



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

CMS COLLEGE

**CMS COLLEGE, CMS COLLEGE ROAD,
686001**

www.cmscollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

With a sole mission to provide the best of art and science, CMS College Kottayam (Autonomous) is committed to the highest of values and strives to be a place of enduring quality while setting foot into the third century. Achieving autonomy status and having the college's bicentennial celebration officially launched by Shri Pranab Mukherji, then-President of India, are two institutional milestones during the fourth cycle of accreditation.

CMS College is one of the oldest institutions that pioneered the modern higher education system in India, imparting quality education systems long before universities were officially established. The College operated as an autonomous institution from 1817 until 1857. It was among the earliest Colleges to have affiliated to illustrious universities in the past beginning in 1857. The college became autonomous in 2016 for its academic merit which gave substantial freedom and maneuverability to enhance the quality of education through self-sustainable practices.

The College has 149 teaching faculty, catering to 2629 students enrolled in 16 UG, 16 PG, 74 research scholars in 8 PhD programmes.

Choice Based Credit System introduced in curriculum helped students to customise the programmes.

The **Outcome Based Education** implemented in 2018, a student-centric instruction model focuses on assessing knowledge, skills and attitudes.

CMS College was first accredited by **NAAC** in 1999 with Five Star. The reaccreditation was done in 2007 (B++) and in 2014(A).

The college was granted the status of '**College with Potential for Excellence**' (2010- Phase I, 2013- Phase II) by UGC.

CMS is more open, diverse and outwardly engaged which made it to the list of top hundred colleges in the NIRF India ranking, **93rd in 2021 and 81st in 2022.**

- Granted '**Special Heritage Status**' by UGC in 2015
- Elevated as **NAAC Mentor College** under **UGC Paramarsh Scheme** in 2019
- Granted **DST-FIST** project by DST in 2004 and 2014 ; and **RUSA** Funding in 2018
- **Six departments** supported by **DBT Star College Scheme**
- Granted **Unnat Bharat Abhiyan Scheme** in 2018
- Won the **Green Champion Award-** 'One District One Green Champion' a Swachhta Action Plan initiative MGNCRE, Ministry of Education, Government of India in 2021.

Vision

The CMS College shall 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.

Mission

The College strives to:

- Achieve excellence by imparting quality education through teaching, learning, research, and extension activities.
- Inculcate values of integrity, justice, and compassion in the young minds to keep alive the missionary zeal of the founders.
- Execute academic and administrative policies in a flexible environment.
- Ensure optimum utilization of resources for the benefit of society.
- Create awareness on human rights, cultural and spiritual heritage, scientific temper, and ecology.
- Empower students as the agents of transformation and equip them to face local and global challenges.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Being the **forerunner of the modern higher education system** in the country, CMS has been a centre of excellence in imparting quality education **since 1817**. Rooted in a **heritage of over two hundred years**, the College has a **string of firsts to its credit**.
- The College is a philanthropic initiative of the CMS missionaries which the **management sustains as a policy** by providing **inclusive and liberal education** through revolutionary ways of breaking the stereotypes, taboos and social stigmas that prevailed in society.
- With a **diversified hereditament**, the college proudly holds the ceremonious **special heritage status** and embraces the heritage in its various forms - **socio-cultural, natural, architectural and literary**.
- Between the unique architecture, lush grounds, and rich history, the **sylvan campus** is a sight to behold with **natural scenic beauty** enriched with **murals, sculpture garden and relief sculptures**.
- In line with the **National Education Policy 2020 (NEP)**, the College has updated the curriculum and syllabus to achieve the objectives of **Outcome Based Education (OBE)** to cater to the realtime needs of the industry and society.
- In collaboration with professional bodies and industries, the College offers skill and employability

focussed **value-added courses**.

- The College has acquired cent percent **sustainability** in water management and IT solutions, along with energy, waste and food management which are on the threshold of attaining the smooth peaks.
- The College has developed an inhouse **Enterprise resource planning (ERP)** platform named **CMS EDUWARE** to digitally enable **governance, administration, learning and evaluation**.
- A well-equipped College **library** which has one of the largest collections of books and digital contents among the college libraries in Kerala. It is also the repository of several rare archives.
- **Auxiliary services** like Post office, Bank, Co-Operative Bank, IGNOU, Souvenir shop, student's hostels, canteen, books and stationary stalls, can be availed within the campus.
- Fair and transparent merit based faculty **recruitment and retention** process without any caste, creed, region or gender discriminations. **Long run project implementation** is possible as **faculty members are not transferred** to other locations.

Institutional Weakness

- Ageing of older buildings comes with **high costs for maintenance, outdated systems, and insufficient energy usage**.
- New constructions could **disturb the equilibrium** of the balanced ecosystem of the College.
- **Research outputs** not on par with international standards and **inadequate collaborative research** with reputed institutions need to be addressed.
- **Passive sponsorship and funding** from alumni and other sources towards the development of the College.
- **Modernisation** of laboratories and traditional classrooms in abeyance makes it difficult to navigate new challenges in higher education.
- There is a dearth of **health care measures** for faculty and students.

Institutional Opportunity

- **Heterogeneity and Versatility** of the Course Curriculum along with **diversification in terms of disciplines** offer multitudinous possibilities for learning and research.
- Kottayam, being the land of “ letters, lakes and latex”, there are multifarious opportunities for **social intervention**, establishing links with **media** and other pluralistic ideas for **research**.
- **Networking with premier institutes** as well as industry for advanced, applied research & academic interaction through MOUs.

- CMS is a **global brand** synergistic and meticulous to develop as an educational institution that coordinates and leverages its stakeholders in various ways relentlessly.

Institutional Challenge

- **Shift in demand pattern** from pure science and humanities sector to engineering, technology and service.
- **Early retirement** of experienced faculty members.
- Competition from other **foreign universities** that may set up their operations in India in near future.
- Cascading effects of global **recession and pandemic** have an impact on higher education.
- Attractive terms and conditions offered by **corporate sectors** to the industrious students, reducing the availability of earnest scholars for higher studies especially in research.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

CMS College Kottayam (Autonomous), is a premier institution that provides various integrated and interdisciplinary programmes of study. The College has various undergraduate, postgraduate and research programmes which are unique in content and structure and have organic linkages with regional/ local/ global developmental needs. The academicians and experts from various disciplines across the country and abroad with regard to employability, innovation, latest research needs, quality sustenance and enhancement are considered when designing curricula. The varied and highly acclaimed academic programmes are imparted with dynamic and well-structured curricula integrating contemporary information, multi- and inter-disciplinary knowledge to address real-life problems. The College, with untiring efforts to restructure the curriculum has provided holistic education to students as clearly envisaged in the vision and mission of the college.

- **Three new programmes** were introduced during the assessment period, catering to local, regional, national, and global needs of the society.
- **Specific revisions** were carried out in 2018 for undergraduate programmes and 2019 for post graduate programmes.
- **Outcome-Based Education** was implemented in the curriculum with specifications on Programme Outcomes, Programme Specific Outcomes and Course Outcomes. This was defined for all programmes and the attainment is being assessed at the department levels.
- A Total of **191 new courses** were added to the curriculum based on need assessment and feedback from stakeholders.
- **Choice Based Credit System** for all UG and Credit Semester System with elective courses for all PG programmes is a continuous norm in the curriculum. The courses of each programme are periodically

updated in view of the integration of content with focus on employability, entrepreneurship and skill development among students.

- The curriculum integrates cross-cutting issues of **gender, environment, human values and professional ethics** through inclusion of 525 courses in curricula.
- 43.6% students completed **field projects/internships/student projects** which incorporate cross-cutting issues and aspects needed for skill development and employability.
- CMS College offered **72 Value Added Courses** beyond the curriculum and 61.8% students got enrolled enabling development of technical and language skills as well as career.
- **Feedback on Syllabus** from Students, Faculty, Alumni and Employers (the various stakeholders) and its analysis played a pivotal role in curriculum revisions.

Teaching-learning and Evaluation

CMS College Kottayam (Autonomous) uses liberal, value based and student centric techniques to enhance the teaching, learning experience of the students. From admission to graduation, the institution focuses on the holistic development of each individual, irrespective of caste, creed, class, gender and region, through diversified and innovative methods of teaching and evaluation. The institution strictly adheres to all the statutes and regulation set forth by the UGC, the Central and State Governments. A Transparent admission process, ensures equity for students from diverse socio-economic and educational backgrounds.

- Average student enrollment percentage: 91.56%; average **demand ratio: 1:17**.
- Seats filled against sanctioned reserved categories is 82.10%.
- **Induction programmes** are conducted to familiarize students about the outcomes of the courses as well as the vision and mission of the institution.
- **Value-added courses, hands-on training, field-trips and projects** are used to enhance the effectiveness of learning.
- For advanced learners programmes like **Walk-With-a-Scholar, erudite, MOOC, internships, career guidance, JAM coaching and peer teaching** are arranged.
- Students encouraged to participate in competitions, workshops, seminars and publish articles, supported by scholarships and awards.
- For slow learners, **Scholar Support programme, bridge courses, remedial coaching, peer learning and financial aid** are offered.
- Appointment of full time teachers are hundred percent against sanctioned posts of which 39.78% hold a PhD.
- **Teacher-student ratio: 1:17**. Average teaching experience of the faculty: 7.3 years.

- For creative and dynamic learning, digital resources like **lightboard lectures**, YouTube channel, E-library, Interactive ICT panels, projectors, media center and N-list are used.
- Individualized attention and guidance is ensured through mentoring programmes. The **mentor-mentee ratio is 1:17**.
- **Academic calendar** is strictly followed for the smooth conduct of classes and examinations. The **teaching plan and work diary** maintained by the faculty ensures systematic academic performance.
- **CMS EDUWARE** is used for the IT integration of examination processes. End-semester examination results are published within 20 days from the completion of examinations.
- Complaints or grievances about evaluation: below 5%.
- The average pass percentage of final year students: 80.9%.
- **OBE** is used to assess the quality of education. Learning level attainment measured, by direct and indirect methods, found to be high.

Research, Innovations and Extension

CMS College Kottayam (Autonomous) envisions and implements a well-defined and meticulous research policy for the development of a sustained research culture leading to the creation of new knowledge. To promote top-quality research within the institution, CMS College, has a distinct, comprehensive and efficiently organised Research advisory committee, Research Policy committee, Research Ethics committee, Research and Development cell. The College has 8 Research Centers and 23 Research Guides to assist the 49 Research Scholars. The institution's top-notch research facilities attract research guides from other institutions.

- **Eminent scientists serve as honorary directors** of various research centres of the college.
- To foster research outputs, 20.4 lakhs was apportioned among the selected research guides as **Seed Money, instituted the R. E. Newton Research Grant and Bailey Medal**
- Commencement of research centres such as **Koshy Institute of Mathematics and George Sudarshan Centre** to generate exceptional outcomes by expanding exposure to empirical knowledge.
- **211.82 lakhs received as Grants for research projects** from funding agencies namely SERB, DBT, RUSA, DST, SAP, UGC, KSCSTE, NIF and CPE.
- **Research Ethics Committee and Plagiarism Check Policy**, using plagiarism software (Turnitin), within the college enables students and teachers to ensure authenticity of their projects.
- During the last five years, **the institution published 246 research papers** in UGC listed journals and 163 books and proceedings with ISBN.
- College has a well-structured **Consultancy Policy** and 25.9 lakhs was generated via consultancy.
- **143 extension activities** carried out with active student participation. 40 awards were received for the same.
- Besides summer schools and endowment lectures piloted by eminent personalities, **119 seminars and workshops** were held with prime focus on areas of prominence.
- **245 collaborative activities** including student projects, internships and collaborative research.
- **Indo-Russian collaborations:** bilateral research projects undertaken in association with Russian

Science Foundation, Petrozavodsk State University, Russia.

- Signed **24 functional MOUs** with institutions at national and global level.
- Effective units of **IIC, IEDC, YIP and MSME** function within the institution to promote innovation and entrepreneurship.
- **Visit of esteemed personalities** like Prof. SRS Varadan (Abel Laureate), Ei-ichi Negishi (Nobel Laureate), Prof. Dudin Alexander Nikolaevich, Prof. Alexander Rumyanstev, Prof. Soren Asmussen etc. heightens the institution's reputation.

Infrastructure and Learning Resources

CMS College Kottayam is a distinguished and esteemed education institution that possesses ample infrastructure to cultivate an all-encompassing milieu for teaching and learning. The institution's unwavering dedication to academic excellence is prominently showcased through its well-crafted classrooms, equipped with state-of-the-art teaching aids, which serve to empower students in pursuing their academic aspirations with self-assurance and conviction.

Physical facilities

- 36 acre lush green campus with 662.76 sq. ft. per student
- **99 ICT enabled classrooms(100%)**
- 4 video conferencing halls; 6 Seminar halls
- Laboratories: 22 physical labs and 6 computer labs
- **State-of-the-art Educational Theatre: 89 luxury seats, 120 inch projection screen, 2000 watt sound system, DSP3LED projector**

Library

- Collins Library: 21,786sq.ft, 44 research cabins and 79323 books
- **Largely automated using ILMS software KOHA**
- 46.03 lakhs spent on Library Resources and 4295 books added during the assessment period

Computing Equipments

- 245 computers, 5 servers; student computer ratio of 11:1
- **Educational Multimedia Resource Centre(EMMRC)** equipped with a 4K60FPS camera, multimedia computers, and 1080P short throw LED projector
- Indigenously developed **Light-Board Video suite** includes HD camera, editing softwares, teleprompter and a Light-Board with 6x4 feet writable area.
- **CMS EDUWARE** is equipped to engage academic and office administration. Student attendance, faculty work diary, fee remittance managed internally.
- Licences for Windows OS, Microsoft Teams, cloud service, Antivirus softwares.
- Firewall installed for **Data security**.
- **Fully wifi-enabled** with dedicated Leased-Line from Asianet(200Mbps) and RailTel(12Mbps)

Sports and Games Facility

- Athletics ground: **400-metre-track with 8 lanes**

- Shuttle Badminton court
- Cricket Turf and Nets
- Volleyball court
- Football ground
- Hockey ground
- Basketball court
- Tennis court
- Indoor games room like Chess, Carroms, Table Tennis
- **Fitness centre** for staff and students
- **Regular Yoga sessions**

Other Facilities

- Santhwana Counselling Centre.
- Centre for Career Guidance and Placement(R.E. Newton Centre).
- CMS Auxiliary Service Centre(SBI Bank, ATM, Postoffice, Print center, Souvenir shop, IGNOU Center, Cooperative Book Store, Alumni office, Hostel office)
- Koshy Institute of Mathematics(KIM)
- Benjamin Bailey Museum
- Two girls hostels
- One sports hostel sponsored by Kerala Sports Council

Expenditure during assessment period excluding salary

- Rs. **400.81 Lakhs** for infrastructure augmentation
- Rs. **22.67 lakhs** for updating IT infrastructure
- Rs. **955.56 Lakhs** for maintenance of physical and academic support facilities

Student Support and Progression

CMS College has a well-structured and all-encompassing support system in place to ensure the comprehensive development of its students, thus ensuring excellence in their overall growth. This system is constituted by a multitude of committees, comprising both the administrative and teaching staff, who meticulously organize a diverse array of activities spanning across academic, cultural, and career domains. In addition, the college's alumni association is notably robust and represents a source of pride for the institution, which boasts a longstanding history.

- College has a well-built system that assists students in both applying for and accessing **scholarships**.
- 38.79% of students have benefited from **Scholarships and Freeships** offered by the Government during the assessment period.
- 55.56 % of students have benefited from Scholarships and Freeships provided by the institution.
- **91 skill development programmes** were organized under the aegis of the Skill Development Centre with a focus on fostering language skills, soft skills, life skills, and knowledge of current technology trends.
- **66.99% of students** have benefited from **career counselling** and competitive exam guidance.
- The institution has a very effective **grievance redressal mechanism** to guarantee an expeditious and adequate resolution of complaints raised by students, encompassing instances of sexual harassment and

ragging.

- **589 students were placed** in reputed firms during the assessment period
- After graduation, **30.59% progressed** to higher education
- 160 students have **qualified National Level Examinations** like UGC NET/JRF, IELTS, CA, GRE, etc. during the assessment period.
- **71 students** were awarded for their outstanding **performance in sports and cultural** activities conducted at State/National/International level.
- The **Student Union**, composed of democratically elected representatives, actively participates in the management of the college. They serve as official committee members for IQAC and the Academic Council, and also oversee the organization of cultural and sports activities.
- **167 events related to sports and cultural activities** were conducted during the assessment year.
- The **Alumni Association** of the college is actively involved in the development of the institution through both financial and non-financial contributions.
- The **Alumni contributed Rs. 32.17 lakhs** during the assessment period.

Governance, Leadership and Management

CMS College Kottayam (Autonomous) endeavors to align the governance, leadership and management strategies with the vision and mission of the institution. The college functions on a well-defined, participatory and decentralized organizational structure. The **Statutory bodies of the College** namely, Governing Body, Academic Council, and Board of Studies are regularly reconstituted in accordance with the UGC regulations that function according to the **33 well-defined policies** that incorporate areas of governance, research, utilization of resources, anti-ragging, welfare, career guidance, etc. The policies are revised to the needs of time.

- A **Strategic Plan** spanning from 2015-2030 had been formulated and deployed to achieve the long-term goals of the institution on par with the vision of the college.
- **Well-structured organogram** helps in the realization of the institution's Vision and Mission to all stakeholders
- **E-governance** has been implemented in areas of administration, finance and accounts, student admission and support, Examination, to foster transparency, participation and accountability in governance.
- **Welfare Measures for staff** are realized through Statutory Welfare Schemes, Financial Assistance, Physical and Health Assistance, Awards and Acknowledgements, Career Enrichment Measures and Career Advancement.
- **23.09 %** of faculty were provided **financial support** to attend conferences, workshops and FDPs.
- The College conducted **61 administrative and professional development programmes** during the assessment period for both teaching and non-teaching staff.
- **42.73%** of the faculty attended **online/face-to-face FDPs, refresher courses, etc.** per year.
- The College received **Rs. 121.17 lakhs as funds** from non-government bodies, philanthropist and individuals.
- Financial Accounts of the College are subjected to regular **internal, statutory and government audits**.
- Quality initiatives institutionalized by IQAC include **Feedback Mechanism**, Initiatives for Introduction of **OBE, Digital Campus Initiative, ICT integration** into teaching-learning, **Staff Empowerment Initiatives**.
- Significant achievement through efforts of IQAC include **NIRF India Ranking (93 in 2020-2021 and 81 in 2021-2022 respectively), Innovation Ranking with 2 Stars in 2018-2019**.

