Financial Officer and the Principal. The college monitors the utilization of expenditure of the departments and various units.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made

during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

IQAC plays vital role in initiating, planning and implementing various qualitative strategies within the institution. Two practices that have been institutionalised for quality enhancement:

1. **Audit Practices**

Each audit is conducted by a committee (external/internal or both) constituted by the IQAC for evaluation. The committee submits reports on the basis of the evaluation and offers corrective measures and suggestions.

Academic Audit: To evaluate the teaching learning process, IQAC has conducted three academic audits during the years 2018-19, 2019-20 and 2021-22.

Green Audit: In order to maintain the exquisite biodiversity of the college, green audit was conducted. The first phase of the audit was conducted in 2018-19, and the second phase in 2019-20.

Gender Audit: An audit programme was conducted on gender equality and mainstreaming in the college from 15th January 2019 to 22nd March 2019.

1. **Outcome Based Education (OBE)**

OBE is implemented to enhance collaborative performance in the teaching learning environment. Syllabus revisions have been conducted at both the PG and UG levels. The entire syllabus of each department was mapped based on Graduate Program Outcome (GPO), Program Specific Outcome (PSO) and Course Outcome (CO).

IQAC initiated several rounds of discussions and workshops as part of the curriculum revision.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Teaching Learning Review

- **IQAC monitors IT enabled, outcome based, student centric and holistic methodologies of teaching learning process.**
- **A teaching plan is submitted by teachers so as to evaluate the progress of the curriculum.**
- **Orientation programs are conducted at the beginning of each academic year for the first year student, who are given awareness regarding the Mapping of PO, PSO and CO.**
- **Internal examinations are conducted by the Internal Exam Committee.**
- **Academic Audit is conducted regularly to identify areas for improvement in students' results.**

Feedback form to evaluate the performance of teachers is given to the students on a regular basis.

- **PTA meetings held by the departments review the performance of each student.**
- **Curriculum feedback is taken from the stakeholders.**

Evaluation of Learning Outcomes

- **It is very necessary to ensure that the students after their graduation have attained these GPOs. There is a proper mechanism for the evaluation of Learning Outcomes. It starts from the preparation of the question paper for a particular course. The marks obtained for each and every question is then accounted for and the corresponding attainment of course outcomes are evaluated. This finally helps to measure the attainment of PSOs and GPOs.**

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

6.5.3 - Quality assurance initiatives of the **A. Any 4 or all of the above**

institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

File Description	Documents
Paste the web link of annual reports of the Institution	https://cmscollege.ac.in/iqac-reports/
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	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

CMS College has constantly strived to support and empower women's education and construct a gender-inclusive educational institution. Being one of the first institutions in India to admit women, it still maintains its focus on gender-inclusive education and presently female students and teachers outnumber male students and teachers.

Curricular:

The institution emphasises its focus on gender inclusive curriculum and therefore has included around 120 courses across varying departments. The humanities departments encourage the students to undertake their graduation and postgraduation projects on issues of gender, and there are several projects that deal exclusively and partially with gender.

Women's Studies Centre:

The Centre for Women's Studies aims at promoting a gender-

inclusive society by sensitising students and the college community to issues of gender. The centre regularly conducts seminars, workshops, and lectures by professionals on legal awareness, and health issues, for the women students and faculty.

Jyothis is the student wing of the Women’s Studies Centre.

Ushus is the fellowship of female teachers of the college.

Infrastructure:

CCTV Surveillance

24 Hour security personnel

Common Rooms for Female Students and Teachers

Girls Hostels.

Incinerator for proper disposal of Sanitary Napkins

Co-curricular:

Arts Festival

Girls' teams for Wrestling, Judo, Power-lifting, and Tug of War.

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

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

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Adopting and successfully implementing sustainable practices, we promote a zero waste campus and a chief initiative is a plastic-free campus as a precaution to protect the planet. Separate waste bins are kept at every corner of the campus to segregate the waste. A biogas plant is installed to manage bio-waste from the canteen, and the generated gas is used in the canteen.

Taking into consideration the vastness of the campus, several pipe composts are set up at several corners of the College. Vermicomposting technology is used at the hostels to dispose of food waste. Dry leaves Compost in the campus is the Thumboormuzhi Model Aerobic Composting Technique and the decomposed plant material is used as manure for organic farming in the campus. An MoU is signed with the Clean Kerala Mission (CKM) to collect and dispose non-degradable electronic waste carefully.

The campus promotes continued appropriation of nature through sustainable projects like utilising solar energy to run 33 percent of the entire campus paving the way for a clean energy future. Solar Panel installation is a visible step towards a tangible way to lower the carbon footprint and reduce greenhouse gas emissions.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	View File
Any other relevant information	**No File Uploaded**

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

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All 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
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

B. Any 3 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

From its inception in 1817 CMS College has strived to develop an inclusive educational atmosphere in the institution. The college endeavours to construct a campus that inculcates the importance of inclusive learning with respect to regional, cultural, communal, linguistic and socio-economic diversities.

Students from marginalized communities are given support to encourage their extra-curricular activities. The institution actively attempts to uplift the SC/ST, OBC and economically backward students through scholarships, remedial classes and free coaching by the placement cell.

Emphasis was given to extra-curricular activities enhancing the career and economic possibilities of the students:

Polyhouse Organic Farming

Paddy Cultivation and Apiculture

Bridge Project: Set up to provide financial assistance to deserving students of the college.

‘Snehaveedu’ Project: Constructed a house for a deserving student.

Regional Diversity: Students from various states of India, also from Lakshadweep. The college runs three hostels to accommodate these students

National Integration Camp: organized by NSS

Celebration of Religious and Communal festivals: The college organizes celebrations in connection with major religious and communal festivals not limited to Onam, Christmas and Eid.

Equal Opportunities Cell: Delivers services for Students with special needs

Santhwana Counseling Centre: Counselling services for staff and students around the year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

Aiming at the promotion of human rights, the College has an array of courses which incorporate human rights education as part of the

curriculum. Following a strict policy against plagiarism, we use Turnitin to empower academic integrity. In addition, lectures, workshops, symposiums and seminars are organized to sensitise the youth at the grass root level.