- **NAAC Mentorship** to 5 colleges under UGC Paramarsh scheme and beneficiary of the **RUSA funding** in 2018-2019.
- **Extension activities** in adopted villages under **UBA**.
- **DBT Star** College Scheme.
- **OBE** Implementation.
- Comprehensive implementation of **Digital Campus**.
- Participation in **AISHE and KSHEC Survey and ARIIA scheme**.

Institutional Values and Best Practices

Rooted in a heritage of over two hundred years, the institution has been responsive in foreseeing and confounding the challenges such as gender equity, environmental consciousness and sustainability, inclusiveness and professional ethics.

We adhere to our mission statements and to optimum utilization of resources to help visualize a sustainable future. The institution envisages inclusive academic spaces through utilization of our resources in a sustainable manner.

Gender Equity

- **Annual Gender-Sensitization Action Plan, Women's Studies Centre and Equal Opportunity Cell** ensure and promote Women Empowerment and Gender Equity, through 30 programmes.
- Female students consist 63.2% and female teachers consist 58.4%; significantly **outnumber the male students and staff**.
- 150 CCTV Cameras, 24x7 Security Personnel in the campus.
- **Two hostels** functioning in the college accommodating 250 female Students.
- **Santhwana Counselling Centre; Daycare Centre** for children of staff.

Environmental Consciousness & Sustainability

- **Solar-Power Plant**; 33% of total power consumption generated.
- **100% energy-saving LED lights**; sensor-based and power-efficient equipment installed.
- Management of e-Waste and hazardous-Waste through **MoUs** with external agencies.
- Thumboormuzhi Model Dry Leaf Compost, Biogas plant, Pipe Compost and Vermicomposting Units.
- Two rain-water harvesting tanks, 4 Wells and automated Water distribution systems are effectively maintained for Water conservation.
- **Ban on use of single-use plastic**, restricted entry of automobiles and promotion of Bicycles harness green campus initiatives.
- Green, Energy, and Environment Audits conducted at regular intervals.
- **Divyangjan-friendly**: barrier-free environment with Parking spaces, Lifts, Ramps, Wheelchair assistance, Washrooms, Assistive Software, Divyangjan-accessible College website and examination policies.

Inclusion & Situatedness

- Inclusive environment is promoted through the 'promotion of regional and cultural diversities, 'promotion of languages', 'nurturing communal harmony', and 'socioeconomic inclusivity'.

Human Values & Professional Ethics

- 165 Activities organized to sensitize students and employees toward constitutional obligations and duties.
- Programmes to promote human values and professional ethics.
- 154 Events celebrating days of national and international importance.
- **E-governance** internally evolved during the last few years to enhance the academic and administrative functioning of the institution, providing transparency and efficiency.
- **Village Adoption** initiative to sensitize students, transform Society, and improve lives and communities.

Distinctiveness

- **Multifariousness of heritage preserved while advancing outward with its social, scientific and technological interventions.**

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CMS COLLEGE
Address	CMS College, CMS College Road,
City	Kottayam
State	Kerala
Pin	686001
Website	www.cmscollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Varghese C Joshua	0091-9447117935	9447117935	-	kottayamcmscollege@gmail.com
IQAC / CIQA coordinator	Joji John Panicker	0091-9526781674	9526781674	-	jojipanicker@cmscollege.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	The Church of South India Trust Association
Linguistic	
Any Other	

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	01-01-1817
Date of grant of 'Autonomy' to the College by UGC	09-03-2016

University to which the college is affiliated

State	University name	Document
Kerala	Mahatma Gandhi University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	30-06-1996	View Document
12B of UGC	30-06-1996	View Document

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

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	01-12-2010
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	University Grants Commission
Date of recognition	09-09-2015

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	CMS College, CMS College Road,	Semi-urban	36	11990

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Plus Two	English	50	41
UG	BA,Malayalam	36	Plus Two	Malayalam	24	24
UG	BA,Economics	36	Plus Two	English	41	41
UG	BA,History	36	Plus Two	English	50	42
UG	BSc,Mathematics	36	Plus Two	English	50	32
UG	BSc,Physics	36	Plus Two	English	48	32
UG	BSc,Chemistry	36	Plus Two	English	48	26
UG	BSc,Botany	36	Plus Two	English	48	26

UG	BSc,Zoology	36	Plus Two	English	48	35
UG	BSc,Home Science	36	Plus Two	English	36	23
UG	BCom,Commerce	36	Plus Two	English	140	137
UG	BSc,Biotechnology	36	Plus Two	English	32	32
UG	BA,Communicative English	36	Plus Two	English	30	27
UG	BCA,Computer Application	36	Plus Two	English	57	57
UG	BVoc,Vocation	36	Plus Two	English	50	34
UG	BVoc,Vocation	36	Plus Two	English	50	34
PG	MA,English	24	Undergraduate Degree	English	25	24
PG	MA,Malayalam	24	Undergraduate Degree	Malayalam	16	16
PG	MA,Economics	24	Undergraduate Degree	English	20	14
PG	MA,History	24	Undergraduate Degree	English	15	11
PG	MSc,Mathematics	24	Undergraduate Degree	English	25	16
PG	MSc,Physics	24	Undergraduate Degree	English	10	9
PG	MSc,Physics	24	Undergraduate Degree	English	15	11
PG	MSc,Chemistry	24	Undergraduate Degree	English	15	9
PG	MSc,Chemistry	24	Undergraduate Degree	English	15	12
PG	MSc,Chemistry	24	Undergraduate	English	15	14

	ry		e Degree			
PG	MSc,Botany	24	Undergraduate Degree	English	11	11
PG	MSc,Zoology	24	Undergraduate Degree	English	10	9
PG	MSc,Home Science	24	Undergraduate Degree	English	20	16
PG	MCom,Commerce	24	Undergraduate Degree	English	45	35
PG	MSc,Biotechnology	24	Undergraduate Degree	English	20	17
PG	MA,Sociology	24	Undergraduate Degree	English	25	20
Doctoral (Ph.D)	PhD or DPhil,English	60	Post Graduation	English	2	2
Doctoral (Ph.D)	PhD or DPhil ,Malayalam	60	Post Graduation	English	0	0
Doctoral (Ph.D)	PhD or DPhil ,Mathematics	60	Post Graduation	English	2	2
Doctoral (Ph.D)	PhD or DPhil,Physics	60	Post Graduation	English	2	2
Doctoral (Ph.D)	PhD or DPhil ,Chemistry	60	Post Graduation	English	0	0
Doctoral (Ph.D)	PhD or DPhil,Botany	60	Post Graduation	English	3	3
Doctoral (Ph.D)	PhD or DPhil ,Zoology	60	Post Graduation	English	1	1
Doctoral (Ph.D)	PhD or DPhil ,Commerce	60	Post Graduation	English	0	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				97			
Recruited	0	0	0	0	3	0	0	3	37	60	0	97
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				3				45			
Recruited	1	0	0	1	2	1	0	3	15	30	0	45
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				43
Recruited	22	10	0	32
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				40
Recruited	12	28	0	40
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	0	0	27	31	0	62
M.Phil.	0	0	0	0	0	0	2	6	0	8
PG	0	0	0	1	0	0	21	41	0	63
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	1	2	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	10	0	11
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	827	4	0	0	831
	Female	1166	20	0	0	1186
	Others	0	0	0	0	0
PG	Male	89	2	0	0	91
	Female	396	8	0	0	404
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	18	0	0	1	19
	Female	55	0	0	0	55
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	20	34	20	32
	Female	44	56	55	55
	Others	0	0	0	0
ST	Male	2	3	3	4
	Female	4	6	9	11
	Others	0	0	0	0
OBC	Male	10	11	3	7
	Female	9	14	12	20
	Others	0	0	0	0
General	Male	124	162	131	149
	Female	365	367	336	349
	Others	0	0	0	0
Others	Male	158	144	101	126
	Female	199	204	256	212
	Others	0	0	0	0
Total		935	1001	926	965

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Biotechnology	View Document
Botany	View Document
Chemistry	View Document
Commerce	View Document
Communicative English	View Document
Computer Application	View Document
Economics	View Document
English	View Document
History	View Document
Home Science	View Document
Malayalam	View Document
Mathematics	View Document
Physics	View Document
Sociology	View Document
Vocation	View Document
Zoology	View Document

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>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 /</p>
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	<p>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.</p>
2. Academic bank of credits (ABC):	<p>The institution is eagerly looking forward to registering under the 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 enroll 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.</p>
3. Skill development:	<p>CMS College Kottayam, focuses 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 focuses 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</p>

	<p>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),</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>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, Sanskrit 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.</p>
5. Focus on Outcome based education (OBE):	<p>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</p>

	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.
6. 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.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literacy Club has been set up in the college which functions as a platform to engage students through appealing activities and hands-on experience to sensitize them on their electoral rights and familiarise them with the electoral process of registration and voting. The club basically targets the new voters (in the age group of 18-21 years old) pursuing their graduation. Vision Providing a clear cut vision about electoral participation and a sense of
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	<p>democratic attribute among young generation.</p> <p>Mission • To create awareness and interest among faculties and students through workshops and Hackathons. • To provide education to the targeted populations about voter registration, legal electoral process and related matters through hands on experience. • To familiarize the targeted populations about machine voting like EVM and VVPAT. • To help the targeted audience understand the value of their vote. • To ensure the citizens that they should exercise their adult suffrage right with confidence in an ethical manner. • To facilitate voter registration for its eligible members who are not yet registered. • To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle 'Every vote counts' and 'No Voter to be Left Behind.'</p>
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Both the student coordinator and faculty coordinator are appointed by the college authorities and the ELC is functioning in an effective manner and it makes a difference in the campus. Yes, the ELC's are representative in character.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	A youth parliament had been organised under the electoral literacy club prior to the general election 2019, in addition to the election awareness campaigns, voter awareness songs, demo of the Electronic Voting Machines has been displayed in public, distribution of leaflets at rallies, promo videos, selection of campus ambassadors, voter enrolment of disabled voters etc were mobilized. Students under the electoral literacy club who are also NSS volunteers have helped the district administration in helping disabled voters to come to the polling booths at various localities of Kottayam and vote in large numbers.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	National Voter's Day had been celebrated in the campus through various programs. Students try to create awareness among voters in the adopted village at Karil colony near Kumarakom, especially among the new voters. A video of how to enrol as a new voter has been displayed online and circulated through social media among the youths of the adopted village. An election song composed by the electoral literacy club was popularized in the adopted village and town areas along with a flashmob. One of the documentaries produced by the electoral literacy

	club relating to the voting of disabled voters have won the second prize under the district election office documentary contest in 2022.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Prior to the 2024 general election adequate measures have been taken by the college authorities to enrol all the students under the age group of 18 as voters through college campus. Enrolment drives had been conducted at college every year with aim of “No voter to be left behind”. As the oldest college in the country, CMS college looks forward to materialize the vision of the Election Commission of India ie. “Greater Participation for a Stronger Democracy”.

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

2021-22	2020-21	2019-20	2018-19	2017-18
33	33	32	32	30
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of departments offering academic programmes

Response: 16

2 Students

2.1

Number of students year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2536	2524	2465	2404	2305
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
889	889	852	831	844
File Description		Document		
Institutional data in prescribed format		View Document		

2.3

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2536	2524	2448	2329	2256
File Description		Document		
Institutional data in prescribed format		View Document		

2.4

Number of revaluation applications year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
49	84	115	156	127

3 Teachers

3.1

Number of courses in all programs year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
893	893	868	812	713
File Description		Document		
Institutional data in prescribed format		View Document		

3.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
149	153	156	156	139
File Description		Document		
Institutional data in prescribed format		View Document		

3.3

Number of sanctioned posts year-wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
149	153	156	156	139
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution**4.1****Number of eligible applications received for admissions to all the programs year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
13145	21494	17484	17772	17530
File Description		Document		
Institutional data in prescribed format		View Document		

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

2021-22	2020-21	2019-20	2018-19	2017-18
597	577	567	567	515
File Description		Document		
Institutional data in prescribed format		View Document		

4.3**Total number of classrooms and seminar halls****Response: 99****4.4****Total number of computers in the campus for academic purpose****Response: 245**

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

2021-22	2020-21	2019-20	2018-19	2017-18
397.98	307.41	392.7	533.79	317.68

4. Quality Indicator Framework(QIF)

Criterion 1 - 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 is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

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 in regard to the competency based learning method, as envisioned in the **National Education Policy, 2020** and POs, PSOs and PEOs are communicated through classroom briefings and Induction Programmes, The curricula of the college has been defined in taking account of the fundamental laws of science in all the thinking of the students which are widely exposed to humanities so that the students will mature in a sociohistorical diversified society. The programme and course outcomes are defined keeping in mind the local, national and global needs. Curriculum development and review is made through constant feedback and decisions from experts and major stakeholders.

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.

Curriculum relevance to local needs

- The ideology of interacting productively with people from diverse backgrounds is illustrated through the UG curriculum of all the science subjects.
- Sustainable development in the local scenario through the inclusion of eco-tourism, flora and fauna and organic farming are detailed upon by various natural sciences departments.
- Advanced knowledge is demonstrated in areas of research such as Applied Synthetic Chemistry which is dispersed through the curriculum of the Science departments.
- Promotion of entrepreneurship and knowledge regarding rules and regulations associated with local bodies addressed through Bachelor of Commerce.
- Through student projects, field works, internships, and collaborative surveys, acquired knowledge is transferred to and refined from local needs

Curriculum relevance to regional/national needs

- The curriculum furnished by the departments of languages promote proficiency and research expertise in and aids the students in realizing the history, traditions, art forms and culture of Kerala.
- The Department of History and Political Science have curriculum with emphasis on National Policies, Central Legislations and explores the glory, uniqueness and dynamics of ancient societies, economies and politics existing in the national framework

Curriculum relevance to the global needs

- General English curriculum for all is introduced to address various global developmental needs.
- The theoretical learning and practical applications facilitated by science and technology as well as the various theoretical studies in social sciences cater to the global requirements.

Advanced learning is encouraged through mandatory Interdisciplinary Open Courses, Internships, Value Added and Online Courses through the official college channel on YouTube.

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

1.1.2

Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 100

1.1.2.1 Number of all Programmes offered by the institution during the last five years.

Response: 32

1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years

Response: 32

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years(Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.3

Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 100

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..

2021-22	2020-21	2019-20	2018-19	2017-18
893	893	868	812	713

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship(Data Template)	View Document
Link for Additional Information	View Document

1.2 Academic Flexibility**1.2.1**

Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 22.66

1.2.1.1 How many new courses are introduced within the last five years

Response: 191

1.2.1.2 Number of courses offered by the institution across all programmes during the last five years.

Response: 843

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.2.2

Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course system has been implemented (Data for the latest completed academic year).

Response: 96.97

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

Response: 32

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3 Curriculum Enrichment**1.3.1**

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

Response:

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, Human values, and Professional Ethics. The Graduate Programme Outcomes of both UG and PG reflect the commitment of our institution towards these specific topics that help in the holistic development of a student into a strong individual.

Gender

Being a premier in providing access to higher education for women students in India in 1913, our college

has always incorporated gender issues in the curricula.

The Department of English offers courses in Women Writing and Gender Studies where in, the students are given a broadened idea on topics that women writers have produced. Similar courses are dealt with at the Department of Malayalam bringing in views of the regional writers too. In addition to this, the college has also instituted a Centre for Women's Studies which seeks to study questions of gender in an interdisciplinary and comparative framework.

Environmental

Being an eco-friendly campus and one which strives to be self-sufficient and sustainable, the curricula of our programmes are also designed to impart the concern for our environment. The students are oriented towards a better understanding of nature, its issues and potentially offer solutions as the whole college grounds can be surveyed as a botanical garden. This orientation is rendered effective when it includes participatory learning and experiential learning.

Sustainability

The curriculum instills in the students the importance of the homeostasis between the quality of life and environment. Environment and sustainability concerns such as deforestation, polluted air and water, diminishing natural resources, climate change, species loss, overpopulation and malnutrition are addressed in numerous courses offered by all the departments of the college in the fifth semester of UG syllabus. Animal health and genetic improvement of desirable traits are studied in courses offered chiefly by the department of Zoology.

The college also promotes the importance given to sustainability by incorporating it in various policies regarding water, energy, waste management, food management and IT. These policies generate projects which are partaken by students through their participatory and experiential learning.

Human Values

CMS College takes pride in being one of the first colleges in India to allow entry for the students belonging to the marginalized sections of the society. Imparting human values to our students that enable them to have a genuine concern for their fellow beings and promoting this knowledge to wisdom through art and aesthetics are the fundamental objectives of education at any level.

The college imparts education on human rights for the undergraduate students during their fifth semester as a separate course of study along with the course on environmental studies.

Appreciation of all cultures, religions and traditions are promoted through various courses instructed at the college.

The numerous paintings in the college art gallery, the mural paintings, the sculpture garden and the relief sculptures which narrate the history of CMS College in 60 frames can be bridged along with the curriculum offered by the college.

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

1.3.2

Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 72

1.3.2.1 How many new value-added courses are added within the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
12	7	27	12	14

File Description	Document
List of value added courses (Data Template)	View Document
Brochure or any other document relating to value added courses	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.3

Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 64.25

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

2021-22	2020-21	2019-20	2018-19	2017-18
1193	1502	1973	1799	1379

File Description	Document
List of students enrolled	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.3.4

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

Response: 45.23

1.3.4.1 Number of students undertaking field projects / internships / student projects

Response: 1147

File Description	Document
List of programs and number of students undertaking field projects / internships / student projects (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

1.4 Feedback System**1.4.1**

Structured feedback for design and review of syllabus – semester-wise / year-wise is received from

1) Students, 2) Teachers, 3) Employers,

4) Alumni

Response: A. All 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document
Link for Additional Information	View Document

1.4.2

The feedback system of the Institution comprises of the following :

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

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
URL for stakeholder feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average Enrolment percentage (Average of last five years)

Response: 91.4

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

2021-22	2020-21	2019-20	2018-19	2017-18
919	999	902	954	865

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1072	1042	1022	1022	922

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.1.2

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

Response: 82.1

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

2021-22	2020-21	2019-20	2018-19	2017-18
445	473	458	468	467

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.2 Catering to Student Diversity

2.2.1

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

Response:

CMS College Kottayam caters to students from diverse socio-economic and educational backgrounds and has devised a rigorous mechanism to assess the varying learning levels and comprehension skills of students. Thorough and systematic assessment procedures are adopted for the same and extensive initiatives are devised for the advanced and slow learners thus identified.

Assessment of Learning Levels

The learning levels of students are assessed through two methods: Direct and Indirect.

The Direct method developed by the IQAC and includes a Screening test for every student who gets admission to the UG programme.

In the indirect method the student's overall learning style and multiple intelligence is evaluated. The different methods included in this are (1) student induction programmes, (2) entry-level assessments, (3) continuous evaluation, and (4) assessment of programme outcomes and course outcomes.

Programmes for Slow learners:

- **Scholar Support Programme (SSP):** With the aid of the Govt. of Kerala, remedial classes and personal guidance are arranged under this programme to alleviate the learning difficulties and to elevate the learning levels of slow learners.
- **Special remedial classes** are arranged by concerned teachers for students who are weak in the subjects
- **Tutoring classes:** In these classes slow learners are given individual attention by the teachers to help in overcoming their learning difficulties
- **Bridge courses** are provided for students wherein ice-breaking and interactive sessions are introduced to build their logical reasoning
- **Peer-teaching/mentoring/counselling** plays key role in enhancing the academic capabilities of slow learners
- **Financial aids** are provided to students to purchase study materials and books.

Programmes for Advanced learners:

- **ERUDITE- Scholar in Residence Programme** is organized by different organizations E.g.: Kerala State Higher Education Council (KSHEC) that provide outstanding graduates and young researchers with opportunities to interact with Nobel Laureates and other distinguished scholars, who pioneer the frontiers of knowledge.
- **MOOC Courses** have been introduced to transform the spaces of teaching and learning and associated pedagogical skills.
- **Walk with a Scholar (WWS) programme:** With the aid of this Govt. of Kerala supported programme, the advanced learners among the undergraduate students are given specialized mentoring programmes to enhance their academic potentials, interpersonal skills and career awareness.
- **NPTEL/SWAYAM Local Chapter:** Students completed various courses in the MOOC initiative to pursue knowledge as per aptitude and interest.
- **On-the-job training and internships, career guidance coaching** enabling students for skill development
- **Value added courses/ extra credit courses/ certificate courses and add on courses** provided for co-curricular enhancement
- **Scheme for Promoting Young Talents through Projects:** Under this scheme, students are encouraged to carry out mini projects/ summer projects under the mentorship of faculties
- **Presentations/Publications of papers** in reputed journals, writing articles in books, periodicals, etc.
- Students are given **incentives, cash awards, scholarships, merit certificates** and other recognitions.
- **Debates, Review and Quiz Competitions** to promote multidimensional thinking and reflection on both knowledge and theory.

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

2.2.2**Student - Full time teacher ratio (Data for the latest completed academic year)****Response:** 17.02

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

2.3 Teaching- Learning Process

2.3.1

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

Response:

CMS College Kottayam (Autonomous) adopts distinctive methods of teaching which include conventional methods like lecturing as well as interactive, collaborative, and ICT-enabled methods to give students 'Learner Autonomy'.

1. Experiential learning:

The learning environment, with the adoption of Outcome Based Education (OBE), gives enormous opportunities where the students "learn by doing."

- **Drama And Theatre Education** - The Department of English successfully incorporated both these pedagogical tools to explore realms and realities outside of the classroom.
- **Dialektos-'Conversations with Great Minds'**: In this series of one-on-one stimulating interactions with great minds and experts, the students are actively involved in scripting, facing the camera and behind the scenes.
- **Mushroom cultivation workshops**: These workshops are organized to teach participants the techniques of mushroom cultivation, and maintenance of the growing conditions.
- **Ornamental Fish Culture Project**: The project aims at local fish breeders and aquarium enthusiasts, students to teach the techniques of ornamental fish breeding, rearing, and maintenance.
- **Internships/ Industrial visits/ Field visits/ On the Job training-** to the students by providing a real-world learning opportunity and also enhances their employability.

2. Participative learning:

All the departments, associations and clubs adopt participatory learning activities that contribute to the holistic development of students.

- **CMS News Channel**: This venture is a bimonthly production involving teachers and students highlighting the various activities of the college.
- **'Entrevue'-Conversations with Principal/ 'Lore & More'- A Walk through Heritage**: The students take up the role of a journalist and utilize their interview skills to interact with the Principal on various subjects.
- **Hand Sanitizer/Automatic Sanitizer Project/Cleaning Lotion Preparation**: A few of the successful participative projects during the Kerala floods and Covid pandemic.
- **Dry Leaf Compost Plant/Apiary Units**: The students are actively involved in the activities of a dry leaf compost plant and beekeeping unit within the campus.
- **Earn while you learn project**: The students pose as Tourist guides to attract the visitors to this must-see campus with its above 200 year old rich legacy and flora and fauna and interesting projects.

3. Problem-solving methodologies:

This is a teaching approach in which students obtain learning outcomes by solving problems.

- **Effective IT Solutions:** The college management in line with its mission and vision has successfully implemented its own software system “**CMS Eduware**” for the smooth functioning of all the academic as well as administrative activities of the college.
- **Barren Land Cultivation:** An innovative training is given to the students to practice farming in lands not considered suitable for farming.
- **QR Coding of College Trees and Flora** –Different activities include Digitalization and QR coding of trees and plants to understand the ecologically diverse and eco-friendly campus.
- **Sensor based Lights and Pipes:** This success project aims to save energy and reduce maintenance spending within the campus.
- **Pest Control in Organic Farming:** It includes activities undertaken by students for pest control in various lands both in the college and lands taken for rent utilized for organic farming.
- **Ecosystem Restoration:** It focuses on sapling donation and planting of vegetables, millet and paddy on a leased land close to college.

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

2.3.2

Teachers use ICT enabled tools including online resources for effective teaching and learning process.

Response:

CMS College Kottayam (Autonomous) is adequately and sufficiently equipped with ICT infrastructure to enable all teachers to create a dynamic and effective teaching-learning environment. The College has used the potential of Information Communication Technology (ICT) to transform the nature and process of teaching and learning environment/culture. It includes a recording studio (**Media Lab**), **Light Board facility**, **E-library** with the provision of **Kindle-eBooks**, **Interactive ICT panels**, PC/laptops, data projectors as extended forms of ICT based Learning. Furthermore, various ICT-enabled tools serve as the backbone for education in the college through educational networking, web-based learning, mobile learning, and classroom equipment.

To facilitate active learning, the college provides a multitude of options through the computerized labs and numerous audio-visual facilities. The college has its own YouTube channel and constantly updates both audio-visual content providing students with interactive content that makes learning more fun. Well-equipped computer labs help teachers and students to avail online content within the college. The Language Lab provides facility for the students to actively participate in language learning exercises to improve their basic skills.

Major ICT hardware used include:

- The college also has an **Educational Theatre** which provides greater visual experience in learning. It is work intended as an educational aid, providing resources and stimulus for both teachers and pupils.
- **Intelligent Interactive Panels** (used for online and offline classes, integrated with smart board, Intel PC, Wifi, subject relevant software). These panels are used to record video lectures.
- **Video laboratory** for the production of video tutorials with HD Camera, teleprompter, Whiteboard and other accessories.
- **Light board** introduced **first time in Kerala** for recording in a professional career.
- **Recording Room** to broadcast live lectures and webinars.
- **ICT enabled classrooms** with interactive panels, cameras, and wifi.
- **Digital Library** which makes a wide range of content access
- Most of the classrooms are equipped with **LCD Projectors** and **computers**
- An **E-Learning Center** equipped with the video-based learning platform
- **George Sudarshan Centre** offers several **IT skill enhancement programs** to the students as well as the general public

Major ICT Software used includes:

- All the teachers and students are enrolled in **Moodle** classrooms.
- The center for scientific computing aids 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**
- The College has its **YouTube Channel** to broadcast video lectures prepared by faculty members and conduct online webinars and workshops.
- Quizzes, Survey heart and **Kahoot** helps to assess the learning outcomes.

College was also able to conduct a One Week Faculty Development Programme Inter Disciplinary Refresher Course (Managing Online Classes & Co-creating MOOCs) in association with The Teaching Learning Centre (TLC) of **Ramanujan College**, New Delhi. College has trained the students to work with a variety of ICT resources; learning to critically appraise information and resources.

File Description	Document
Any additional information	View Document
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	View Document
Link for Additional Information	View Document

2.3.3

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

academic year)

Response: 17.02

2.3.3.1 Number of mentors ?????????????? ???????

Response: 149

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll	View Document
Circulars pertaining to assigning mentors to mentees	View Document
Any additional information	View Document
Link for additional information	View Document

2.3.4

Preparation and adherence of Academic Calendar and Teaching plans by the institution

Response:

CMS College Kottayam (Autonomous) takes an utmost interest in meticulous planning in developing a master plan not only for scheduling academic events but also for executing them. The Academic Calendar is prepared by the institution to provide a schedule of all the events that occur in an academic year. It includes the internal and semester-end examination details, annual working days, admission schedules, and various academic activities. The calendar committee takes inputs from different committees, cells, and bodies.

Preparation of Academic Calendar:

Since all important events of the college are in line with the academic calendar, the calendar committee gathers details and schedules as given:

- Planned common programmes such as Student Induction Programmes, Bridge course etc.
- Faculty Orientation programmes, etc. from the IQAC
- Schedule of test papers and end-semester exams from the Controller of Examinations
- Department-level activities such as day observations, intercollegiate events, Seminars/webinars, workshops, alumni meetings etc.
- Proposed activities from club coordinators, NCC, NSS, etc.
- Planned sports, arts, cultural and other student activities from the Students Union

The Academic Calendar specifies details such as:

- Number of working days; each semester consists of minimum of 90 working days.

- Government holidays and important festivals
- Dates for internal assessments and end-semester examinations
- Dates of major co-curricular activities such as College Day, College Arts Fest, and Sports Day etc.
- Hard copies of the Academic Calendar are provided to all students and staff, and available in the college website

Teaching Plans:

- The syllabus of each programme clearly specifies the total number of teaching hours required for all the courses.
- Course and work allotment to members of the faculty is decided at the department meeting in the beginning of every semester. Based on this, the teaching plan for each course is prepared by the respective faculty.
- A general timetable is issued by the college for all programmes specifying the distribution of classes and allotment of classrooms. The department-wise timetables are prepared based on this.
- The teaching staff uses the Faculty Diary as a tool to record their day-to-day progress of the Teaching Plan as per the department timetable. The HOD reviews the progress periodically. At the end of the semester, Faculty Diary is submitted to the HOD for verification.

Adherence to Academic and Teaching Plans:

- The College Council monitors the adherence to the Academic Calendar from time to time.
- Any deviation from the academic calendar is investigated by the College Council which suggests remedial measures/steps to be taken, after taking into consideration the particular circumstances which led to the change.
- At the department level, HOD regularly evaluates and ensures the adherence of faculty to their teaching plans.

Class Cancellation:

Faculty shall occupy classes as scheduled in accordance with the timetable. Absences caused by professional obligations, illness, emergencies, or personal responsibilities are admissible, but must be reported to the HOD / Principal, in advance. In the case of absences, a substitute teacher, or provisions for additional assignments or alternate learning activity is arranged.

File Description	Document
Upload Academic Calendar and Teaching plans for five years	View Document
Link for Additional Information	View Document

2.4 Teacher Profile and Quality

2.4.1

Average percentage of full time teachers against sanctioned posts during the last five years**Response:** 100

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

2.4.2

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

Response: 39.93

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

2021-22	2020-21	2019-20	2018-19	2017-18
65	66	62	58	50

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.4.3

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

Response: 7.17

2.4.3.1 Total experience of full-time teachers

Response: 1068

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

2.5 Evaluation Process and Reforms

2.5.1

Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

Response: 13.69

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
13	10.16	16.45	17.66	11.18

File Description	Document
Institutional data in prescribed format (Data Template)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2

Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 4.55

2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
54	87	117	156	128

File Description	Document
Number of complaints and total number of students appeared year wise	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3

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

Response:

CMS College has always followed an efficient mechanism for the conduct of examinations. The system has gained greater scrutiny and updation after the college was conferred autonomy. The college follows an examination manual approved by the Governing Council. The examination committee oversee all exam- related activities like the announcement of dates, student registration, conduct of examination, valuation of answer scripts and publication of results.

The College has taken necessary steps to reform the examination procedures and processes and integrate IT into all aspects of examination processes like automation of exam registration, question paper setting, hall-ticket generation, publication of results and generation of mark lists, resulting in enhanced efficacy and has minimized the scope of errors.

IT Integration & Reforms in the Examination system involve:

- **Announcement of Exam dates**

At the beginning of every academic year, the Academic Calendar, including the examinations schedule, is prepared by the IQAC and the COE. After being approved by the College Council, it is published in the College Website, College hand book and the notice boards for the information of all stakeholders.

- **Online Registration**

The College has adopted a single portal solution, namely the **CMS EDUWARE**, the College ERP, for multiple requirements related to the examinations like registration for examinations and payment of fees.

- **Attendance**

Attendance portal of CMS EDUWARE records attendance of the students regularly and students with less than 75% attendance in a semester are prohibited from registering for the examinations. However, they are allowed for condonation as per the provisions of the College examination manual.

- **Hall ticket Generation**

After verification of the registration, hall tickets are generated using the student portal of CMS EDUWARE which can be downloaded by the students.

- **Seating Arrangement**

CMS EDUWARE is used for the arrangement of seats in the examination halls to prevent any attempt of malpractices. Seats are changed on a regular basis, details of which are updated in the College website.

- **Question Paper generation**

An exclusive question bank software integrated to the CMS EDUWARE generates question papers automatically, which ensures quality of the questions based on the learning outcomes. Concept of **Outcome Based Education (OBE)** has been incorporated into the question paper setting in which questions fall under different difficulty levels namely, basic, standard and challenging. Model question papers, blue prints and the details of sessional and final assessment are specified in the syllabi of all programmes and are uploaded in the website for the information of the students.

- **Conduct of Examinations and FAUX CODE system.**

The Chief Superintendent of Examinations conducts the exams as per schedule. **FAUX CODEs** are generated for every registration through EDUWARE and the answer scripts are dispatched for evaluation

- **Mode of evaluation**

A **three-tier valuation system** has been introduced at UG and PG level. In case of discrepancy between two evaluations beyond 25%, a third valuation is done for each paper. The valuation camp for end-semester examination is IT integrated using CMS EDUWARE where marks are uploaded to the software for automated tabulation. This method of generation of the grade card reduces the use of paper which goes hand in hand with **GREEN POLICY** of the institution.

- **Publication of results**

The results, finalized by the Pass Board and the Examination Committee, and approved by the Governing Council, are published on the college website as well as the **students' portal** from where students can download the results.

- **IT integration & reforms of Continuous Internal Assessment**

Continuous Internal Assessment is accomplished through seminars, viva-voce, assignments and two in-semester examinations; coordinated by In-semester examination committee. The marks of these evaluation procedures are uploaded through Faculty portal of CMS EDUWARE.

- **Issue of Marklists**

The in-semester, end-semester and consolidated marksheets are generated using CMS EDUWARE. Features like **UV hologram, microtext, pantograph and optic solutions** are used to ensure the highest level of security and confidentiality of the whole process. Marksheet also features photograph of the candidate to avoid duplicity and related malpractices.

- **Grievance Redressal Mechanism**

To address the grievances of the students regarding examination, grievance redressal cells operate at: (1) the department level with HOD as the Chair, and (2) the college level, with Principal as the Chair, Controller of Examinations as the member secretary and the HOD as the member. Students have various options like applying for scrutiny and revaluation.

- **Examination Malpractice Prevention Committee**

Corrective and punitive measures are taken to restrict malpractice during the examination. A special squad of teachers are deputed to prevent any attempt of malpractice at the examination. Offenders, if any, are summoned by the committee for a hearing and if required, the matter is reported to the COE for further action.

- **Reforms during the Covid-19 Pandemic**

During the pandemic, special supplementary examinations were conducted to help students who were affected by Covid. Our faculties were using various **LMS platforms** for continuous internal assessment. The College has given options to students across the State and Lakshadweep to choose their examination Centers.

- **Student Friendly Reforms**

Special supplementary examinations are conducted for students who could not appear for the end-semester exam due to participation in University/State/National/International competitions and NCC/NSS national level camps and for final year UG and PG students who were seeking admissions to other universities; saving a year for them. Differently abled students were given additional support for the exams, such as provision of **scribes, extra time for finishing the exam and special question papers** (with large font size).

- **Exam Duty Assignment to faculty members**

Teachers are assigned with invigilation duties through CMS EDUWARE and duty certificates are generated through this software.

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

2.6 Student Performance and Learning Outcomes

2.6.1

Programme and course outcomes for all Programmes offered by the institution are stated and

displayed on website and communicated to teachers and students.

Response:

All departments have formulated Programme outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all courses offered by the department. These outcomes are designed specifically with a view to incorporate the skills and knowledge which the students are expected to acquire at the end of the course. After formulating the outcomes, they are reviewed by the Board of Studies of the Department and then submitted to the Academic Council. After the Council's approval, the POs, PSOs and COs are displayed on the College official Website. Outcomes are revised as and when the syllabus is changed. The approved learning outcomes are communicated to all stake holders and displayed in every classroom

Outcome based education (OBE), a student -centric teaching - learning methodology, has been incorporated in the Curricula of the college. This focusses on learning based on achievable and measurable outcomes. It gives direction, a sense of purpose and focus to the students and teachers in the teaching- learning process

During the student induction Programme, POs, PSOs, and COs are explained to the newcomers in detail. In addition, at the beginning of every semester, teachers explain in detail about the POs and COs. Moreover, COs of each course is shared online to the students' group by Course in charge teacher.