The adopted villages ‘Pongalakkari’ and ‘Kariyil’ have provided a solid foundation for engaging students in civic concepts. The setting up of mangrove forests in the village for ecological stabilisation, food packet distribution, providing blankets to elderly through the ‘Blanket of Warmth’ project, ‘Kuttikoottam’ project for children, distribution of masks and sanitisers, and opening relief camps during the flood equipped the students to furthering the activities as global citizens.

Socially and politically charged street plays, awareness spreading flash mob, cleaning drives of public places, chlorination of wells post-flood, ‘Oppam’ project for youth, 'Sukrutham' camp, Anti-Drug rally, youth parliament, eye donation campaign, short films, vote-vandi, are some of the unique initiatives undertaken by the students to serve the community. In collaboration with SVEEP, we organized several programmes to increase the polling rate in the district. Creating effective strategies to sensitise the college community is a continual process.

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

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized

B. Any 3 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 programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

As an academic institution, CMS acknowledges the plurality of its multicultural and ethnically diverse community by encouraging and promoting racial tolerance and community cohesion through celebrating important national, international days and festivals. Departmental programmes and collaborative events with various clubs, NSS, NCC and outside organisations make the day commemorative and unique. Ethnographic and environmental oriented performances are also conducted with a thematic presentation, event-specific honouring talk followed by a cultural spectacle/ensemble to persuade and reduce the disparity of traditionally marginalised groups and create an awareness which is quintessential to each event.

Various environmental awareness raising programmes, Women’s day celebrations, Global public health days are given due significance through distinct initiatives. The institutional framework of democratic engagement shapes the political identity of students by observing politically significant days important to map a complex national identity that crosscuts local, regional and global affiliations.

Celebration of festivals like Onam, Christmas, Eid-ul-Fitr that go deeper than being mere cultural tokens are perceived as crucial to the college community to give an insight into cultures other than their own. Celebrations are value-laden and embrace the similarities and differences focussing on cultural, social, political and environmental significance.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

The College won the Green Champion Award‘One district one Champion’ a Swachh Bharat initiative by the Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education under the Ministry of Education of the Government of India in 2021. This title is conferred on CMS for its proactive commitment towards a cleaner environment manifested in various green initiatives.

Practical training is extended to studentsin Apiculture , vermiculture, waste management, aquarium management, mushroom cultivation, organic farming etc by efficient faculty members to inculcate ‘earn while learn’ culture among students.

Anyone with a smartphone can use a QR code app to scan the code and see the scientific name and family of the plant.

The college has a herbal garden which contains innumerable types of plant species including medicinal ones.

Vechur cow is conserved in the college under the supervision of the Zoology department.

The Greenhouse in the Department of Botany and the Zoology Museum are worth mentioning in this regard.

In collaboration with Clean Kerala Initiative, the campus had a waste disposal drive especially of the electronic waste.

Two phases of solar panel installation have been completed and 33 percent of the campus is run on solar energy

File Description	Documents
Best practices in the Institutional website	https://docs.google.com/document/d/1OEbLS_clpRyXZn6DqoTkvEyMl4K6aUcsTqwgvD0hzvA/edit?usp=share_link
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

CMS College proudly holds and reflects its ceremonious special heritage status in its absolute sense. The literary legacy of the college remains undebatable in the transformation of a rural village to a literate one. The college's social and cultural heritage was so instilled with a revolutionary spirit that it became a huge influence in reforming the feudal, caste-ridden society of 19th century Kerala. The architectural heritage of the college is another sight of wonderment. CMS is rich in owning exquisite flora and fauna that can barely find a comparison. The campus maintains the natural heritage in its glory.

We are the recipients of the Green Champion Award and many other prestigious national and international honours. The institution is well-known for promoting social responsibility and sustainability through various projects.Implemented in four phases, ‘Hues of Time’ is a project in line with the new National Education Policy. In the first phase, the college organised a camp to create 200 paintings for its art gallery. In the second phase, murals were painted at various spots in the campus. The third phase was the completion of the sculpture garden. The fourth phase of the project involved the 60 relief sculptures.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

CMS College Kottayam, one of the oldest higher education institutions in India has always been in the forefront of providing quality education by offering need-based, socially-relevant and outcome-based courses in its 205 years of existence. CMS aims to shape ideas and to foster innovation through systematic teaching and research to produce competent and sensitive individuals. Further to the grant of the autonomy status in 2016, the College established curriculum review committees (Board of Studies) at all departments and statutory bodies (Academic council & Governing council) at the institutional level to develop and implement the curriculum in consultation with academic experts and practitioners. The college has implemented Choice Based Credit System (CBCS) in all UG and PG programmes with well-structured Outcome Based Education (OBE) process and focus on 21st century skills among students including critical thinking, problem-solving, creativity and digital literacy as envisioned in the National Education Policy, 2020. The programme and course outcomes are defined keeping in mind the local, national and global needs. Timely revision of the syllabus and introduction of new courses has helped CMS in attaining its goal to strive in par with the national and international needs.

File Description	Documents
Upload additional information, if any	**No File Uploaded**
Link for additional information	**Nil**

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

33

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

26

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

871

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

31

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

In alignment with the vision of our institution, the curriculum of each programme has been designed in order to integrate relevant issues associated with Gender, Environment, Sustainability, Human values, and Professional Ethics. Being a premier in providing access to higher education for women in India, our College has always incorporated gender and related issues in the curricula of our programmes. Being an eco-friendly campus since inception and one which strives to be self- sufficient and sustainable. Apart from this, each programme offers curricular activities to build human values amongst their peers. Activities include, group discussions, team building, role plays wherein they develop a sense of respect to their counterpart and to give constructive criticism and develop a team spirit within them. Finally, educating the students on the need to approach the specific problems professionally and ethically is something that an institute of higher-level learning should aim at. We are confident that our curricula are designed along these lines. To be able to professionally develop and to ethically maintain them is another thrust area that every programme undertakes. The principles that govern the behavior of a person on how he or she should act to others or institution at large is mandatorily followed in each programme.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

96

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

698

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

2500

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://cmscollege.ac.in/feedback-reports/#single/0
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following	A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	Nil
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