The Outcome integrated syllabus, displayed in every classroom also helps and motivates students to understand the objectives of their course. For teachers, Orientation Programmes and Faculty development Programmes are arranged to familiarise them with the Course Outcomes

The Alumni and Employers are communicated with the POs and PSOs through the College Website. Orientation programmes and PTA meetings are held regularly to make the parents aware of the programme outcomes and OBE paradigm.

Feedback taken from the respective stakeholders regarding the learning outcomes are analysed by the end of each semester and feedback analysis report is discussed in the Board of Studies. The members of the BOS as per the feedback recommend make necessary changes in COs.

Once the examination results are published, the COs/ POs attainment reported is generated by the college LMS system. This report further held each department to understand the outcome of each course and whether there is a need to change or revise the COs, POs and PSOs for the respective course, gap analysis report further guides changes that are required to be dine in the existing curriculum. The statutory committee of the college closely monitors the outcome periodically and make change in the syllabi as per the requirement, same is publicized on the website and informed to the respective stakeholders.

File Description	Document
Upload COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2

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

Response:

The College has implemented an outcome based assessment method since the adoption of OBE (Outcome Based Education) to evaluate the teaching- learning process. This student- centric learning process has resulted in a steady progress in the enrolment of students and their pass percentage. As the outcomes are clearly defined and stated in the syllabus itself, various strategies are planned to attain them through the teaching learning process.

The outcomes are attained in different levels and can be measured through different evaluation and assessment methods. A set of performance evaluation criteria is used for the assessment of various outcomes.

Methods of measuring attainment of COs.

Learning level attainment is measured by both direct and indirect methods.

Direct Measurement:

- **Internal Assessment**

Two internal examinations are conducted for all papers.

Other assessment methods employed are

1. Quiz
2. Individual viva or Group Viva
3. Assignments or Seminar
4. Classroom participation
5. Industrial visit
6. Lab/Field practical work

- **External Assessment**

The Course Outcomes and Programme Outcomes of various programmes are linked with the question papers generated through the software, CMS EDUWARE. The marks attained by the students for each

question will mark the level of attainment of various outcomes. The academic performance of every student is evaluated very thoroughly.

Indirect Measurement:

At the end of every semester, an exit- survey is conducted to assess the level of attainment made by the students.

- Programme exit survey

This is taken from the final year students at the completion of the Programme.

- Course exit survey

This is taken at the completion of the course.

Method of measuring attainment of COs, PSOs and POs:

CO Attainment is carried out by direct method. CO-PSO-PO articulation matrix is computed on a scale of Level 1 (Low), Level 2(Medium) and Level 3(High). The CO attainment benchmark for UG and PG Programmes are as follows

Level	UG Programme (50%)	PG Programme (50%)
3	More than 70% of students	More than 70% of students
2	More than 60% of students	More than 60% of students
1	More than 50% of students	More than 50% of students

Direct attainment is measured as follows:

The course outcomes are stated in the syllabus of each course. For every course the course articulation matrix is prepared, which identifies the correlation of each CO with the PSOs and POs of the programme. From the attainment values of COs of the courses, the attainment levels of the PSOs and POs are computed by assessing the weighted average of COs mapping with POs and PSOs.

Outcome:

The results generated through all such methods are used to evaluate the various outcomes attained by the students. The Departments review them from time to time and, if needed, necessary modifications are made in the Curriculum with the approval of the Governing Council.

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

2.6.3**Pass Percentage of students(Data for the latest completed academic year)****Response:** 81**2.6.3.1 Total number of final year students who passed the examination conducted by Institution.**

Response: 699

2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 863

File Description	Document
Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template)	View Document
Any additional information	View Document
Link for additional information	View Document
Link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.66

File Description	Document
Upload database of all currently enrolled students	View Document

Criterion 3 - 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

Response:

CMS College, Kottayam (Autonomous) envisions and implements a well-defined and meticulous research policy for the development of a sustained research culture leading to the creation of new knowledge. The **Research Advisory Committee (RAC)** enhances and channelizes the resources of the college towards consistent quality research outcomes and integrates the specified functions of multiple committees. Curiosity-driven research in contemporary and emerging areas with multidisciplinary relevance as well as collaborative research with various institutions and industries has been emphasized by the college.

Research facilities

- 8 university-recognised research centres offering PhD programmes
- An extension of the Mahatma Gandhi University Library (MG Study Centre) in the campus
- Digitized and fully automated library with Koha software for library management and the institutional software repository platform DSpace, Turnitin software for plagiarism checking
- Quilbot and Grammarly (access through INFED-Shibboleth) software for promoting quality publications and dissertations
- Digitalized Archival collection facilitating historical research
- Softwares such as Tally, SPSS, MATLAB, Gaussian 09, Quantum Chemistry software and SSP
- Remote access to N-List and separate terminal in the library for the INFED- Shibboleth platform to access the scholarly electronic resources from Mahatma Gandhi University.
- The availability of conference halls, a separate workspace for all research scholars and research guides
- 24-hour accessibility to research labs is provided
- The college receives funding from **SERB, DBT, RUSA, SAP, UGC, KSCSTE, NIF**, and **CPE** to enhance the overall infrastructure facilities of research.

Special Programmes, Financial support, and Awards

- **Scholar-in-Residence programmes** (Erudite Lecture), Bilateral research programmes, and international research collaborations with the Institute of Applied Mathematical Research, Karelian Research Centre of Russian Academy of Science, Petrozavodsk State University and NAMRC with Toyo University, Japan
- Establishment of Schools such as **Koshy Institute of Mathematics (KIM)** for the pursuit of advanced knowledge and skills through research and non-traditional courses and **George Sudarshan Centre for advanced studies** in Theoretical Physics and IT skill enhancement programmes.
- Establishment of **Honorary Research Chairs** for eminent scientists

- **R. E. Newton Research Grant**, financial support for attending workshops and seminars, special leaves for pursuing research and higher studies and also assistance to attend training in advanced research and instrumentation
- **Incentives** for scholarly publications in Indexed Journals
- **Awards** for the completion of Ph. Ds, Research Innovation awards, Research Excellence awards, and Lifetime Achievement awards (Bailey Medal) for promoting quality research output.
- Encourage UG and PG students to do research throughout their academic programme to produce quality research publications and orient them to secure admission in the top international research institutions

Milestones & Outcomes

- **246 research publications**, 163 conference proceedings/ book chapters, and a **research grant of 211.8 lakhs** from numerous funding agencies
- The h-index of the institution is currently 68 (Google Scholar). 24 MoUs were successfully signed with various research institutions, corporate houses, industries etc.
- **One Patent** awarded
- **Ten new species** were described and published by the Zoology and Botany departments of the college through rigorous research methods.
- Organized more than 100 seminars/workshops on various research topics
- Attracted **international Ph. D students and Postdoc research fellows**.

File Description	Document
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2

The institution provides seed money to its teachers for research (average per year, INR in Lakhs)

Response: 4.08

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).

2021-22	2020-21	2019-20	2018-19	2017-18
4.57	1.10	10.47	3.51	0.75

File Description	Document
Minutes of the relevant bodies of the Institution	View Document
List of teachers receiving grant and details of grant received	View Document
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View Document
Any additional information	View Document

3.1.3

Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years

Response: 0.27

3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years

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

File Description	Document
List of teachers and their international fellowship details	View Document
e-copies of the award letters of the teachers	View Document
Any additional information	View Document

3.2 Resource Mobilization for Research**3.2.1**

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

Response: 72.56

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

2021-22	2020-21	2019-20	2018-19	2017-18
7.98	0	3.14	0.60	60.84

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by government and non-government	View Document
Any additional information	View Document

3.2.2**Percentage of teachers having research projects during the last five years****Response:** 1.99**3.2.2.1 Number of teachers having research projects during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	2	1	10

File Description	Document
Names of teachers having research projects	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.3**Percentage of teachers recognised as research guides****Response:** 15.44**3.2.3.1 Number of teachers recognized as research guides****Response:** 23

File Description	Document
Upload copies of the letter of the university recognizing faculty as research guides	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.4

Average percentage of departments having Research projects funded by government and non-government agencies during the last five years

Response: 15.58

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

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	2	1	7

3.2.4.2 Number of departments offering academic programmes

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	16	16	15

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1

Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation

etc.

Response:

CMS College Kottayam (Autonomous) has a vibrant and sustainable ecosystem for the creation, innovations, and transfer of knowledge. The dedicated and integrated functioning of centres of research, entrepreneurship, community orientation, and incubation in the college provides a conducive environment for the sustenance of this ecosystem.

Centres for Research

There are eight university-recognised research centres in the college offering PhD programmes in Botany, Zoology, Chemistry, Physics, English, Mathematics, Malayalam and Commerce to facilitate enhanced research productivity.

Innovation, Entrepreneurship, and Incubation

Institution's Innovation Council (IIC), Innovation and Entrepreneurship Development Centre (IEDC), Entrepreneurship Development Club (ED club), Young Innovators Programme (YIP), and Incubation centre are the platforms that enable to create a vibrant local ecosystem for innovation, entrepreneurship and start-ups through various activities such as workshops, seminars, competitions, fairs, interactions with entrepreneurs and professionals, training, and feasibility analysis they foster a culture of innovation and entrepreneurship. A Research Innovation Award is also instituted to promote the innovation ecosystem.

Community Oriented Innovations and Interventions

The conducive ecosystem for the creation and transfer of knowledge in the college is based on the commitment to the community as well and has taken up diverse programmes and projects inside and outside the campus, which includes:

- Production and distribution of **hand sanitisers** to the public and government agencies during Covid-pandemic
- Development of **Lightboard** for online classes and transfer of technology for production and sale, **teleprompter** for news, **automatic sanitiser dispenser**, **Sensor tap**, **Sensor light**, and Entrepreneurship Resource Planning system namely **CMS EduWare**
- **New species identification** of the flora and fauna of the campus and **QR coding of plants**
- Extending expertise for the QR coding of plants in the Municipal Park and other schools in Kottayam
- Conducted extensive **water analysis** for the college, adopted village and the public
- Production and sale of:
 - **organic manures and fertilizers** named Panchagavya, Jeevamrutha and EM solution, as well as mushrooms through Eco-shop
 - detergents, dishwashing and toilet cleaning lotions

- bouquets and flower arrangement services as part of add -on course

- **Ornamental fish culture** and sale
- Research and survey-based extension activities and intervention in the Adopted village and local community such as Flood impact surveys, Medical camps, Nutrition programmes, Adult and digital literacy programmes, Women and Child development programmes, waste management, environmental conservation and greening activities
- **Thoomboormuzhi Leaf Composting unit** and development of **microbial consortium-Inoculum** to enhance bio-waste degradation in the campus
- **Fumigation chamber** for the preservation of the archival book collection
- **Barren land cultivation** and **Organic farming** for paddy, millet, vegetables and fruits inside and outside the campus

Awards and Achievements

- Recognised **SES REC** (SOCIAL ENTREPRENEURSHIP, SWACHHTA & RURAL ENGAGEMENT CELL) Action Plan by the Ministry of Education, Government of India
- **One Patent** awarded
- **Ten new species** were described and published by the Zoology and Botany departments
- **Collaboration and MoUs** signed for Skill Development and Innovation with various organizations
- A host centre of Micro, Small and Medium Enterprises - **MSME**, Govt. of India to establish a business incubator

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

3.3.2

Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.

Response: 119

3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
18	39	33	18	11

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

3.4 Research Publications and Awards

3.4.1

The Institution ensures implementation of its stated Code of Ethics for research through the following:

- 1. Inclusion of research ethics in the research methodology course work**
- 2. Presence of Ethics committee**
- 3. Plagiarism check through software**
- 4. Research Advisory Committee**

Response: A. All of the above

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

3.4.2

Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years

Response: 2.13

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 49

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 23

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

3.4.3**Number of research papers per teachers in the Journals notified on UGC website during the last five years****Response:** 1.63**3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
36	49	41	38	82

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

3.4.4**Number of books and chapters in edited volumes / books published per teacher during the last five years****Response:** 1.08**3.4.4.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
28	35	14	30	56

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

3.4.5**Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed****Response:** 5.45

File Description	Document
Bibliometrics of the publications during the last five years	View Document
Any additional information	View Document

3.4.6**Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution****Response:** 14.5

File Description	Document
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View Document
Any additional information	View Document

3.5 Consultancy**3.5.1****Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).****Response:** 25.92**3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).**

2021-22	2020-21	2019-20	2018-19	2017-18
0.54406	0.075	22.12	2.76	0.42

File Description	Document
List of consultants and revenue generated by them	View Document
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View Document
Any additional information	View Document

3.5.2

Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).

Response: 9.45

3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
3.2131	1.53399	4.70146	0	0

File Description	Document
List of training programmes, teachers and staff trained for undertaking consultancy	View Document
List of facilities and staff available for undertaking consultancy	View Document
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View Document
Any additional information	View Document

3.6 Extension Activities

3.6.1

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

Response:

CMS College Kottayam (Autonomous) holds true to its vision of holistic development of learners, sensitizes students about various social problems and solve them through diverse extension activities. **More than 200 extension activities** were conducted under the platforms of the Village Extension Programme(UBA), NSS, NCC, Red Ribbon Club, Centre for Disability Studies and various Departments of the College. Based on its vision and mission, the College intervenes in real-time needs of the neighbourhood community focused on the following thrust areas through extension activities:

Village Adoption Programme

The College carry out numerous activities in its **adopted village 'Ponnilakkary'** for the holistic development of its inhabitants.

Conservation and Protection of the Environment

'**Pachathuruthu**' a 'mini forest' in the campus, Waste Management, Organic farming, the Mangrove Forestation Mission and Conservation of Mangrove Ecosystems, QR coding of plants, paddy cultivation, plant a life challenge, butterfly garden, '**Thanal' project**', making and distribution of cloth, paper bags, paper pens, and programmes for the conservation of forests and protection of animals, '**Kilikkudam' project**', water and soil testing etc.

Swatch Bharat Abhiyan

Swachh Bharath Summer internship Programme & Campaigns, **Trash to Treasure** programme, cleaning and beautification of public places, etc.

Gender Sensitization and Empowerment

Day observations related to women, awareness programmes, seminars and interaction with transgenders, self-defense workshops for girls, etc.

Community Health and Well being

Blood donation camps, medical check-ups, awareness programmes, delivering food for hospital patients and reaching out to people in medical need, etc.

Awareness against Aids, Drugs, and Substance Abuse

Quiz, competitions, seminars, awareness campaigns, oath taking, rallies, etc.

Emergency Intervention

Flood relief camp in the campus during 2018 flood, collection and distribution of necessities to victims in affected areas in Tamil Nadu and Kerala, production cum distribution of sanitisers and masks, vaccination drive, online Covid awareness classes & video, etc.

Mainstreaming of Marginalized and Disabled

‘Oru Dinam Oru Roopa Padhathi’ and special orientation for the parents of people with disability, autism park beautification, donation and services in a blind school, blind walk, visits to homes of the mentally challenged and elderly, distribution of hearing aid, ‘Blanket of Warmth’ programme for elderly, ‘Thalolam’ and ‘Kuttikkoottam’ projects for children, etc.

Capacity Building

Training for Mushroom cultivation, ornamental fish culture and apiculture, Saksharata surveys, digital literacy programmes, ‘Kaithang’ Project for ‘Muttakkozhil’ distribution, etc.

Civic Responsibility

‘Snehavedu’ project, activities in association with the Election Commission, observance of National days, Constitution awareness Programmes, outreach programmes at schools and destitute homes, survey based interventions, awareness programmes, Annam project for food packet distribution, ‘Bridge’ project for helping the needy, distribution of study materials (‘Notebook Vandil’) and mobile phones (Dooth), and ‘Oppam’ Project etc.

Awards & Achievements

- Best NSS Unit and Programme Officer by Government of Kerala (2019-20)
- Best NSS Unit (2019-2020 & 2021-2022)
- Best NSS-friendly Principal (2019-2020)
- Best Programme Officer (2019-20 & 2021-2022)
- Best NSS Volunteer (2017-18, 2018-19, 2020-21 & 2021-2022).
- Certificate of Appreciation for the volunteers (2019-2020, 2020-2021 & 2021-2022).
- Recognised **SES REC** institution by Government of India
- Recognized as **District Green Champion** 2020-21 by the Ministry of Education

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

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 last five years

Response: 19**3.6.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2021-22	2020-21	2019-20	2018-19	2017-18
5	6	6	1	1

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

3.6.3**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response: 143****3.6.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
33	41	34	20	15

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

3.6.4**Average percentage of students participating in extension activities listed at 3.6.3 above during the**

last five years

Response: 100

3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
2536	2524	2465	2404	2305

File Description	Document
Reports of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.7 Collaboration

3.7.1

Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Response: 49

3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

2021-22	2020-21	2019-20	2018-19	2017-18
85	36	63	43	18

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.7.2

Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 24

3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	3	6	7

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

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

Response:

CMS college has adequate infrastructure to facilitate effective teaching and learning processes which includes sufficient classrooms, laboratories, halls, auditorium, library, faculty rooms, playgrounds, canteen, parking area and hostels to support academic activity in the campus. Continuous effort is taken to update existing infrastructure to state-of-the-art.

Campus

It is located on the hills of a 40-acre campus having 1742400 SQ. FT to provide a befitting academic ambience.

Classrooms & Research Rooms

- 88 well-ventilated, spacious classrooms, provided with black/ green/white boards, adequate furniture and LED lights.
- 100% ICT enabled classrooms with LCD/TV/Smart boards .
- Wi-Fi/LAN facilities in all rooms.
- 8 research rooms.
- All departments have separate faculty rooms and are provided with laptops, desktops, printers.
- Examination halls are equipped with CCTV cameras.
- Adequate restrooms both for male and female students are provided.

Seminar Halls

- 5 Seminar halls
- 4 video conferencing halls (E Learning Center, Joseph Fenn Hall, IQAC conference Hall, EMMRC)
- Educational Theater
- Auditorium (Great Hall)

Laboratories

- Five chemistry Labs
- Five Botany Labs
- Four BioTechnology Labs
- Three Home Science Labs
- Three Physics Labs
- Two Zoology Labs

- Two computer labs-BCA
- One common lab - (Bvoc & Malayalam)
- One Mathematics Lab

Physics, Chemistry, Mathematics, Botany, Zoology, Home Science and Biotechnology departments are funded partially by DST-FIST and DBT-STAR College scheme, KSCSTE- SARD. The college houses major equipment like Muffle Furnace, Microwave Synthesizer, Ultrasonic Interferometer, Keithly source meter etc.

Computer Facilities

- 245 computers.
- Five servers
- Student computer ratio is 11:1

Academic Facilities

- Collins Library
- Nanotechnology and Advanced Materials Research Centre (NAMRC)
- George Sudarshan Centre
- Koshy Institute of Mathematics (KIM)

Art and Aesthetics

- College Chapel
- Sculpture garden
- Relief Sculpture
- Mural paintings
- Painting gallery

Museums & Aquarium

- Benjamin Bailey Museum
- Zoology Specimen Museum
- Aquarium

Extension Related Infrastructure

- Mushroom Culture Unit
- Waste Management Unit
- Ornamental Fish Farming Unit
- Apiculture unit
- Organic farm- Poly House

CASC - CMS Auxiliary Service Centre

- Bank (State Bank of India) and one ATM kiosks
- Neve Square-

- 1.Alumni Office
- 2.Souvenirs and Memorabilia Shop
- 3.Reprographic centre
- 4.Post Office
- 5.IGNOU Regional Study Centre
- 6.MGU Study Centre and Library
- 7.Staff cooperative society
- 8.Cooperative Society Store

Food Management System

- State of the art Canteen with centralised kitchen

Placement Office

- Centre for Career Guidance and Placement Discussion rooms

IT Infrastructure

- Software Development Centre
- Server Room
- EMMRC

Hostels

- Ella Hostel
- Lea Hostel
- Askwith Hostel

Rooms and Lounges

- IQAC
- NCC room
- NSS room
- Software room
- Controller of Examinations conclave
- Santhwana Counselling Centre

Amenities

- Ramps, examination rooms and sanitary facilities for the benefit of PwDs.
- Wheelchairs
- Tactile walkway

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

4.1.2

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

Response:

Adhering to the vision of comprehensive and integrated learning, CMS College provides ample facilities for its students to excel in academic, social and all other aspects of life. The college offers adequate infrastructure to identify, facilitate and excel student potential in co-curricular activities including yoga, games, sports and cultural activities. This has contributed to the meritorious winning of fourth place in MG University Youth Festival 2021-22 as well as the reaping of multiple national laurels in sports.

Cultural Activities

The Extra-Curricular Affairs Committee and College Union Committee of the college promote cultural activities among students. The various skill development clubs frequently organize meetings and workshops at the college auditoriums. The institution organizes arts, sports, college days, and food and film festivals every year.

Facilities

- **Auditorium (Great Hall-400 seats)** for organizing and conducting major events.
- **Air-conditioned Digital Audio Visual-Hall** (Joseph Fenn Hall-120 seats) for exhibiting artistic/cultural talents and other skillsets of students.
- **Venues for cultural competitions** (Room no. 3205 and Room no. 2311)
- **Educational theatre with modern facilities for screening films.**
- **Sound recording and video editing studio (EMMRC)**
- **Open air Theatre** (Seating Capacity 250)
- **E-learning Centre**
- **3 Seminar Halls**
- **Conference hall**
- **Facilities for sports (Indoor and Outdoor)**
- **Facilities for yoga (Room no. 2207)**
- **Music band**

Yoga

Keeping in line with the national interests on practising and imparting knowledge through Yoga, the college has endorsed systemic practices to keep the students abreast with the changing practices in Yoga every week.

- Room No: 2207 is assigned for daily yoga sessions.
- Celebrated International Yoga Day by organising sessions guided by acclaimed faculty from outside.
- Yoga was actively practised throughout the pandemic era.

Sports and Games

The college provides sufficient space for sports and games and equips students for the University and State level teams. Specialized coaches for Cricket, Volleyball, and Wrestling are assigned to train, monitor and motivate students under the supervision of two full-time faculties. Apart from the athletics and individual events, the institution has teams for football and badminton. The institution offers a well-established Physical Education Department that caters to the various sports and athletic requirements of students. Throughout this accreditation period, students trained here have represented the Olympics in the 400m Hurdles, have been Mahatma Gandhi University champions in chess-both men and women, thrice champions in cricket (men), twice champions in kabaddi, and five times champions in women's wrestling and secured gold medal in university level Taekwondo championship. A student from CMS College is selected as the All-India University Volleyball Captain.

Sports Facilities

- Athletic ground: 400-meter track with 8 lanes.
- Standard Shuttle Badminton court
- Volleyball court
- Football ground
- Hockey ground
- Basketball Court
- Space for indoor games such as Chess, Carroms, Taekwondo, Sporting equipment, kits, sportswear for the team members.
- Fitness centre (Gymnasium) for staff and students (900 sqft.)
- NSS/ NCC special platform
- The college sports hostel has 10 beds sponsored by Kerala Sports Council.

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

4.1.3

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 99

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for additional information	View Document

4.1.4

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

Response: 21.37

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

2021-22	2020-21	2019-20	2018-19	2017-18
143.65	74.82	49.23	62.91	70.20

File Description	Document
Upload Details of Expenditure , excluding salary during the last five years	View Document
Upload audited utilization statements	View Document
Link for any additional information	View Document

4.2 Library as a Learning Resource**4.2.1**

Library is automated using Integrated Library Management System (ILMS)

Response:

Collins Library is located on the main campus and is one of the oldest and largest college libraries in Kerala and has around 80,000 printed volumes in its collection. With its extensive collection of materials and services, the college library is designed to complement the academic, intellectual, informational, and recreational requirements of the academic community.

- The library has a total area of 21,786 square feet, 300 seats, and 79323 accessible volumes and 36

periodicals in print.

- The library is largely automated using top library management software systems such as KOHA, which provides a user-friendly interface for accessing materials in the library as well as their placements and availability statuses. The library features a Web-based OPAC database that allows for remote access to its textual materials.
- **Research Cabins** : 44
- **Space allocated for e-resources** : 45
- **ILMS Software** : KOHA
- **Nature of Automation** : Full
- **Server Version** : 19.05.04.000
- **Year of automation** : 2008
- **Installation of KOHA** : 2018
- **Library link** : <https://cmscollege.ac.in/library/>

Features of KOHA

- KOHA is an open-source integrated library system (ILS), and a platform with independent solution.
- Customizable search facility
- KOHA is built using library standards and protocols
- Multilingual and transferable
- KOHA's OPAC, circulation, management and self-checkout interfaces are all based on standards compliant.
- World wide web technologies - XHTML, CSS and Java Script

Library Sections

- General Library
- PG Library
- Periodical Section
- Reference Section
- Research Cubicles
- UGC Network Resources- INFLIBNET - NLIST
- Digital Library: British Council Online Library, Magzter (E-magazine & newspapers)-Reprography Corner- Photocopy, Print
- Technical Processing Section
- Reading Room
- Special area for people with disability (Braille Books)
- Collaborative learning spaces
- Compact shelves

Library Services

- Computerized Issue/Return, Renewal
- Reference and referral Service
- Subscription of journals - Print & Online
- The library has Open Access System
- Provision for automatic footfall counter and RFID enabled ID cards.

- Orientation programme for new users
- Access to INFLIBNET - N-LIST, British Council Online Lib & Magzter resources.
- Digital repository of missionary records
- Plagiarism checking (Turnitin, iThenticate and Ouriginal)
- Allotment of ISBN for eligible authors
- Reprographic facility
- CCTV Surveillance for security reinforcement
- Online access to previous year question papers.
- Research visibility tools (Registered to IRINS and major academic social networking sites)
- Article delivery on request

Infrastructure of Library

- Digital Entry/Exit Register
- High Speed Internet (200 Mbps) via OFC
- LCD projector

Library Certificates

- Internship facility for B Li Sc/ M Li Sc students
- Add-on Course in RESEARCH AND PUBLICATION ETHICS

Name of Resources	Number
Encyclopaedias	50
Journals (Print)	39
Journals (Online)	6150
Magazines (Print)	36
Magazines& News Papers (Online)	7500
Newspapers (Print)	10
Rare Books	1562
Reference Books	6000
Print Books	79323
E-Books	195809 via NLIST
Dictionaries	270

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

4.2.2

Institution has access to the following:

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

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc	View Document

4.2.3

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

Response: 9.21

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

2021-22	2020-21	2019-20	2018-19	2017-18
7.53	5.24	7.33	16.17	9.76

File Description	Document
Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4

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

Response: 24.28

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

Response: 652

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

4.3 IT Infrastructure**4.3.1**

Institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for updating its IT facilities

Response:

The institution has an IT policy covering wi-fi, cyber security, etc., and allocated budget for uploading its IT facilities. C.M.S College is committed to provide secure and efficient IT-Infrastructure in terms of hardware, software and internet facilities.

IT Policy

- Sets up standards and procedures for procurement, maintenance and upgradation of IT-infrastructure.
- Ensures legal and appropriate usage of IT infrastructure and prevent misuse.
- Lays down strategies for secure access of network resources.
- Has clear strategies for backup of server data.

Hardware And Software

- College has **5 Servers** and **245 Computers** for Students support (**Ratio of 11:1**), **48 for office purpose** and **47 Computers for Faculty**; all networks are managed, updated and secured by competent software team.
- CMS Eduware is equipped to engage academic and office administration. Student attendance, faculty work diary, fee remittance, evaluation management and feedback, question banks, invigilator scheduling and 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.
- College YouTube channel has 18.5k subscribers accessing lightboard classes.
- Faculty login is available as a mobile application and students can find updates on their dashboard.
- Bulk SMS service for students.
- Google suite provides unlimited storage.
- Software team extends training on the use of software and hardware to staff and students.
- Renewable original Microsoft Campus Package.
- Licence and agreement for Windows OS license upgrades, Microsoft Teams and cloud service, Antivirus Quick Heal, K7 Total Security, McAfee.
- Firewall installed for securing networks and data.

Network

- Internet Connection with 200 Mbps Bandwidth of dedicated Leased Line from Asianet and 12 Mbps Leased Line from Railtel.
- Has Global Naming & IP Addressing conventions.
- College has its own domain address 'CMS' and all faculties are allotted email addresses under the college domain.
- CMS Eduware is linked to the college website <https://cmscollege.ac.in>

Surveillance and Security Devices

- 140 CCTV cameras are installed as added security in all blocks.
- Data is stored and made available through viewable port to authorities.

Database

- Highly official data is protected with firewall security and highest level of authentication.
- Server is configured to automatically backup data at 5 pm every day.
- The security of administrative and academic data in CMS Eduware and Google Drive are ensured by reliable software and legitimate agreements and licenses.

E-Waste

- The IT policy takes care of the disposal of e-waste.
- Electronic goods are used optimally.
- The minor repairs are set right by the Laboratory assistants and technical staff.
- E-waste and hazardous waste management is done in a safe and secure manner in collaboration with Clean Kerala Company Limited.
- Unusable instruments/equipment are sold out.

Budget Allocation

The institutional strategy is to allocate 10% of budgeted expenditure towards infrastructure for updating IT infrastructure.

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

4.3.2

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

Response: 10.35

File Description	Document
Upload any additional information	View Document
Student - computer ratio	View Document

4.3.3

Bandwidth of internet connection in the Institution.

Response: 750 MBPS

File Description	Document
Upload any additional information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4

Institution has the following Facilities for e-content development

- 1. Media centre**
- 2. Audio visual centre**
- 3. Lecture Capturing System(LCS)**
- 4. Mixing equipments and softwares for editing**

Response: A. All of the above

File Description	Document
Upload Additional information	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 47.88

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

2021-22	2020-21	2019-20	2018-19	2017-18
115.03	146.48	208.86	337.99	147.20

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts	View Document

4.4.2

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

Response:

CMS College has adequate physical facilities to support teaching-learning process in the institution. Campus maintenance is categorised into three.

- **Preventive Maintenance**
- **Routine Maintenance**
- **Corrective Maintenance**

General Infrastructure

- The institution has put in place various standard operating procedures and policies which are aimed to provide sustainable development of its facilities.
- Departments and college office keep track of **stock register** and **stock verification** is carried out annually.
- CCTV, UPS, Solar power system, Air Conditioners, lift and fire safety equipment are maintained with support of external experts.

Physical, academic facilities:

- A core team has been constituted consisting of the principal, management representative, estate manager, department heads, teaching staff secretary, non- teaching staff secretary to take care of the infrastructure facilities.
- Estate Manager takes care of the civil work and physical maintenance.
- Housekeeping and hygiene are ensured by the staff-in-charge.
- **Seminar halls are allotted** based on booking system.
- **Maintenance Complaints Register** is maintained in the College office to register grievances.
- Each department is allotted staff to maintain infrastructure or sophisticated laboratory equipment.
- The utilization of the campus for **public and government requirements** like competitive examinations during holidays is approved.

Laboratories

- Given the diversity of laboratory operations, each laboratory policy is customised to suit the individual need of the discipline.
- All potential laboratory hazards are identified and proximity is warned against.
- Fire extinguishers are installed in every laboratory as preventive measure.
- Maintenance works are reported to the office by the Department Heads and are taken care by laboratory assistants.

IT Infrastructure: Computer, Network, Internet, Wi-Fi and Software

- System Administrator and associates are responsible for the **corrective maintenance** and setting the standards and procedures for procurement, maintenance and upgradation of IT- infrastructure.
- **Preventive maintenance** ensures secure access of Network Resources and data backup.
- **Decommissioned equipment** are contained under E-waste strategies and are secured from being read and reconstructed.

Sports facilities:

- Sports equipment and facilities are maintained by the Physical Education Department.
- Has two dedicated faculty, coaches and ground staff for athletics and games.
- Stock Register of sports materials is maintained and annually verified.
- First aid kit is kept handy for meeting potential trauma.

Water and Waste Management

- Operative solid, liquid and waste management systems are available on campus.
- Has adequate **dustbin facilities**, functional biogas plant, vermicompost and incinerators for plastic and paper waste.

Hostel infrastructure

- The responsibility of periodic repair of hostel infrastructure is vested on the warden who informs the estate manager for resolution.
- Admission, movement registers, fees, refund and complaints are managed by the hostel office.

Library

- Maintenance and augmentation of library facilities are regularly done.
- Annual auditing and stock inspection are regularly conducted.
- Pest management is executed as a **Preventive Maintenance**
- **Dedicated housekeeping staff** is availed for cleaning, dusting of books, shelves and computers.
- The librarian confirms the entry of new books to the stock register.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

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

Response: 40.25

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

2021-22	2020-21	2019-20	2018-19	2017-18
851	915	988	1072	1078

File Description

Document

upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

[View Document](#)

5.1.2

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

Response: 57.67

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

2021-22	2020-21	2019-20	2018-19	2017-18
1852	1169	1492	1451	1109

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Institutional data in prescribed format	View Document

5.1.3

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

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. Awareness of trends in technology**

Response: A. All of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4

Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.

Response: 69.54

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

2021-22	2020-21	2019-20	2018-19	2017-18
2045	2524	1499	1505	1006

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

5.1.5

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document

5.2 Student Progression**5.2.1**

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

Response: 13.69

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

2021-22	2020-21	2019-20	2018-19	2017-18
107	119	179	126	58

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2

Percentage of student progression to higher education (previous graduating batch).

Response: 30.6

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 272

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

5.2.3

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

Response: 74.38

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

2021-22	2020-21	2019-20	2018-19	2017-18
40	24	38	40	18

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

2021-22	2020-21	2019-20	2018-19	2017-18
45	38	47	52	29

File Description	Document
Upload supporting data for student/alumni	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1

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

Response: 44

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

2021-22	2020-21	2019-20	2018-19	2017-18
4	5	23	09	3

File Description	Document
Number of awards/medals for outstanding performance in sports/ cultural activities at inter-university / state / national / international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Student Council is an elected body, empowered to promote and facilitate all the curricular and extra-curricular activities of the college. The democratic way of life provides opportunities for the training of students as good citizens with an optimistic spirit and thus enhances the institutional quality. The Students Union functions as a conclave, an active representative body to voice the concerns and grievances of the students.

Election of College Students Union

- The importance of **representative democracy** is emphasized in the whole process of electing the student representatives in accordance with the guidelines of the Lyngdoh Committee and Mahatma Gandhi University for forming the student union.
- **The parliamentary system** of election ensures proper reservation policies and gender equity.
- **Electoral Process:** A committee, composed of staff and students, is assembled for the proper conduct of a democratic electoral process.
- Two representatives (one boy and one girl) are elected inclusively from each class to form the Parliament of the College by means of secret ballots and this council elects the college union.
- This elected forum constitutes a Union consisting of a Chairperson, Vice-Chairperson (Female), General Secretary, Magazine Editor, Two University Union Councillors, Two Lady Representatives, Arts Club Secretary, Class Representatives and a nominated Sports Secretary.
- The elected representatives work together with the teacher advisor within the framework of a constitution to provide a means for student expression and assistance in the college's affairs and activities.
- The Students' Union is consulted in every major decision regarding student activities.

The Union conducts various academic and cultural programmes and plays a vital role in sensitizing students on issues like Anti-Ragging, Say No to Drugs campaign, Gender Sensitisation, Equal Opportunity to Students etc. Moreover, the Union also helps in grooming students to participate in the University Youth festival and other intercollegiate competitions.

The important events organized by the Students Union are:

- College Arts Festival
- College Sports Day
- College Day
- Observation of Festivals of National relevance
- Publication of the Annual College Magazine 'Vidyasangraham'

Student Representation

Adequate student representation in various committees and bodies provides ample opportunities to articulate their suggestions. They are given possibilities to experience quality assurance which fosters the student-faculty-community relationship. The NCC and NSS units of the college are dynamic student organisations that function entirely under the leadership of the students.