999

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

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

124

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution organizes Induction classes at college and department level to sensitize the students with the academic rules, curricular and co-curricular activities, library facilities, career options and other guidelines needed for the holistic development of the students. The learning levels of the students are assessed, and the advanced learners and slow learners are identified by analyzing their academic history, screening tests, and internal assessments. Advanced learners identified are provided with continuous support by mentoring. The programmes for advanced learners are: Kerala Government sponsored Walk with A Scholar (WWS) scheme, invited talks by eminent personalities and alumnus, internships, value added courses/ extra credit courses/ certificate courses and add on courses, skill development programs, mini projects/ summer projects, peer teaching and mentoring, etc. Slow learners identified are motivated and encouraged through various initiatives which includes: Kerala Government funded Scholar Support Programme (SSP), remedial classes for students who are weak in the subjects by concerned teachers, Bridge courses, peer teaching/mentoring, mentoring/ counselling sessions by teachers, providing simplified learning methods, providing, simplified study materials, encouraging them to solve previous years questions, invited talks by alumnus to motivate them, providing financial aids to purchase study materials.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2021	2614	152

File Description	Documents
Upload 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:

The institution implemented many student centric methods, with a focus on participative, experiential, problem-solving based learning processes to make students the centre of teaching-learning process. To cope with the changing educational scenario we have integrated specific methods into the formal teaching framework, such as projects, fests, debates, problem solving, presentations, competitions, hands on workshops, discussions, brainstorming sessions, day celebrations and peer learning, e-learning, role play, internships, hands-on trainings, industrial and field visits.

Experiential learning:

This is a learning process where the students “learn by doing”. This includes: Group discussions on various topics, debates, internships at other institutes, Hands-on practical training, student projects, fests, club activities, Day celebrations, departmental level association activities, workshops, student seminars, e – learning, industrial visits, field visits, and role plays

Participative learning:

Through this approach, students become interactive participants in the learning process. Different activities carried out in the College include: webinars, debates, seminars and conferences / talks, peer learning, laboratory exercises, group discussions, workshops, and awareness programs.

Problem-solving methodologies:

This is a teaching approach in which students obtain learning outcomes by solving problems. Different problem-solving methods

used to develop the students' skills include: student projects, assignments, student seminars, case studies, and thematic seminars.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional Information	**Nil**

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The IT infrastructure of the college is adequate to utilize the newest technological developments in the field of Information and Computer Technology. This improves the effectiveness of teaching learning process through various ICT enabled tools including LMS, Online resources, E-contents as a part of the teaching-learning process.

- **All the Departments are Wi-Fi-enabled**
- **Most of the classrooms are equipped with LCD Projectors and computers**
- **The college has a well-equipped multimedia studio and light board facility for recording, processing and publishing of e-content**
- **The College has its YouTube Channel to broadcast video lectures prepared by faculty members and conduct online webinars and workshop**
- **The college has a digital library with a wide range of content access**
- **The college has an educational theater which provides great visual experience in learning**
- **An e-learning center equipped with video based learning platform**
- **The computing facilities aid research by providing software programmes like MATLAB, GAUSSIAN 09: Quantum Chemistry software, and SSP.**
- **Google classroom and Edpuzzle for effective communication, teaching process and sharing the contents**
- **Online platforms such as Google meet and Zoom**
- **Quizzes and Kahoot helps to assess the learning outcomes.**

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://cmscollege.ac.in/e-contents/
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

152

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	No File Uploaded

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The Calendar committee gathers the following details and schedules: common programmes such as Student Induction Programmes, Bridge course, Faculty Orientation programmes, etc. from the IQAC, schedule of test papers and end-semester exams from the Controller of Examinations, and details regarding student activities.

The Calendar specifies details such as: number of working days, Government holidays and important festivals, dates of internal assessments and end-semester examinations, dates of major co-curricular activities, etc.

Hard copies of the Calendar are provided to all students and staff, and also made available in college website.

Teaching Plans

At the beginning of every semester, at the departmental level, each faculty’s course and work allotment for each course is decided. Following this, a time table is prepared by the HoD. Based on this, faculties prepare their teaching plan for each

course. This includes topics to be covered, mode of teaching, assignments/seminars, mode of internal assessment, etc.

Adherence to Academic and Teaching Plans

The IQAC periodically monitors the adherence to the Academic Calendar. Any deviation from the academic calendar is looked into and suggests remedial measures to be taken, after taking into consideration of the circumstances that led to the change.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	No File Uploaded

2.4 - Teacher Profile and Quality

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

152

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

65

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time

teachers' total teaching experience in the current institution)

959

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

59

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

431

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Since the inception of the autonomy, CMS College has adopted efficient measures to reform the examination procedures and processes.Examination registration and fee payment are done using CMS College portal.Teachers can securely log in to the college portal and enter marks of the various components of in-

semester Assessment. At the end of each semester, the consolidated internal marks (A1 forms) can be generated from the portal.Students can log in to the college portal to verify their in-semester assessment marks and to get the detailed results of each end-semester examinations.Online tests consisting of MCQ questions are also a part of end-semester assessment of PG programmes.

FAUX CODEs are used in answer booklets to ensure the secrecy in valuation of answer scripts. The evaluated marks are uploaded to the software for automated tabulation.Result analysis of every end-semester examination is done in the examination software.The Office of the Controller of Examinations has computer/software systems, as well as surveillance cameras. Implementation of Biometric scanning systems at the doors of the strong room of the controller of examinations' office ensures the entry of authorized persons only.

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

2.6 - Student Performance and Learning Outcomes

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

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all Programmes are stated and displayed on CMS College official website.

Communication to the Stakeholders;

1. Students:

• Orientation about POs and measurement during induction programme.

• Hard copy of POs and PSOs are affixed on the wall of every classroom

• Orientation about the COs at the commencement of each course by the course in charge teacher

• Sharing of COs of each course through student's Google classroom and whatsapp group by course in charge teacher

• CO and pertinent assessment tools are mentioned for Course in the work diary

2. Parents

• Display of POs, PSOs and COs on College official website

3. Alumni

• Display of POs, PSOs and COs on College official website

4. Employers

• Display of POs, PSOs and COs on College official website

5. Staff and Teachers

• Orientation programmes and workshops for teachers on construction, mapping and attainment of POs, PSOs and COs.