Students are also selected to occupy leadership roles in Electoral Literacy Club, Quiz Club, Debate Club, Literary Club, Entrepreneurship Club, Creative Arts Club, Campus Lens, Nature Club, Red Ribbon Club, Civics Club, Anti-Narcotics Club and Jyothis (Women Students Association).

Representations in Academic and Administrative bodies/ Committees of the institution

Student representation is ensured in major statutory and regulatory committees of the college in its academic and administrative functioning, which is a step to ensure that the students are trained in the right kind of leadership in various spheres and are competent to approach problems in life with an innovative vision that will make them worthy citizens.

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

5.3.3

Average number of sports and cultural events / competitions organised by the institution per year

Response: 33.4

5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.

2021-22	2020-21	2019-20	2018-19	2017-18
49	26	34	33	25

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1

The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

Response:

CMS College enjoys the opulence of wealthy alumnae who contribute significantly to the institution's progress and legacy. The ways of its practice are manifold and have found success in flourishing an illustrious index of a productive network of spirited and enthusiastic allies. The nuances of every step of the institution's progress are celebrated at a get-together on January 26 of every year as "Vidyasouhruddham". The departmental chapters of the alumni and the College Alumni Association jointly catalyse the holistic development of the college.

Alumni Contributions

The alumni have initiated several ventures to channel funds by actively participating in projects intended to elevate the college through financial and non-financial means. The alumni occupying esteemed positions in academic institutions, research organizations and corporate enterprises as well as in political and administrative fields visit the college to induct and inspire students as they exemplify the vision of the institution of imparting quality education and empowering students as agents of transformation.

Financial

The college strategically focuses on receiving and establishing funds from our alumni. The institution collaborates with them to extend financial support to enhance the organizational goals of sensitizing meritorious students facing financial barriers with scholarships, freeships and endowments.

- Instituted a cash prize of 1 lakh rupees each for the best outgoing UG and PG student, one of the highest academic brilliance cash awards provided by any regional college.
- Bicentenary and Askwith scholarship instituted for the financial welfare of academically well students.
- Alumnae members of the American Chapter sponsor scholarships and incentives under the name "US Chapter".
- Endowments in the names of illustrious mathematicians and physicists are all part of the laurels of the CMS abode.
- During the COVID-19 pandemic, digital devices were distributed to the needy and deserving students as an undertaking to fill the digital gap.
- Students, with the support of alumni, volunteer to prioritise their social commitments at the vanguard. "Rakshathuruthu" was a cumulative initiative by the students, aided by management and alumni, to support the rescue mission from the 2018 floods in Kerala.
- Offered logistic support for various curricular and co-curricular programmes and activities

Non-financial Support**Administrative Support**

As the benefactors, alumni offered copious effort in building programmes beneficial to students to cater to their curricular and co-curricular necessities. The members have critical representation in IQAC and other major management forums. One member of the Board of Studies for each of the departments is reserved for a subject expert from the alumni to ensure the voice of the stakeholders. The cultural and media contributions are in abundance, along with the alumni's aid in the training and placement of student ensembles.

Academic Support

- Alumni have been munificent in organizing webinars, workshops, talk series as well as liasoning.
- The alumni made a profuse contribution to making the stone and relief sculptors a cultural and artistic extravaganza.
- National award-winning director Jayaraj, a prestigious media culture alumnus, offers internships to aspirants.
- IT sustainability of the institution remains a prerogative of the alumni.

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

5.4.2

Alumni financial contribution during the last five years (in INR).

Response: A. ? 15 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Response:

CMS College, Kottayam, established in 1817 by the Church Missionary Society, England, has a history of over two hundred years and has been accorded special Heritage Status by the UGC. This pioneer institution in Kerala endeavours to live up to its motto 'Thy Word is Truth' which inspired its founding fathers to 'enlighten the populace of this region'.

Vision: The CMS College shall be a centre of excellence for imparting value-based liberal education aimed at promoting inclusive and holistic growth of the learner with a thrust on real-time needs.

Mission: To dispel the darkness of ignorance and achieve excellence by imparting quality education through teaching, learning, research, and extension activities thereby inculcating values of integrity, justice, and compassion to keep alive the missionary zeal of the founders. To empower students as agents of transformation and equip them to face local and global challenges.

CMS College has been founded with the vision and mission to be a temple of academic excellence for imparting value-based liberal education aiming at national, social, and individual development. Through a plethora of student-centred activities and strategies, we strive to mould our young men and women as competent, committed, and compassionate individuals in society and to emerge as true nation-builders.

The College is the first to give a **modern system of higher education** and stands exemplary in being the first to provide education to **women students**. In par with its vision and mission, the College was the first to initiate into action and continues to provide liberal and quality education to all the sections of society, irrespective of any differences.

The **participatory and decentralized governance mechanism** ensures the participation of **The Board of Management** comprising the **Managing Council, the Governing Council headed by the Bishop of C.S.I Madhya Kerala Diocese as Manager-Chairman and Academic Council, Finance Committee** led by the **Principal**. The **College Council**, with the Principal as Chairman, Heads of all Departments, and elected representatives of the staff discuss all programmes and take major 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** involving them in all major activities of the college. The college ensures transparency, democracy, participation, sound organizational setup, and accountability in its functions while maintaining quality in its academic and administrative units.

The **Strategic Plan of 2015-2030** to elevate the college to a university was prepared in tune with the vision and mission realizing institutional, research, infrastructural, and academic excellence by 2030.

The Board of Management including the **Management Council** which heads the hierarchy of the major decision-making bodies of the college followed by the other important councils including the **Governing Council, Academic Council and Board of Studies** is composed of teachers. IQAC which monitors academic excellence and coordinates quality matters of the institution is headed and led by teachers. **Representation of teachers** in statutory bodies like **ICC, Research Council, Anti-Ragging, Discipline, Grievance Redressal, and Examination Committee** ensures teachers' active participation in making decisions.

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

6.1.2

The effective leadership is reflected in various institutional practices such as decentralization and participative management.

Response:

The effective Leadership is reflected in various institutional practices such as decentralization and participative management as given below:

The Management Council is the top council responsible for formulating governance and general policies, as well as important financial and development decisions.

The Governing Council is the highest decision-making body responsible for the overall governance and administration of the college. The primary responsibility of the Governing Council is to oversee the college's strategic direction, policy formulation, and financial management.

Academic Council & Board of Studies is responsible for overseeing the academic affairs of the college. The primary responsibility of the Academic Council is to ensure that the curriculum and academic programs offered by the college meet the standards set by the University Grants Commission (UGC) and other relevant regulatory bodies. It also develops policies and procedures related to academic matters, such as admissions, examinations, grading, and degree requirements.

Academic Council and Board of Studies frame/revise/approve the Curriculum and Syllabi of existing and new programmes, make regulations for admission, suggest methodologies for innovative teaching and evaluation techniques and coordinate teaching-learning activities.

College Council is empowered to consider and report on cases of discipline referred to it by the principal. It is responsible for ensuring that the college provides quality education to its students and maintains high standards in all aspects of its functioning.

Heads of Departments are senior faculty members who are responsible for the management and

administration of their respective academic departments. They are appointed by the principal of the college based on their qualifications, experience, and expertise in their field of study.

IQAC coordinator is responsible for ensuring that the institution meets the quality standards set by regulatory bodies and provides quality education to students. The IQAC Coordinator works closely with the College Council, the Heads of Departments, and other faculty members to achieve these goals and to ensure the overall development of the institution.

The college's **Finance Committee** ensures efficient financial management. Budgeting, financial reporting, investment management, internal controls, and risk management are its responsibilities.

The Controller of Examinations develops policies, evaluates, and publishes exam results. Their work ensures fair, transparent, and efficient examinations. Deputy Controllers assist CoE.

The college's **Building and Maintenance Committee** plays a vital role in ensuring that the college's physical infrastructure is safe, functioning, and conducive to study. Infrastructure planning, building and renovation, maintenance, safety and security, and sustainability are among its functions. **The bursar**, as the management's representative, will oversee the committee's operations.

The Admissions Committee oversees the fair and transparent admissions process. The committee sets admission criteria and chooses candidates. Administrative and departmental faculty make up the Admission Committee. The committee and college administration work together to streamline the admissions process.

Students Union is a representative body of students. It is an elected body comprising students who are selected through a democratic process. The primary objective of the Students Union is to represent the interests of the student community and to foster a healthy academic environment in the institution.

File Description	Document
Any additional information	View Document
Link for strategic plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional Strategic / Perspective plan is effectively deployed

Response:

CMS College Kottayam's strategic plan was developed in consultation with stakeholders, including

academics and specialists. After assessing the institution's strengths, weaknesses, opportunities, and threats and consulting with its key stakeholders, **the Strategic Plan 2015–2030** was created.

The College's Strategic Plan 2015–2030 aims to upgrade the institution to a university through six major thrust areas or pillars. These include **autonomous college status, innovative academic system, human resource development, research excellence, outreach and marketing, and infrastructure development**. The Strategic Plan 2015–2030 is the institution's roadmap to achieving its vision and goals. Our 2016 strategic plan made us autonomous. We're almost done improving the college's National Rankings. Between 2020 and 2022, our NIRF ranking improved from 93rd to 81st. The college expects a top-50 ranking next year.

Activity successfully implemented: Infrastructure Development.

To become a university, the college's infrastructure must be significantly upgraded to meet global standards. Though definitely complicated, CMS College decided to upgrade its building, furnishings, electricity, water, food, sanitization, networking, and connectivity to meet future needs. The NAAC peer team's third-cycle recommendations have greatly improved the college's infrastructure, including:

1. The college office, examination and admissions system, and irrigation have all been largely automated.

- New Academic Block: RUSA funded classrooms with 5942 sq.ft was newly built. The building is disabled friendly with disabled friendly toilets for both boys and girls.
- New facilities including the Educational Theatre, RE Newton Centre, and Neve Square help the institution's benefactors grow as individuals.
- The college's heritage buildings have been renovated without harming the original architecture.
- The entire campus has been equipped with ramps to make it accessible to the disabled.

2. Partial Self- sufficiency in energy: Solar panels provide 35% of the college's electricity. We have two generators and a substation. Any upgradation in the energy level is possible as we have high tension energy connectivity. We are proud to say that we have reached the saturation point.

3. Self-sufficiency in water resources. The College boasts the finest water in town. 5 wells and a good well-recharging system. Our automatic irrigation and water purification systems are proud upgrades.

4. We have a centralised kitchen. Modern canteen facilities for around 300 people are being built.

5. Updated library: Collins Library is updated. Automated entrances, disabled-friendly ramps, a reading room with new book racks and cubicles, a lift, and a reference room, computer access point for e-resources are upgrades. Our computers and digital resources are Wi-Fi. We have MG University library e-resources, which few colleges have. British Council library e-resources boost digital resources. The library has Turnitin which promote academic integrity, deter plagiarism and improve student outcomes.

6. We made the campus a botanical garden for academics. Art installations can help build multi-sensory learning environments. These installations help students understand and remember difficult concepts by engaging them in multiple ways. Students may improve creativity, empathy, and critical thinking through connecting with each other and the exhibit. Aesthetics greatly influences emotional, cognitive, cultural, and social development. Murals, reliefs, and stone sculptures shaped the college's

pedagogical system.

File Description	Document
Link for Strategic Plan and deployment documents on the website	View Document
Link for additional information	View Document

6.2.2

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

Response:

The Organization Structure and functions:

The institution's **management council** oversees all operations. It also develops strategic plans for institutional infrastructure, teaching, learning, and research quality. The CSI Madhya Kerala Diocese Bishop manages it. He hires and promotes people. The college Bursar heads the building maintenance committee and represents management. The institution's Principal follows the Management Council's orders in compliance with government and regulatory agency regulations. Vice-Principal assists in these matters.

The Governing Body approves programmes and budgets. It grants scholarships, endowments, fellowships, awards, and regulates co-curricular and extracurricular activities. Finance and purchase committees oversee the institution's finances.

Academic Council and **Board of Studies** create/revise/approve curriculum and syllabi, set entrance requirements, suggest innovative teaching and evaluation methods, and coordinate teaching-learning activities.

College Council comprises heads of the various departments, who meet regularly to formulate policies and decide the various activities of the college.

Senior faculty members run academic departments as heads of departments. The college principal selects them based on their qualifications and experience.

Principal and IQAC Director lead the college's IQAC. The IQAC oversees academic, administrative, and infrastructure development and quality assurance at the college.

The college's **Finance Committee** ensures efficient financial management. Budgeting, financial reporting, investment management, internal controls, and risk management are its responsibilities.

The Controller of Examinations develops policies, evaluates, and publishes exam results. Their work

ensures fair, transparent, and efficient examinations. Deputy Controllers assist CoE.

The academic structure of the college consists of the **Admission committee**, HoD, teaching faculty, Controller of Examinations, Exam committee and Pass Board. Day to day students' affairs are managed by the Discipline committee, Anti-ragging, ICC, Grievance redressal cell and placement cell.

The college is a research centre for various disciplines. It comprises a **Research advisory board**, headed by the Principal, and coordinated by a research coordinator. An Ethics committee also functions as a part of it.

Office administration comprises the administrative staff who are in charge of the institution's academic and official matters.

The functioning of the institutional bodies is effective and efficient as visible from:

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; and the institution manages the HR Development. 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 in excellent teaching-learning process and effected outstanding student outcomes in terms of Pass Percentage, Placements, and Progression to Higher Studies, the number of Students clearing Competitive Examinations and Research Scholars being awarded PhD degrees.

2. Policies

The college has well-formulated policies on Quality, HR, Research, Student Support and Welfare Measures, IT, Infrastructure etc. and a well-defined code of conduct, published on the college website. The feedback analysis reports are employed for the review and revision of policies and strategies. The well- structured policies ensure systematic functioning and uplift the quality of the institution.

File Description	Document
Any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Link for additional information	View Document

6.2.3

Implementation of e-governance in areas of operation

1. Administration

- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format	View Document
ERP (Enterprise Resource Planning) Document	View Document
Link for additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

The College has adopted certain effective measures to ensure the welfare of its teaching and non-teaching faculty towards career development. While promoting intellectual and professional development, it also caters to the financial needs and health concerns of its members. The teaching faculty are encouraged to make academic advancements while the non-teaching staff update their administrative skills to optimize their potential.

Welfare Schemes

Education

- Encouraging aided faculty for FIP/UGC Research Fellowships.
- Freedom to organize national/international workshops/conferences.
- Leave to attend FDP/ Short term courses/Summer School programmes/workshops/Seminars/Conferences in National and International Universities.
- **Periodic training/workshops/seminars/ orientation programmes** for attaining professional development.
- Computers, laboratories, dedicated space (department, cubicles), journals, and materials for research.
- **Computerized Digital Lab.**
- A wing of the Mahatma Gandhi University research centre within the campus.

Medical

- ESI benefits for Self-Financing and non-teaching staff.

- Maternity Benefits for women employees.
- **Free Covid Vaccine Drive** for staff and students.
- Organizing Health Awareness Camps for teaching and non-teaching staff.

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.
- Co-operative society provides books, photocopying and other stationary at subsidized rates.
- Financial assistance to attend conferences/workshops/seminars
- Seed money to apply for research grants.

Financial Incentives

- Yearly Increment is given to self - financing faculty members for research publication in peer reviewed and H/Indexed journals.
- Festival allowance and increment of Rs.1000 yearly for Self - financing faculty and temporary Non-teaching staff
- The promotion of Self-financing faculty is done according to UGC norms.

Awards

- Special Award to teaching faculty for innovative practices.
- Certificate of appreciation to Research supervisors whose scholars have successfully completed Ph. D.

Other Benefits/Facilities

- Annual tours, retreats, and orientation for teaching and non-teaching staff.
- Common celebration of festivals and National Days.
- Free Wi-Fi and email addresses using the institutional domain name.
- Hostel facilities for teaching and non-teaching staff.
- Auxiliary services including Post office, ATM, and SBI Bank provided within the premises of the campus.
- Regular meetings conducted by the Fellowship of retired teachers.
- Annual alumni meet (**Vidyasauhrudam**)
- Award distribution for outstanding performance – alumni.
- **IGNOU Study Centre**
- Retirement functions conducted by **FOCCUS** (Staff Association), **USHUS** (Lady Teachers' Association), **Non-teaching Staff Welfare Association**, and College Management.
- **Education Theatre**
- Recreational activities for physical and mental health.
- Maintenance of green and pollution-free campus to aid health and overall well-being.
- Gymnasium.
- Canteen and kiosk facility at subsidized rates.
- Free car parking.
- Staff discussion rooms.

- Twenty-four-hour security and CCTV camera surveillance.

Avenues for Career Development

Teaching Staff

- Promotion based on API based PBAS system.
- Performance appraisal for career progression in place.
- Training programmes for NSS and NCC Programme Officers.

Non-Teaching Staff

- Employees are selected and promoted to a particular grade on the basis of one's qualifications, performance, and work experience.

File Description	Document
Any additional information	View Document

6.3.2

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

Response: 23.09

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

2021-22	2020-21	2019-20	2018-19	2017-18
45	0	78	0	49

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.3

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

Response: 12.2**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
12	15	7	15	12

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Institutional data in prescribed format	View Document
Link for additional information	View Document

6.3.4**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).****Response: 42.73****6.3.4.1 Total number of teachers attending professional development Programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
135	65	53	48	22

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Institutional data in prescribed format	View Document
Link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal and external financial audits regularly

Response:

CMS College Kottayam has made a good financial and accounting system with good ways to keep track of money and hold people accountable. The institution conducts **external and internal audits** for both government and non-government funds regularly. The management appoints separate auditors for internal and external audits in order to produce accurate and thorough disclosure of the financial results and to correlate performance and productivity with financial information.

1. The management-appointed internal auditing team checks management policies and accounting guidelines annually. They check vouchers, receipts, cash books, asset registers, etc. Objections must be resolved within the timeframe. Self-finance accounts are concurrently audited and corrected as needed.