• Display of POs, PSOs and COs on College official website

Outcome assessment plan

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The direct method of calculating Course Outcomes Attainment (CO) involves calculations from the marks obtained by the students in their internal and End-semester examinations. Rubrics are a simple way to set up some grading criteria through which level of attainment is calculated by using some

predefined values. RUBRICS help us to define the threshold through which level of attainment of a CO’s are calculated. The Threshold value is fixed for COs in each course by the respective course instructor and ratified by the Head of the department. Level of CO attainment is based on the percentage of students above the threshold percentage. Based on the level of CO obtained for internal and end-semester examinations, the final CO attainment is calculated. For every course the course instructor identifies the affinity of each CO with the POs and PSOs of the programme. The attainment levels of the POs and PSOs are computed by the attainment values of COs of the courses.

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

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

687

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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://cmscollege.ac.in/wp-content/uploads/2022/12/SSS_2020-21-1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

CMS College, Kottayam (Autonomous), a precursor in the tertiary education system has always taken eminent measures to integrate rigorous research into mainstream teaching whereby encouraging its students and faculty members to indulge in top-quality research. Numerous approaches and analytical frameworks are meticulously analysed for pointing out the key priorities for the effective establishment of the policy statement, which is centred on fostering and enhancing goal-oriented research by faculty and research scholars. CMS College has devised a distinguished research policy with efficient guidelines to work as the epicenter of all activities relating to research in the college. The Dean of Research, Research council, the Research Advisory Committee along with the Ethics and Project Monitoring committees perform as the crucial bodies in the realm of research. The Instrumentation Facility stores various research equipment and also ensures its adequacy. College Research Regulations monitor the entire processes starting from the day of commencement till the submission of the thesis. The Digitalized library facility gives access to the students to pursue a wide range of information to carry out their research in an effective manner. The college receives funding from various external government funding agencies to enhance the overall infrastructure facilities.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	**Nil**
Any additional information	**No File Uploaded**

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

Nill

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

1

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

154

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

16

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://drive.google.com/file/d/1z80hxayd4bWMP7RQ6jXDFKQ_Hic_HbMq/view?usp=share_link
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

As a prominent institution that nurtures eminent minds, CMS College, Kottayam, apart from all its initiatives to promote academic excellence that emphasizes theoretical learning, provides a great room for practicality by actively creating an exceptional atmosphere for innovations. It endeavours to implore young minds with mind blowing ideas and key solutions for striking problems to come forward to put into practice their ideas into the establishment of productive, successful and outstanding ventures. The innovators are thoroughly monitored and assisted by the faculty members from the very beginning itself. In addition to that, the outstanding infrastructure facilities including the access to the vast library, the financial and legal assistance as well as the effective guidance in creating proper documents are some among the many aspects to strengthen and promote innovations. The eight excellent research centres of the college (Botany, Zoology, Chemistry, Physics, English, Mathematics, Malayalam commerce) are effectively working as the central bodies for one-on-one guidance and unconditional support from the beginning to the end. Numerous fairs, seminars, workshops, training classes with experts have been triumphantly organised and held on a regular basis to enlighten students with information regarding entrepreneurship and to promote the same.

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

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

83

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

7

File Description	Documents
URL to the research page on HEI website	https://cmscollege.ac.in/list-of-research-scholars/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

46

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

43

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

151

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

07

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0.16

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	View File
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Nil

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

CMS College, Kottayam, with the aim of enriching the humanitarian values in its students, constantly educate them on the importance of being a part of the society that is, a part of the world outside of their classrooms. Numerous extension activities are planned and thoroughly conducted to enlighten students on the issues that are hovering in the society and make them learn efficient ways to tackle those problems in an effective manner for collective goodness. NSS unit of the college together with the faculty members have been running seminars, webinars and awareness classes on various topics to make the students from all the departments of the college to participate in activities and to fine- tune them as socially responsible citizens. As a part of improving the capability of students to empathize with others, visits to old age homes, orphanages and other welfare centres are carried out. As a part of uplifting the marginalized sections of society, numerous houses were built and given to the appropriate people along with the distribution of laptops and smartphones to students for excelling in the academic realms. Blood donation campaigns were held at the college and a significant majority of the students were actively participated.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

4

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

69

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

95

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/

student exchange/ internship/ on-the-job training/ project work

36

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

05

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

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 equipments, etc.

The college, established in 1817, is located on the hills of a 40-acre campus providing a befitting academic ambience. The strategic location facilitates ease of access along with rustic comfort. It offers 17 Undergraduate programmes, 17 Postgraduate programmes, 8 Research programmes, for which ample infrastructural facilities are provided across the campus. An infrastructural committee is deployed to evaluate, plan and execute infrastructural modification and augmentation.

Classrooms & Research Rooms

86 well-ventilated, spacious classrooms, provided with black/ green/white boards, adequate furniture and LED lights.

42 ICT enabled classrooms with LCD/TV/Smart boards . Wi-Fi/LAN facilities in all rooms.

12 research rooms.

Seminar Halls

8 Seminar halls

3 video conferencing halls

Auditorium.

Laboratories

Five chemistry Labs

Five Botany Labs

Four BioTechnology LabsFour Home Science Labs

Three Physics Labs,

Two Zoology Labs

Two computer labs-BCA

One common lab - (Bvoc & Malayalam)

One Mathematics Lab

Computer Facilities

Total of 275 computers.

Four servers are used for the smooth functioning of office administration and library software.

Media Centre (EMMRC)

Academic Facilities

Nanotechnology and Advanced Materials Research Centre (NAMRC)

Centre for Scientific computing

Centre for Career Guidance and Placement (R E Newton) Discussion rooms

IGNOU Regional Study Centre

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

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

Facilities for Cultural Activities

The Extra-Curricular Affairs Committee and College Union Committee of the college promote cultural activities among students. The various skill development clubs as Fine Arts Club, Reader’s Club, Quiz Club, Debate Club , Literary Club, Entrepreneurship Development Club, Arts Club, Campus Lens, Nature Club etc., frequently organize meetings, training and workshops at Joseph Fenn Hall and Great Hall. Film festivals are regularly organised at the Educational Theatre.

? Auditorium (400 seats)

? Reading room facilities

? An air-conditioned Digital Audio Visual-Hall for developing artistic/ cultural talents and public speaking/ debating skills of students.

? Venues for cultural competitions

? Educational Theatre (98 seats) with modern facilities for screening films.

? Sound recording and video editing studio (EMMRC)

Facilities for sports (Indoor and Outdoor)

The college provides adequate space for sports, games and cultural activities and produces students for the University and State level teams.

? The college has a sports hostel (45 beds) sponsored by Kerala Sports Council

? Specialized coach for Cricket, Volleyball, Wrestling & Kabaddi

? Spacious playground for athletics, Cricket and Football

? Standard Shuttle Badminton court

? Space for indoor games, kits and sportswear for the team members

? Fitness center (Gymnasium) for staff and students

? 400 meter track stadium with 8 lanes

? 90 x 40 metre New Field (for hockey)

? Volley Ball Court

? Health and Fitness Centre (900 sq feet)

? Cricket Turf Pitch and Nets.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

56

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

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

64.18

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The library is automated with leading library management software solutions; KOHA which gives a user-friendly interface for searching resources in the library, along with its positions and availability statuses. The library has Web – OPAC for providing remote access to its repertoire of textual resources.

ILMS Software KOHA

Name of the ILMS Software : KOHA

Nature of Automation : Full

Server Version : 19.05.04.000

Year of automation : 2008

Installation of KOHA : 2018

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/Library/

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	No File Uploaded
Upload any additional information	View File

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

0.01925

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

20

File Description	Documents
Upload details of library usage by teachers and students	No File Uploaded
Any additional information	View File

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

C.M.S College is committed to provide secure and efficient IT-Infrastructure in terms of hardware, software and internet facilities. A software team caters to the complete IT related matters of the college through the college ERP, CMS Eduware making academic, administrative and admission process transparent.

IT POLICY

- **Sets up standards and procedures for procurement, maintenance and upgradation of IT-infrastructure.**
- **Ensures legal and appropriate use of IT infrastructure on campus.**
- **Lays down strategies for secure access of Network Resources.**
- **Has clear strategies for Backup of Server Data.**

College has 4 Servers and 275 Computers for Students support (Ratio), 48 for office purpose and 227 Computers for Faculty; all managed and secured by the software team in tandem with the Estate Manager.

- **CMS Eduware is equipped to engage both academic and office administration. The entire Admission process was held online which was of help during the two years of the pandemic. Student attendance, faculty work diary, fee remittance (payments and reports) is managed internally. Evaluation Management (internal and external examinations) and feedback (student, faculty and curriculum), Question Banks, Invigilator scheduling, Result monitoring are also covered by the software. Data is secured by https for CMS-Eduware as https://services.cmscollege.ac.in/**
- **A fully functional Educational Multimedia Resource Centre functions on campus.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://services.cmscollege.ac.in/

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2614	201

File Description	Documents
Upload any additional information	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	A. All four of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

180.53

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File

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

The Governing body, Academic council and Board of studies work hand in hand and take care of the major academic affairs of the institution. The College Council forward the requirements of infrastructures to the main committees. These committees analyse the requirements and forward to finance committee to prepare budget. Funds allotted and works are frequently monitored through the periodic meetings of the committees.

The procedures for maintaining and utilizing physical, academic and support facilities:

a) Facility management team supervised by dedicated maintenance supervisor who takes care of all the civil work and the physical maintenances with sufficient approvals from building committee.

b) Housekeeping and cleaning of premises/facilities are ensured under the supervision of staff-in-charge.

c) Seminar halls, auditorium, gymnasium is allotted based on a booking system.

d) Each department has its own trained and dedicated staff to maintain laboratory equipment under the guidance of a lab-in-charge faculty member.

e) Library committee functions to ensure the constant enrichment of the library collection and improve usage.

IT facilities:

A dedicated System Administrator for IT facilities is responsible for the setting the standards and procedures for procurement, maintenance and upgradation of IT-infrastructure.

Sports facilities:

Sports section has dedicated Physical Education Director, instructors, coaches.

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 benefitted by scholarships and freeships provided by the Government during the year

672

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	No File Uploaded

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

58

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development	A. All of the above

and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	https://cmscollege.ac.in/
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1345

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

129

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of outgoing students progressing to higher education

209

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

28

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

17

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The CMS College Union is an avenue for students to exhibit and exercise their administrative and leadership abilities. The College follows the system of Parliamentary pattern of election for the establishment of the college union executive. The College union members, who are elected as per the Rules of election provided by the University, play an important role in facilitating and promoting student activities in the campus.

Activities of the College Union:

- **Programmes to promote civic responsibilities:**
- **College Arts Festival:**
- **College Day: A cultural spectacle performed by students.**
- **Observation of Festivals of National relevance -**
- **The College Magazine 'Vidyasangrah'.**

Student Involvement in academic and administrative bodies:

Student representatives are members of the following committees,

- The Internal Quality Assurance Cell
- Student Welfare Committee -
- Grievance Redressal Committee
- Anti Ragging Committee
- Internal Complaints Committee for Harassment Against Women
- SSP/WWS Monitoring Committee
- Flood Relief Camp
- NSS
- NCC

In addition to this, the students are co-ordinate the following clubs- Readers' Club, Quiz Club, Debate Club, Literary Club, Entrepreneurship club, Creative Arts Club, Campus Lens, Nature Club, Red Ribbon Club, Civics Club, Anti Narcotics Club, Women's Studies Center and Fitness Club,the CMS College United Nations Academic Impact (UNAI)

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

10

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

CMS College has a rich pool of talented alumni which contributes to the progress of the college by sharing their rich experiences, skills, ideas, time and loyalty with the alma

mater. From the Silicon Valley in the United States to the health care system in the United Kingdom and to the top level and middle level managements systems in the GCC, CMS College Alumni have left their mark across the five continents. Our rich alumni include people from academia, civil services, industry, art and literature, politics, theology, health care, judiciary, media and sports. The alumni meet on 26th January of every year in the name of (Vidyasouhrudham) and recall their bond with the parent institution. In the past years the alumni of CMS college especially the North American chapter has been generously contributing to the infrastructure development, providing scholarships to the meritorious students from the financially weaker section and by providing cell phones in the era of covid pandemic to bridge the digital divide. CMS College welcomes recommendations from the alumni in improving the academic programmes of the college and in specific projects such as promoting collaborative research, organizing campus recruitments, providing scholarships and establishing national and international linkages.