2. External Audit:

- **Statutory Audits by the Chartered Accountants** are conducted annually by the Chartered accountants duly appointed by the college
- **Government Audits:** by the Accountant's General's Office, Trivandrum; by the Directorate of Collegiate Education, Government of Kerala
 - **External Audit by Account General (AG)** are conducted periodically. DCE, Govt. of Kerala verify the utilization of funds received from the Central and State government agencies like grants from UGC (Minor/Major Research Projects, National Seminars etc.), RUSA, CPE, Autonomy Grant, DST-FIST, SERB, DBT, Higher Education Department, KSCSTE and KSHEC.
 - **External Audit by Directorate of Collegiate Education (DCE), Govt. of Kerala:** conducts every year and analyses all the registers and accounts of the college. They scrutinize and verify Cash Book, acquaintance of teaching and non-teaching staff, SC/ST/OEC acquaintance, E-grants Account, Caution Deposit and Fee receipts.
 - **External Audits for UGC Funds** are conducted at regular intervals. The college conducts external financial audit for all the grants received from UGC.

Audit Objections and Rectifications:

The audit objections are rectified by the accounts department and a report with explanation is submitted to the Finance Committee. The Action Taken Report is also sent to the auditor for final approval.

Result of Financial Audits:

- A perfect and effective Internal Control System is placed to monitor the financial transactions on concurrent basis.
- Effective measures are taken to improvise the existing system and it ensures that books of accounts are maintained properly.
- Financial information on expenditures is analysed against productivity/performance data Internal

Control System is periodically monitored by External and Internal Auditors.

- Internal and External Audit control is placed with strong suit to screen the Assets of the Institution and also testify to its transparency in financial matters.

Role of Finance Committee and Planning Board:

Finance and planning board meetings make major financial decisions for the college. Finance committee discussions resolve audit objections. After the academic year, the committee presents the annual budget. Thus, it follows UGC, central, and state economic policies.

File Description	Document
Link for additional information	View Document

6.4.2

Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)

Response: 121.17

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

2021-22	2020-21	2019-20	2018-19	2017-18
31.79	40.16	22.11	9.23	17.88

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3

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

Response:

The college has a well-defined **Financial Policy** for mobilization of funds and its optimal utilization. The annual financial planning is done and financial decisions are taken by the Planning Board, Finance Committee and the Management Committee, employing the tools of **Annual Budgeting, Financial**

Review Meetings, Internal Auditing and CA Auditing.

Planning Board has the responsibility of assessing, planning, implementing and supervising the fund mobilization activities. The **Finance Committee** prepares a comprehensive Annual Budget taking into consideration the **Developmental needs, Requirements of the College Community, Optimal utilization of Resources and Recommendations of Audit Reports.** The draft Annual Budget prepared by the Finance committee, is presented to the **Management Committee** for approval with necessary modifications.

Mobilization of Funds

- 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 contributions from sponsors are mobilized for various special occasions.
- The contributions from alumni and philanthropists are also a source of funds for the college.

Optimal Utilization of Funds:

The college utilizes funds for:

- 1.New Infrastructure Development and Infrastructure Maintenance
- 2.Salary
- 3.Procurement and maintenance of Equipment
- 4.Conducting Seminars, Workshops, Endowment Lectures and intercollegiate events
- 5.Student Support (Scholarships, Fee Concessions and Freeships)
- 6.Conducting Extension Activities
- 7.Sports Promotion Activities
- 8.Cultural and Academic Activities
- 9.Library Expenses
- 10.Examination Expenses
- 11.Seed money for Research; Financial support to attend conferences, travel grants and to attend FDPs and Support for memberships in Professional Bodies.
- 12.Financial support is provided in terms of loans, medical expenses and fee concession of wards of administrative staff.

Conclusion: Initiatives taken

The Principal, Bursar, and Finance Officer make up the Finance Committee. It plans fundraising strategies. It scrutinizes consumption monitoring and control. It also examines audited source statements and academic year funding. The governing body must approve other regular sources, specific demands for campus permanent constructions, and additional capital expenditures. The finance committee budgets for the academic year based on department, student, research unit, infrastructure, and office needs. The governing body votes on the budget. The committee approves budgeted fund-raising and use. The bursar, CFO, and principal closely monitor income and expenditure. ERP helped the college purchase properly. The purchase committee helps define and oversee college purchases with checks and balances. The

college tracks department and unit spending. The proposal usually considers unbudgeted but special-permission fund requirements.

File Description	Document
Link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)

Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

IQAC plays the vital role in initiating, planning and implementing various qualitative strategies within the institution. From organising workshops, conferences, feedback analysis, accreditation and ranking, MoUs, promotion guidance, etc., it encourages, modulates and ensures regular evaluation of academic and co-curricular activities. The college with its IQAC wing has implemented certain effective practices that ensure the continual enhancement of the teaching-learning strategies as well as the holistic growth of the institution as a centre of excellence. Two such practices that have been institutionalised include:

1. Decentralized Digital Documentation System

The college's plan to switch over to a Digital Documentation System in the institution for a systematic and regular institutionalized documentation process has been successfully implemented by the IQAC wing. This has helped tremendously during the pandemic time. Beginning from marking the attendance of the students to collecting and storing data containing credentials of departments, committees, teaching and non-teaching staff and students, every documents are uploaded and automated, thus making a **systematic, decentralized documentation system**. This e-filing system, **CMS EDUWARE**, helps in the easy processing of NIRF, AQAR, DSAR data reports and provides central, streamlined data and document access to IQAC. The software was incorporated into the existing **ERP** of the college, giving individual login access to all and employing existing basic institutional data. This helps in the easy access and retrieval of documents and information.

Faculties, HoDs, members of various Committees and IQAC can access, add and modify data and documents. Rights and permissions have been set and granted so that only authorized users can view, add, delete and modify respective records. IQAC office can access and utilize all the data entered by faculty, HoDs, students and coordinators of various committees and associations. Faculty achievements like details of Publications, FDP, PhD, Guideship and student achievements like Internships, Progression, Placements, Scholarships, NET/JRF awards, Laurels, etc. are digitized and documented

thereby providing web-based easy access and effective monitoring system.

2. Introduction of Outcome-Based Education and Syllabus Revision

Outcome Based Education (OBE) implemented to enhance collaborative performance in the teaching-learning environment facilitates quality input in academics to generate the best outcome in terms of the learning experience. It aims at generating career options for students apart from providing them with opportunities for higher education. As part of implementing OBE, syllabus revisions have been conducted at both the PG and the UG levels. The entire syllabus of each department was mapped based on **Graduate Program Outcome (GPO), Program Specific Outcome (PSO), and Course Outcome (CO)**.

Several rounds of discussions and workshops initiated by the IQAC as part of the curriculum revision include a **Two-day workshop on Curriculum Design** organized on April 2017 which meant to introduce the concepts of OBE to the faculty. IQAC in association with Teaching Learning Centre, IIT Madras organised a three-day **Faculty Development Programme on Outcome-Based Teaching** on March 2019.

The Undergraduate syllabus was revised based on OBE in 2018 and the Postgraduate in 2019. The postgraduate syllabus revision was based on the **Curriculum Revision Workshop held on November 2018**.

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

6.5.2

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

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC plays a pivotal role in monitoring **ICT enabled, outcome-based, student-centric and holistic methodologies of the teaching-learning process**. All the activities and programmes of the college are done in accordance with the calendar published by the IQAC. There is adequate representation of students in the IQAC and their valuable feedback are taken into consideration while

structuring any activity.

Teaching-Learning Review:

- The **Department Self-Assessment Report (DSAR)** for 2021 and 2022 is submitted as the result of an **Academic Audit**. It sheds light on the status of every department in terms of its strength, weakness, opportunities, and threats. The report and scorecard are released for every department for analysis and improvement.
- **Feedback forms** are circulated to the students to evaluate the performance of teachers, curriculum, etc., and the suggestions are taken very seriously by the academic council. **Curriculum feedback** is also taken from the stakeholders. **PTA meetings** held by the departments review the performance of each student which helps in the improvement of the teaching-learning process.

Reforms:

1. Introduction of Online Education and Examination

Early implementation of **online education** eased the teaching-learning process during the pandemic time. Several workshops and brainstorming methods were done on finding the scope and effectiveness of the online teaching-learning process which brought about a paradigm shift in the way teachers and students viewed this ab initio. The IQAC wing organized **Faculty Development Programmes** to empower the faculty on **Infrastructure Enhancement, e-Content Development, MOOC, and Outcome-Based Education**.

All classrooms and seminar halls were converted to ICT-enabled/**Smart Classrooms**. E-Content development and delivery augmented using **Light-board classrooms** with more than 200 Video Lectures by teachers in English and Vernacular are made available. Intensive implementation of Learning Management System/**Moodle** to support the Teaching-Learning Process. The college adopted **MOOC courses as value-added programme** thereby encouraging students to complete the course with the help of education centres like Oxford, Cambridge, and Yale to gain certificates and additional credits for the same along with their degree.

Examinations were effectively conducted via online mode. A transparent mechanism for evaluation and uploading of marks in the college portal is instituted whereby any grievance relating to the mark could be directly addressed by students and necessary modifications will be added to it.

2. Evaluation of Learning Outcomes

- The undergraduate and postgraduate syllabi of the departments are prepared based on **Outcome Based Education**. The various topics in the syllabus are mapped to the particular **Course Outcomes** which are further mapped to **Program Specific Outcomes** and then to **Graduate Program Outcomes** for both UG and PG separately.
- The awareness given regarding this at the beginning of a Course gives a positive direction towards the methodologies to be adopted in teaching and evaluation.
- The mechanism for the **evaluation of Learning Outcomes** starts from the preparation of the question paper for a particular course. The marks obtained for every question are then accounted for and the corresponding attainment of course outcomes are evaluated which finally helps to

measure the attainment of PSOs and GPOs.

File Description	Document
Any additional information	View Document

6.5.3

Quality assurance initiatives of the institution include:

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

Response: All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste web link of Annual reports of Institution	View Document
Link for additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

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

Response:

CMS College constantly strives to support and empower women's education and construct a gender-inclusive educational institution. It is one of the first higher education institutions in India to admit women students from the year 1917 and continues to maintain its focus on gender-inclusive education. Presently the female students consist 63.2% and female teachers consist 58.4%, which significantly outnumber the male students and staff.

Curricular:

Out of 893 courses offered by the college in various disciplines of study, there are **6 courses** dealing exclusively with gender and another **120 courses** which include discussions on issues related to gender. There were several **research projects** undertaken by the PG and UG students centred on the issues of gender.

Women's Studies Centre:

The Centre aims at promoting a gender inclusive society by sensitising the college community to issues of gender. The centre has conducted seminars, workshops, lectures by professionals on legal awareness, health issues, for the women students and faculty.

The centre has conducted a research project, collaborating with Brunel University, UK and the British Council, titled "**A Research Study to Further Gender Equality in Higher Education in India**"

Ushus is the fellowship of female teachers. It aims to provide a common forum to raise their concerns and troubles related to their working conditions. Celebrations and awareness programmes are organised regularly.

Infrastructure:

The institution is equipped with constant surveillance through **CCTV cameras and security personnels** to ensure the safety and security of the female students and teachers. The college provides **common rooms and restrooms** for female staff and students which are equipped with sanitary napkin vending machines and incinerators for the proper disposal of sanitary napkins.

Accommodation facilities are provided to its female students from distant places. Two hostels are functioning in the college accommodating 250 Students. The students are provided with food and accommodation at a subsidised rate.

Co-curricular:

The female students are encouraged to actively participate in the **sports and cultural activities and competitions** organised by the college. The students have managed to win several accolades.

Statutory Committees:

Internal Complaints Committee (ICC) functions from the year 2016, as per the University Grants Commission (Prevention, prohibition and redressal of the sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.

<https://cmscollege.ac.in/internal-complaints-committee-icc/>

Anti-ragging Cell is constituted under the UGC regulations of Curbing the menace of ragging in Higher Education Institutions, 2009. The aim of the body is to eliminate ragging in all its forms.

<https://cmscollege.ac.in/anti-ragging-cell/>

Student Welfare Committee aims at ensuring the effectiveness of the student welfare programmes and thereby producing a productive space for every student alike.

<https://cmscollege.ac.in/student-welfare-committee/>

Equal Opportunity Cell functions to construct and ensure an inclusive learning environment in the campus with respect to class, caste, gender, disability and socio-economic conditions.

<https://cmscollege.ac.in/equal-opportunity-cell/>

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

7.1.2

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

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

Response: B. 3 of the above

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

7.1.3

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

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

Response:

Being the recipient of the Green Champion Award, CMS is proactive in its commitment towards a cleaner environment and preservation of the biota with strategies which are not short sighted, but rooted in a heritage of two hundred years to make responsible progress in sustainable development. We adhere to our mission statements and to the one with regard to optimum utilization of resources for the benefit of the society to help people visualize what a sustainable future would look like.

The waste management in the campus is carefully and efficiently done by adopting and successfully implementing sustainable practices. The collection, segregation, and disposal are managed through various techniques leading to a zero waste campus. There are many ways to be involved and make a difference, and a chief initiative is a **plastic-free campus** as a precaution to protect the planet. Colour coded bins are kept at every corner of the campus to segregate the waste as degradable and non-degradable. 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 different departments and several corners of the College. Vermicomposting technology is used at the hostels to dispose of kitchen and food waste. **Dry leaves Compost** is created in the campus adopting the Thumboormuzhi Model Aerobic Composting Technique from plant materials such as grass, dry leaves, or vegetable leftovers which are decomposed and used as manure for organic farming in the campus. The dry leaves compost for effective waste management is one of the most rewarding green practices as once decomposed, they are extremely beneficial to the soil. Leaves, easily turned into protective mulch, soil-enhancing leaf mould or rich compost, are in turn used for organic farming. We promote organic farming for maintaining the ecological balance, in addition we provide add-on courses with hand-on training to instill in students the value of an eco-friendly pollution free environment.

The liquid waste generated in the campus in the sewage, laboratory, hostel and canteen are treated and used in the garden. Regarding the disposal of electronic waste, an **MoU is signed with the Clean Kerala Mission (CKM)** to collect non-degradable waste materials and to dispose of them carefully. Some of the

waste management practices we follow in the campus are as follows:

- Campus/Dept waste segregation
- Campus/Dept wise waste audit
- Reduction in waste, month-on-month
- Set up compost pit for recycling waste
- Ban plastic use in the campus
- Ban flexi banners (Only cloth banners to be used)
- Paperless work – use of email, WhatsApp for communication

The 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 in the campus contributes to the wider growth of renewable energy by taking a visible step towards a tangible way to lower the carbon footprint and reduce greenhouse gas emissions.

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

7.1.4

Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

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

7.1.5

Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6

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

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

Response: A. Any 4 or all of the above

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

7.1.7

The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**

5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document

7.1.8

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

Response:

From its inception in a caste-ridden society in 1817, CMS College strives to develop an inclusive educational atmosphere and constantly endeavours to construct a campus that inculcates the importance of inclusive learning.

The institution strictly adheres to constitutional reservations. Students from marginalised communities are given academic support and actively attempts to uplift them through scholarships, remedial classes, free coaching and career guidance.

Emphasis is given to co-curricular and extra-curricular activities motivated at enhancing the career and economic possibilities of the students. Under the guidance of the Botany dept, activities like Polyhouse-organic-farming (Jaivam-2k18), paddy cultivation and apiculture are undertaken, which would enhance the capabilities of students aiming to choose careers in agriculture, providing them with enhanced economic perspectives.

Bridge Project under the NSS unit of CMS college is set up to provide financial assistance to deserving students.

‘Snehavedu’ Project aims to construct houses for students from extremely challenging conditions and has presently completed two houses.

To maintain regional diversity, the institution accommodates students from different parts of India. There is a significant number of students from **Lakshadweep**, a diverse population of students from the various regions of Kerala, especially from Malabar and the high-ranges of Idukki, where there are inadequate higher educational institutions. To accommodate these students, the college operates two

hostels for female and one for male students.

NSS volunteers attended the **National Integration Camp** at Shimoga, Karnataka, which was successful in integrating students from various regional backgrounds.

The college provides an inclusive environment for various linguistic communities. The institution is one of the few colleges in which Syriac is provided as an optional course. **National Mother Tongue day and other language days** are celebrated to underline the importance of regional languages and various linguistic communities. Major religious and communal festivals like Onam, Christmas and Eid are celebrated.

Santhwana counselling centre provides students the opportunity to meet and engage with a trained psychologist. It also undertakes mental health awareness programmes. Equal opportunities cell creates awareness on governmental schemes available to disadvantaged communities.

Centre for Disability Studies, inaugurated in 2021, aims to foster academic and pragmatic developments thereby constructing an inclusive and disabled-friendly educational space. The challenge the college faces is that it functions in buildings having heritage status, and making modifications to these historical buildings to convert them into disable-friendly, inclusive spaces. Yet, the college has successfully converted 70% of the classrooms to become disabled-friendly, by constructing ramps and handrails, making them wheelchair accessible. This has led to an increase in the number of disabled students opting to join the college.

The college constantly endeavours to create cultural spaces within the college to enhance students' creative faculties. The educational theatre with state-of-the-art audio-visual facilities is used to organise film festivals, screenings, and workshops. Our students have won several awards for their film productions. The college is adorned with murals and relief sculptures depicting its heritage. Sculptures by the likes of globally acclaimed sculptor K S Radhakrishnan are installed on the campus, emphasising the institution's engagement with art and culture.

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

7.1.9

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

Response:

Responsive to the social times, CMS College has been ubiquitous in its commitment towards the

institutionalisation of social order. Creating effective strategies to sensitise the students and employees have become a continual process since 1817 through the lens of national service. Nurturing the centuries old legacy of social reformations the CMS missionaries brought about in Kerala, fosters a sense of belonging to the society in every generation to become responsible citizens. The college has a tangible framework to create awareness in curricular, co-curricular and extra-curricular facets with clear objectives towards a more equitable and inclusive environment.

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, the college uses Turnitin to empower academic integrity. In addition to the interdisciplinary approach in disseminating human rights education in curriculum, lectures, workshops, symposiums and seminars on gender sensitisation, women empowerment, etc. are organized often to sensitise and motivate the youth at the grass root level.