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

5.4.2 - Alumni's financial contribution during the year	E. <2 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 an effective leadership in tune with the vision and mission of the Institution

CMS College has been founded with the vision to be a centre of excellence for imparting value based liberal education aimed at promoting inclusive and holistic growth of the learner with thrust on real time needs. Our mission has always been to achieve excellence by imparting quality education through teaching, learning and research to inculcate values of

integrity, justice and compassion in the young minds.

The Governance mechanism which is participatory and decentralized, focuses on the vision and mission of the college. The Board of Management comprises of the Managing Council, the Governing Council, Academic Council and Finance Committee, headed by the Bishop of C.S.I Madhya Kerala Diocese as Manager and Chairman. For the activities of the college, collective decision is taken through periodical meetings of various committees comprising the teaching and non-teaching staff. The College Council, with the Principal as Chairman, Heads of all Departments and elected representatives of the staff discuss all major programmes and take decisions on the everyday affairs of the college. The administration interacts with all major stakeholders like the student council, Staff Council, P.T.A, Alumni Association and Advisory Committee and involves them in all major activities of the college.

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

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Case Study- Campus Rejuvenation Project

Campus Rejuvenation project was launched in 2015 envisaging the infrastructural requirements for commencing new academic programmes and upgrading facilities following the grant of Autonomy. As in all other activities, the college has followed the practice of decentralization and participative management in this also. An advisory board was constituted to initiate organizational development. Six subcommittees with four faculty members each were constituted to work out strategic plans to involve the participation of all the members of the college community including retired staff and well wishers. The PTA was instrumental in devising innovative strategies to mobilize funds for the project. Members of the Alumni Association also generously contributed for the project.

CMS College Kottayam which has a rich legacy of two hundred fruitful years, has not only gifted a galaxy of shining stars

to the community, but also taught the society how to preserve and maintain the environment. There are trees in the campus as old as the college itself. Everyone associated with the college has helped to maintain the ecological balance from generation to generation. The new campus Rewild Scheme envisages various plans to maintain the freshness and greenery of the Campus.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The institution’s strategic plan has been developed and implemented based on its vision that integrates the more than 200 year old heritage of the college, with the real time needs of the learners.

The College management in view with the vision and mission is aiming for the evolution of CMS College as a Green campus.

The Manager of the College, Bishop Rt. Rev. Dr. Malayil Sabu Koshy Cherian dedicated Phase I of the Solar Project of CMS College on July 2021. This project taps solar energy to run 33% of the college day to day activities. In March 2021, inauguration of Phase I of Campus rewild Project was done by the Manager of the College, Bishop Rt. Rev. Dr. Malayil Sabu Koshy Cherian. In Collaboration with Social Forestry Kottayam Division, Kerala Forest Department, QR Coded Digital Tree Inventory was carried out as Phase 1 of Campus rewild project. The College practices and encourages Intensive Integrated organic farming as a sustainable practice. In an attempt to perpetuate a variety of different plant species and conserve different species of butterflies the college has set up a butterfly garden.

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

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

The college has a clearly-defined organizational structure to strategize future, formulate policies and to run the college in an efficient and outcome-focussed manner. It is constituted by statutory and non-statutory bodies that function in compliance with the vision, regulations, policies, and statutes stipulated by the government, UGC, affiliating university and the organization. The Organization Structure comprises of The Management Council, The Manager, Governing Body, Principal, Academic Council and Boards of Studies, College Council, Vice Principal, IQAC, Students Union, Department Council, Finance Committee and Bursar.

The functioning of the institutional bodies is effective and efficient as visible from appointment and Service Rules, Policies.

1. Appointment and Service Rules

The College has well-defined policies and practices for recruitment and promotion. The appointment of aided staff is governed by service rules and regulations of the University/State Government and UGC. The selection, recruitment and promotion of the unaided staff are in conformity with the HR policy of the college. Timely recruitments and promotion of competent faculty have resulted excellent and effective teaching-learning process.

2. Policies

The college has well-formulated policies on Quality, HR, Research, Student Support and Welfare Measures, IT, Infrastructure etc. and well-defined code of conduct, published on the college website.

File Description	Documents
Paste link to Organogram on the institution webpage	https://cmscollege.ac.in/wp-content/uploads/2022/12/Organogram.jpeg
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/iqac/

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) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Welfare Schemes

Education

- **Encouraging aided faculty for FIP/UGC Research Fellowships.**
- **Freedom to organize national/international workshops/conferences.**
- **Computerized Digital Lab to enhance the use of Digitized Platforms**

Medical

- **ESI benefits for Self Financing faculty and non teaching**

staff.
- Maternity Benefits for women employees.

Financial assistance

- Staff co-operative society provides personal loan on the basis of salary for teaching and non-teaching staff, deposits with higher rates of interest, festival kits during Onam and Christmas.
- Students co-operative society providing books, photocopying and other stationary at subsidized rates.

Other Benefits/Facilities

- Free Wi-Fi and email addresses using the institutional domain name.
- Hostel facilities for teaching and non-teaching staff.
- Auxiliary services include Post office, ATM, SBI Bank, Alumni office, Hostel office,Reprographic Centre(Neve Square)provided within the premises of the campus.
- Annual alumni meet (Vidyasauhrudam)
- IGNOU Study Centre
- Retirement functions, Annual tours conducted by FOCCUS (Staff association), USHUS (lady teachers association), Non-teaching Staff Welfare Association and College Management.
- Regular general staff-meetings for both faculty and non-teaching staff
- Recreational activities for physical and mental health
- Maintenance of green and pollution free campus to aid health and overall well being
- Gymnasium and Canteen facility

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/iqac/

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

07

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)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

08

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

147

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
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

The financial management system is managed by committees that take appropriate decisions on income and expenditures:

Management Board: The utilization of management funds is monitored by the college bursar.

Parent Teacher Association: PTA funds are managed by the PTA executive committee

UGC: A duly constituted UGC Committee monitors the utilization of the UGC funds

External and internal audits for Government and Non-Government funds are conducted on a regular basis.

Statutory Audit (by Chartered Accountant):

All the accounts maintained by the college are audited by a Chartered accountant. Statutory audits are conducted for all the financial accounts, which also include non-government funds such as management funds, fees from self-financing courses and salary of management staff.

External Financial Audit:

Financial utilization of public funds is verified by the audit team. Cash Book, SC/ST/OEC acquittance, E-grants Account, acquittance of teaching and non-teaching staff, Caution Deposit and Fee receipts are verified and scrutinized. Minor Research Projects, National Seminars, General Development Assistance UG and PG grants are received from UGC and scrutinized by the government.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

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

The college raises its funds through various sources such as fees from students, salary support from the government for aided staff, scholarships and income generated out of corpus funds.The college regularly gets support from various funding agencies in the form of financial support like Autonomy Grant, UGC, RUSA, DIST-FIST, PD Account, CPE Fund, DBT-STAR, KSCSTE, Heritage Fund, Major-Minor projects and travel grants of UGC.

The Finance Committee headed by the Principal includes the Bursar, University's Finance Officer and one senior faculty member. It strategizes the various measures for raising funds. It keenly inspects the monitoring and controlling of such usages as well. It also looks into the submission of duly audited statements of sources and application of funds for the respective academic year.

The finance committee prepares the budget for the academic year by taking into account the requirements of the departments, Students, research Unit, Infrastructure and offices. The Governing body approves the raising of funds and utilization of the same as per details specified in the budget. Income and Expenditure are closely monitored by the Bursar office, Chief Financial Officer and the Principal. The college monitors the utilization of expenditure of the departments and various units.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

IQAC plays vital role in initiating, planning and implementing various qualitative strategies within the institution. Two practices that have been institutionalised for quality enhancement:

1. **Audit Practices**

Each audit is conducted by a committee (external/internal or both) constituted by the IQAC for evaluation. The committee submits reports on the basis of the evaluation and offers corrective measures and suggestions.

Academic Audit: To evaluate the teaching learning process, IQAC has conducted three academic audits during the years 2018-19, 2019-20 and 2021-22.

Green Audit: In order to maintain the exquisite biodiversity of the college, green audit was conducted. The first phase of the audit was conducted in 2018-19, and the second phase in 2019-20.

Gender Audit: An audit programme was conducted on gender equality and mainstreaming in the college from 15th January 2019 to 22nd March 2019.

1. **Outcome Based Education (OBE)**

OBE is implemented to enhance collaborative performance in the teaching learning environment. Syllabus revisions have been conducted at both the PG and UG levels. The entire syllabus of each department was mapped based on Graduate Program Outcome (GPO), Program Specific Outcome (PSO) and Course Outcome (CO).

IQAC initiated several rounds of discussions and workshops as part of the curriculum revision.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Teaching Learning Review

- IQAC monitors IT enabled, outcome based, student centric and holistic methodologies of teaching learning process.
- A teaching plan is submitted by teachers so as to evaluate the progress of the curriculum.
- Orientation programs are conducted at the beginning of each academic year for the first year student, who are given awareness regarding the Mapping of PO, PSO and CO.
- Internal examinations are conducted by the Internal Exam Committee.
- Academic Audit is conducted regularly to identify areas for improvement in students' results.

Feedback form to evaluate the performance of teachers is given to the students on a regular basis.

- PTA meetings held by the departments review the performance of each student.
- Curriculum feedback is taken from the stakeholders.

Evaluation of Learning Outcomes

- It is very necessary to ensure that the students after their graduation have attained these GPOs. There is a proper mechanism for the evaluation of Learning Outcomes. It starts from the preparation of the question paper for a particular course. The marks obtained for each and every question is then accounted for and the corresponding attainment of course outcomes are evaluated. This finally helps to measure the attainment of PSOs and GPOs.

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

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://cmscollege.ac.in/iqac-reports/
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	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

CMS College has constantly strived to support and empower women’s education and construct a gender-inclusive educational institution. Being one of the first institutions in India to admit women, it still maintains its focus on gender-inclusive education and presently female students and teachers outnumber male students and teachers.

Curricular:

The institution emphasises its focus on gender inclusive curriculum and therefore has included around 120 courses across

varying departments. The humanities departments encourage the students to undertake their graduation and postgraduation projects on issues of gender, and there are several projects that deal exclusively and partially with gender.

Women’s Studies Centre:

The Centre for Women’s Studies aims at promoting a gender-inclusive society by sensitising students and the college community to issues of gender. The centre regularly conducts seminars, workshops, and lectures by professionals on legal awareness, and health issues, for the women students and faculty.

Jyothis is the student wing of the Women’s Studies Centre.

Ushus is the fellowship of female teachers of the college.

Infrastructure:

CCTV Surveillance

24 Hour security personnel

Common Rooms for Female Students and Teachers

Girls Hostels.

Incinerator for proper disposal of Sanitary Napkins

Co-curricular:

Arts Festival

Girls' teams for Wrestling, Judo, Power-lifting, and Tug of War.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy	A. Any 4 or All of the above

conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Adopting and successfully implementing sustainable practices, we promote a zero waste campus and a chief initiative is a plastic-free campus as a precaution to protect the planet. Separate waste bins are kept at every corner of the campus to segregate the waste. A biogas plant is installed to manage bio-waste from the canteen, and the generated gas is used in the canteen.

Taking into consideration the vastness of the campus, several pipe composts are set up at several corners of the College. Vermicomposting technology is used at the hostels to dispose of food waste. Dry leaves Compost in the campus is the Thumboormuzhi Model Aerobic Composting Technique and the decomposed plant material is used as manure for organic farming in the campus. An MoU is signed with the Clean Kerala Mission (CKM) to collect and dispose non-degradable electronic waste carefully.

The campus promotes continued appropriation of nature through sustainable projects like utilising solar energy to run 33 percent of the entire campus paving the way for a clean energy future. Solar Panel installation is a visible step towards a tangible way to lower the carbon footprint and reduce greenhouse gas emissions.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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**	A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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**	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

From its inception in 1817 CMS College has strived to develop an inclusive educational atmosphere in the institution. The college endeavours to construct a campus that inculcates the importance of inclusive learning with respect to regional, cultural, communal, linguistic and socio-economic diversities.

Students from marginalized communities are given support to encourage their extra-curricular activities. The institution actively attempts to uplift the SC/ST, OBC and economically backward students through scholarships, remedial classes and free coaching by the placement cell.

Emphasis was given to extra-curricular activities enhancing the career and economic possibilities of the students:

Polyhouse Organic Farming

Paddy Cultivation and Apiculture

Bridge Project: Set up to provide financial assistance to deserving students of the college.

‘Snehaveedu’ Project: Constructed a house for a deserving student.

Regional Diversity: Students from various states of India, also from Lakshadweep. The college runs three hostels to accommodate these students

National Integration Camp: organized by NSS

Celebration of Religious and Communal festivals: The college organizes celebrations in connection with major religious and communal festivals not limited to Onam, Christmas and Eid.

Equal Opportunities Cell: Delivers services for Students with special needs

Santhwana Counseling Centre: Counselling services for staff and students around the year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

Aiming at the promotion of human rights, the College has an array of courses which incorporate human rights education as part of the curriculum. Following a strict policy against plagiarism, we use Turnitin to empower academic integrity. In addition, lectures, workshops, symposiums and seminars are organized to sensitise the youth at the grass root level.

The adopted villages ‘Pongalakkari’ and ‘Kariyil’ have provided a solid foundation for engaging students in civic concepts. The setting up of mangrove forests in the village for ecological stabilisation, food packet distribution, providing blankets to elderly through the ‘Blanket of Warmth’ project, ‘Kuttikoottam’ project for children, distribution of masks and sanitisers, and opening relief camps during the flood equipped the students to furthering the activities as global citizens.

Socially and politically charged street plays, awareness spreading flash mob, cleaning drives of public places, chlorination of wells post-flood, ‘Oppam’ project for youth, 'Sukrutham' camp, Anti-Drug rally, youth parliament, eye donation campaign, short films, vote-vandi, are some of the unique initiatives undertaken by the students to serve the community. In collaboration with SVEEP, we organized several programmes to increase the polling rate in the district.

Creating effective strategies to sensitise the college community is a continual process.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized	**B. Any 3 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 programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

As an academic institution, CMS acknowledges the plurality of its multicultural and ethnically diverse community by encouraging and promoting racial tolerance and community cohesion through celebrating important national, international days and festivals. Departmental programmes and collaborative events with various clubs, NSS, NCC and outside organisations make the day commemorative and unique. Ethnographic and

environmental oriented performances are also conducted with a thematic presentation, event-specific honouring talk followed by a cultural spectacle/ensemble to persuade and reduce the disparity of traditionally marginalised groups and create an awareness which is quintessential to each event.

Various environmental awareness raising programmes, Women's day celebrations, Global public health days are given due significance through distinct initiatives. The institutional framework of democratic engagement shapes the political identity of students by observing politically significant days important to map a complex national identity that crosscuts local, regional and global affiliations.

Celebration of festivals like Onam, Christmas, Eid-ul-Fitr that go deeper than being mere cultural tokens are perceived as crucial to the college community to give an insight into cultures other than their own. Celebrations are value-laden and embrace the similarities and differences focussing on cultural, social, political and environmental significance.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

The College won the Green Champion Award'One district one Champion' a Swachh Bharat initiative by the Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education under the Ministry of Education of the Government of India in 2021. This title is conferred on CMS for its proactive commitment towards a cleaner environment manifested in various green initiatives.

Practical training is extended to studentsin Apiculture , vermiculture, waste management, aquarium management, mushroom

cultivation, organic farming etc by efficient faculty members to inculcate ‘earn while learn’ culture among students.

Anyone with a smartphone can use a QR code app to scan the code and see the scientific name and family of the plant.

The college has a herbal garden which contains innumerable types of plant species including medicinal ones.

Vechur cow is conserved in the college under the supervision of the Zoology department.

The Greenhouse in the Department of Botany and the Zoology Museum are worth mentioning in this regard.

In collaboration with Clean Kerala Initiative, the campus had a waste disposal drive especially of the electronic waste.

Two phases of solar panel installation have been completed and 33 percent of the campus is run on solar energy

File Description	Documents
Best practices in the Institutional website	https://docs.google.com/document/d/1OEbLS_clpRyXZn6DqoTkvEyMl4K6aUcsTqwgvD0hzvA/edit?usp=share_link
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

CMS College proudly holds and reflects its ceremonious special heritage status in its absolute sense. The literary legacy of the college remains undebatable in the transformation of a rural village to a literate one. The college's social and cultural heritage was so instilled with a revolutionary spirit that it became a huge influence in reforming the feudal, caste-ridden society of 19th century Kerala. The architectural heritage of the college is another sight of wonderment. CMS is rich in owning exquisite flora and fauna that can barely find a comparison. The campus maintains the natural heritage in its glory.

We are the recipients of the Green Champion Award and many other prestigious national and international honours. The institution is well-known for promoting social responsibility and sustainability through various projects.Implemented in four phases, 'Hues of Time' is a project in line with the new National Education Policy. In the first phase, the college organised a camp to create 200 paintings for its art gallery. In the second phase, murals were painted at various spots in the campus. The third phase was the completion of the sculpture garden. The fourth phase of the project involved the 60 relief sculptures.

File Description	Documents
Appropriate link in the institutional website	https://docs.google.com/document/d/18TQfPOgE481L3R6fDLTV5mM2hLWEIbxFi_WeKYF8lX0/edit?usp=share_link
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **To conduct external Academic and Administrative Audit**
- **To conduct Energy-Green-Environment Audit by accredited agencies**
- **To organize Student Induction Programme**
- **To prepare for 4th Cycle NAAC Accreditation**
- **To equip teachers for Online Teaching and promote Blended Learning**
- **To enhance Best Practices activities of the college**
- **To evaluate and complete ISO Certification**
- **To organize Faculty Development Programmes**
- **To participate in NIRF India Ranking**
- **To participate in ARIIA Ranking**
- **To collect feedback from Stakeholder on Syllabus**
- **To refine Outcome Based Education dynamics in the college**
- **To organize events on Code of Conduct for Students, Staff and Parents**
- **To enhance e-Governance initiatives in the campus**
- **To initiate research promotion and innovation promotion in the campus**
- **To organize events to promote gender equity and respect for Women.**

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