Students get practical training guided by the NCC and NSS coordinators in and around the district to give an indigenous orientation of human rights at the community and national level. The adopted villages 'Pongalakkari' and 'Kariyil' colony have provided a solid foundation for engaging students in civic concepts by providing a lifelong learning perspective and supporting deeper linkages between different policy areas such as youth policies, rural development, child development, poverty reduction, etc. The setting up of mangrove forests, food packet distribution, blankets for elderly through 'Blanket of Warmth' project, 'Kuttikoottam' for children, Covid 19 relief activities equip the students to furthering the activities as global citizens.

The College has created and emplaced a distinctive system to showcase what effective citizenship entails from campaigning to voting to sorting out issues democratically in a non-discriminatory manner through different statutory and non-statutory bodies. The students undergo intensive hands-on training through various clubs to become better decision-makers. Socially and politically charged street plays, awareness spreading flash mob, cleaning drives of public places, chlorination of wells after the flood, 'Oppam' project for holistic development of teens and youth are some of the unique initiatives to support and serve the community. In collaboration with **SVEEP**, NSS unit of CMS college organized several programs in order to increase the polling rate in Kottayam district. Special camps like 'Sukrutham', Anti-Drug rally, youth parliament, eye donation campaign, short films, vote-vandi, 'Kanal' programme providing counselling and legal awareness to women generate a social commitment in the college community.

The college has always been successful in propelling its resources for various environment programmes such as cleanliness and plantation drives, and sensitising the students in their role in guarding the natural ecosystem through polyhouse organic farming, setting up of biodiversity park and herbal garden, paddy cultivation mission, etc.

File Description	Document
• Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document
Any other relevant information	View Document

7.1.10

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

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

Response: A. All of the above

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

7.1.11

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

Response:

Being a multicultural and ethnically diverse community, CMS as an academic institution acknowledges the plurality by encouraging and promoting racial tolerance and community cohesion through celebrating important national, international days and festivals. Such events are instrumental in expanding community engagement with focus on regeneration, community involvement and empowerment. 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.

Becoming increasingly aware about pollution, resource depletion and environmental degradation, various environmental awareness raising programmes are organised on important days with distinct initiatives like ‘**Azhukkil Ninnu Azhakilekku**’, Haritha Kerala Mission to explore ways of moving beyond.

There are many marked days that are celebrated at the College like **World population day, National Voluntary Blood Donation Day, World Disability Day, International Day against Drug Abuse and Illicit Trafficking, International Day of Sign Languages, International Day of Elderly People,**

International Day for the Elimination of Violence against Women, Nirbhaya Day to foster empathy. **Women's day** celebrations organised by the Women's Study centre fosters awareness of women's issues and the disability study centre is also pivotal in spreading awareness among students.

The institutional framework of democratic engagement shape the political identity of students by observing **Kargil Vijay Diwas, Gandhi Jayanthi, National Voters Day, Martyr's day, International Volunteers Day (IVD)** with initiatives like cleaning drive in different parts of the municipality under the Swatcha Bharat Mission, a tribute video to the soldiers who lost lives in the Kargil war, Plogging run on Gandhi Jayanthi etc. Days of national importance like constitutional days, death/birth anniversaries of great leaders create a sense of national identity. Through such events, the college tries to map a complex national identity that crosscuts local, regional and global affiliations.

Global public health days are celebrated in the campus to raise awareness and understanding about health issues with programmes like diabetic walk, mini medical camps and classes by experts. Literacy awareness is also widely dispersed among the students by celebrating the World literacy day, Reading day etc. With an aim to explore issues relating to self and society, objectification, exclusivity and to raise political awareness, NSS and NCC of the college organises talks, campaigns, street plays etc to spread the message far and wide. The history and heritage of marginalised groups are disseminated through the conduct of such events in its true sense and fervour.

Celebration of festivals like **Onam, Christmas, Id-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. The event featured a complete range of artistic expression to represent cultural diversity through myriad cultural expressions. Celebrations are value-laden and embrace the similarities and differences focussing on cultural, social, political and environmental significance.

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

7.2 Best Practices

7.2.1

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

Response:

Best Practice I

1. Title of the Practice: SHAIKSHIK PARYATAN PROJECT(SPP)

2. Objectives of the Practice

- To present the diversified heritage of the College to the society highlighting the flexibility and inclusiveness of the project catering to the interest of each visitor.
- To harbour greater potential of the institution as a new foot step towards the evolving global academic scenario through knowledge-sharing and collaboration.
- To promote international student mobility among higher education students through exchange programmes to maintain a balance of excellence in both research and education.
- To promote academic tourism as a novel initiative locally in the district especially in Kumarakom which is a world class tourist hub.
- To boost academic tourism to showcase the legacy of the College as an extension to Akshara Museum, which is considered to be the first-of-its kind language-literary and cultural museum in the world.

3. The Context

Being the first College in South India, CMS College Kottayam has a multifarious legacy which makes it stand apart from other higher education institutions. The campus embraces academic tourism to promote the history, heritage and legacy by implementing transformation throughout campus while integrating the comprehensive meaning of a higher education institution, thereby propagating the vision of the College. The innovative and ambitious project gives first-hand experience to the people about a campus that has been a fascination for many through films and through the CMS alumni in their families. The intellectual, natural, architectural, cultural and aesthetic assets of the College will be of interest not only to the academics but to the laymen too. The college has launched its newly redesigned website that better reflects our campus community with improved navigation for the visitors in a user-friendly interface, and provides a refreshed digital front door.

4. The Practice

As part of this ambitious project, the grand old campus is exhibited in all its glory to the society. From introducing the modern higher education system in 1817, to unveiling the first printing press with Malayalam types, CMS College Kottayam has had a string of firsts to its credit in its more than 200 years of history. The historical artifacts showing the legacy of the College would be exhibited along with other rare historical monuments. The diversified heritage of the College will also intrigue the visitors.

The College remains undebatable in the transformation of a rural village to a literate one, still owning the title of 'Aksharanagari or the City of Letters', Kottayam owes much of its credit to the College for the modernization of Malayalam script through several first of its kind publications. Following the finest tradition offered by a higher education institution, the college also inaugurated an era of academic publication in Kerala. The literary legacy of the college began with the publication of some meritorious contributions like Benjamin Bailey's English-Malayalam dictionary, Joseph Pete's Grammar Book and Rev. Richard Collin's monolingual dictionary. In accordance with the university system, the printing

press was established in 1821 at CMS College which was not only the first printing office but also the first book publishing house. This further led to universalisation of public instruction, development of means of communication and dissemination of knowledge.

Acclaimed to be an institution of higher learning and research, CMS College Kottayam is a historical place standing proud and tall in the heart of Kottayam amidst a plethora of flora and fauna. Set apart with a rich and varied ecosystem, biodiversity studies on birds, dragonflies, butterflies, earthworms, ants and spiders can be carried out effectively. The campus preserves and maintains the robust functions of the plants and animals that host the community. CMS is the habitat of 560 species of plants, among which around 70 are endangered species. The expansion of the butterfly garden and the setting-up of bee hives to strengthen the ecosystem and maintain life sustaining biological diversity in the campus create awareness in the visitor about the copious biota of the campus.

The architectural heritage of the college is another sight of wonderment. History rests in every building on the campus. The chapel and classrooms can tell tales of great legacy as they stand monumental to the gothic tradition of architecture. The construction was designed in a way to suit the climatic conditions and landscape of Kerala. The heritage buildings of the College are a fusion of colonial and Kerala architecture which will not only be of curiosity to laymen but be of academic interest to scholars. The beautifully curated sculpture garden, untouched virgin forest, architecturally magnificent college chapel, centuries-old buildings and history woven relief sculptures are some of the major attractions.

The College has introduced several innovative ideas for green initiatives, energy efficiency and sustainability in the campus. Solar Panel installation in the campus contributes to the wider growth of renewable energy. The four college wells are a perennial source of water and provide enough drinking water for more than 3000 people in the community. The natural rainwater harvesting with the slope landscape in the virgin forest stores water and supplies water into the well through ground springs. SPP initiatives will inspire the visitors to practice and promote such strategies.

5. Evidence of Success

- The College is a rising presence on all the major social media platforms, including Facebook, Instagram and YouTube with a wide range of video footage and photographs.
- A giant decorative fish aquarium of 2000 sq.ft. is arranged on the campus. Dry leaves waste management plant modelled on the Thumburmuzhi is yet another highlight.
- A museum is also built on 40 acres of land owned by the college with financial aid from the government.
- The college provides consultancy services in various innovative developments like Sanitizer, Light board, Teleprompter, Soil test, Water Quality test, Apiculture, Ornamental Fish Culture etc.
- The student volunteers who are thoroughly trained as tour guides get a stipend as part of the 'earn while you learn' programme.
- Anyone with a smartphone can use a QR code scanning app to scan the code and see the scientific name and family of the plants in the campus.

6. Problems Encountered and Resources Required

Budget constraint is a major setback to academic tourism. Maintenance of the campus requires hefty investments but lack of financial resources restrict efficiency and affect the agility of the process. The in-flow of tourists is yet another concern as that can affect the management of the crowd as well as cater to their needs without the facilities of the campus getting damaged.

7. Notes

Taking note of the potential for academic tourism in the district, the College has embarked on this project to develop further ties with the State government to turn Kottayam as the hub of sustainable tourism in Kerala in line with Akshara Museum.

The Educational theatre with a seating capacity of 90 is equipped with the best visual and acoustic technologies including an ultra HD projector and a 2000-watt RMS sound system. The College documentary will be screened during the visiting hours to elucidate the history of the College.

The College souvenir shop, Neve Square, is reflective of the heritage of the college as each curio is a piece of tangible evidence to relive the CMS experience. The authentic mementoes of the campus can be the best novelty gifts to your dear ones to pass on the legacy of this 205-year old institution.

Best Practice II

1. Title of the Practice: SATAT VIKAS PROJECT (SVP)

2. Objectives of the Practice

- To achieve a more sustainable future through the UN Sustainable Development Goals chiefly by conserving and preserving the biodiversity in the campus.
- To attain sustainability in as many areas as possible
- To provide the knowledge, skills, attitudes and values necessary to propagate sustainable development into the community through the stakeholders
- To promote participatory and experiential learning through SVP projects as well as promote extensive research in sustainable development.

3. The Context

The College has a sprawling campus which spreads over an area of 36 acres with fresh air, clean water, fertile land and the biodiversity of species. Situated in the middle of Kottayam town, though the college has witnessed encroachment into nature in the name of urbanisation, the campus still remains as the last refuge for biodiversity creating an ecological equilibrium. The eco-conscious measures we take help nature rejuvenate so it can thrive into the future and is a long term goal of the college.

The College has acquired cent percent sustainability in water management and IT solutions, along with energy management and waste management on the threshold of attaining the smooth peaks. However, food management is one significant sector where the College is currently focusing on achieving

sustainability from the production to consumption phase.

4. The Practice

- **Water Management**

The College has acquired a hundred percent sustainability and self-sufficiency in catering to the water needs of approximately 3200 people a day along with that of the flora and fauna in the campus. The daily water requirement amounts to 1,20,000 litres per day sourced from the four wells and two rainwater harvesting tanks.

The campus has an automated irrigation system which is one of the largest in India supplying 70,000 litres of water on a daily basis through a sprinkler system. Testing, as well as auditing, is done by the Science department in a six-month duration.

- **IT Solutions**

With the rising demands of digitization during the pandemic, the College became IT sustainable- admissions, examinations, lectures, meetings-CMS had it all on online platforms. The College IT cell developed IT solutions for all the requirements and even started offering IT consulting services. The college management in line with its mission and vision has successfully implemented its own software system for the smooth functioning of all the academic as well as administrative activities of the college.

- **Waste Management**

At the outset, we try to minimise the amount of waste created along with reuse and recycle strategies across the campus to reduce carbon footprint and the waste disposal costs. From collecting the waste, the institution takes vigilant steps to identifying the type of waste, to segregating the waste in colour coded bins for reusing, recycling and disposing. Energy Recovery is yet another focus of the waste management policy.

- **Energy Management**

The estimated electricity consumption daily is 320 KW. The phase by phase solar energy plan is getting executed in the campus to depend solely on solar energy to meet the energy requirements. The two phases are already commissioned, three phases are ongoing, and the fifth phase completion will not only make the campus sustainable but will be selling 60 KW to the KSEB grid.

- **Food Management**

CMS College Kottayam has a centralised management system in place to cater to the food requirements of the entire campus including the stakeholders and the visitors. The Centralised Kitchen is an initiative committed to supporting and sharing sustainable food practices throughout the College strictly adhering to the FSSAI. Procuring unadulterated raw materials that meet the international standards is done under the supervision of the Home Science Department. Producing raw materials through organic farming is an ongoing sustainability practice in the campus.

5. Evidence of Success

The College won the **Green Champion Award- ‘One District One Green Champion’** a Swachhta Action Plan 2020-2021 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.

Water dispensed from the **four wells in the campus**, is utilised to serve the requirements of the three hostels, departments, canteen and the whole campus.

The software named “**CMS EDUWARE**” has been successfully implemented since 2017.

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

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

We developed **Lightboard**, a cost effective tool during the pandemic-induced online teaching/learning phase, an effective tool for online teaching.

An **automatic touch-free sanitizer/soap dispenser** was also developed by the staff of the College and set up in various spots in the campus. These machines were also sold outside the college community at manufacturing prices.

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

6. Problems Encountered and Resources Required

Keeping preservation and restoration as major seminal factors while hatching a plan to help not only the CMS College community but people around us to visualise what a transition can look like to a more sustainable future. Many of the buildings in the College are over 150 years old and exemplifies remarkable architectural style which give a vintage aesthetic to the campus. Older buildings can also come with high costs for maintenance, outdated systems, and insufficient energy usage. Yet another problem encountered is that the campus has a balanced ecosystem which is maintained and preserved without any new constructions as that could disturb the equilibrium.

Challenges When Renovating Old and Historic Buildings

- Surkhi Mortar was used in the construction of old structures.
- Old roof tiles are out of production.
- Older buildings are vulnerable to code violations.

Challenges While Constructing New Buildings

- Environmental Sustainability

- Encroachment into nature

7. Notes

CMS College Campus is the habitat of 560 species of plants among which around 70 are endangered species. As a step towards sustainability, planted new varieties of flora, around 400 new trees and plants were brought into the campus, out of which 200 are new species. By planting more trees, we aim to restore nature, repair damaged ecosystems and mitigate climate changes.

There are open and well-situated bird baths in every corner of the campus to make it a natural abode of several bird species and help the student community to engage in Bird watching Programme and Bird survey.

The Land Use Plan has been implemented and guides the institution on how existing 36 acres of land should best be used in preserving the tradition while embracing modernity. Hence, only 20 per cent is utilised for buildings and roads, keeping the rest of the land for flora and fauna.

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

7.3 Institutional Distinctiveness

7.3.1

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

Response:

CMS has been one of the oldest institutions that pioneered the higher education system in India. We have been imparting quality education since 1817, long before universities were officially established. We functioned as an autonomous institution then, before we affiliated ourselves with prestigious universities like Madras University, Kerala University and Mahatma Gandhi University. In 2016, the college officially became autonomous again for its academic merit. The eminent leadership of the missionaries nurtured the college into a rich resource of world-class facilities like the printing press, well-equipped laboratories, a rich library, facilitated classrooms and an exquisite campus.

Aside from academics, we value advancement in the arts, cultural activities, and sports with no discrimination. One of the best aspects of our college is that it places equal emphasis on all areas to develop the overall talents and personalities of the students, conserving the heritage and adapting to the requirements of the contemporary times .

The college proudly holds and reflects its ceremonious **special heritage status** in its absolute sense. The

embrace of heritage, in its various forms, dates back to the time of our first principal, Rev. Benjamin Bailey. He paved the way for the progressive development of a quality education system with a diligent curriculum that had no match at that time in India. He also set up the first printing press in Kerala at the college in 1820. He was the life behind the modernization of Malayalam script, which he printed on his own printing machine.

The innovation was further used by the college to publish a college magazine, "Vidya Samgraham" in 1864, for the first time in the history of South India. The magazine still runs its publication successfully under the same name. Following the finest tradition offered by a higher education institution, the college also inaugurated an era of academic publication in Kerala. The **literary legacy** of the college began with the publication of some meritorious contributions like Benjamin Bailey's English-Malayalam dictionary, Joseph Pete's Grammar Book and Rev. Richard Collin's monolingual dictionary. These contributions remain undebatable in the transformation of a rural village to a literate one, still owning the title of *Aksharanagari* or the city of letters.

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. Students of different religious and ethnic origins were welcomed without discrimination. Women were given the opportunity to learn and flourish at a time when no women were entertained in the academic scene. The college had its own ways of breaking the stereotypes, taboos and social stigmas that prevailed in society.

The **architectural heritage** of the college is another sight of wonderment. History rests in every building on the campus. The chapel and classrooms can tell tales of great legacy as they stand monumental to the gothic tradition of architecture. The construction was designed in a way to suit the climatic conditions and landscape of Kerala.

CMS is rich in owning exquisite flora and fauna that can barely find a comparison. The campus is home to diverse plants and multiple animal species. The campus maintains the **natural heritage** in its glory. We are the recipients of the **Green Champion Award** and many other prestigious honours. The institution is well-known for **promoting social responsibility and sustainable development**.

The CMS community offers a legacy of great magnitude of excellence and honour with eminent figures of both past and present like K. R. Narayanan, E. C. George Sudarshan, Justice K. T. Thomas, KPS Menon and Kavalam Narayana Panicker, to name a few. The alumni association of CMS contributes largely through mentorship programmes, scholarships, recruitment and networking.

According to the new National Education Policy, higher education centres should diversify their activities rather than confining themselves to the concept of offering arts and science courses. The **Hues of Time project** intends to promote leisure and study of art in its original as well as enhance the **Art and Aesthetics** of the College.

Implemented in **four phases**, 'Hues of Time' is in line with the new National Education Policy which encourages higher education centres to diversify the activities rather than confining themselves to offering arts and science courses. 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** in tune with the suggestions of the renowned sculptor K S Radhakrishnan. Seven sculptures have been completed as part of the project. The seventh sculpture, **Maiyya**, is exclusively created by K S Radhakrishnan. The **fourth phase** of the project involved the

relief sculptures on the walls lining the passageway leading to the main gate which depict important events and milestones in the history of the college.

The relief sculptures in 60 frames were made by as many as 30 artists under the supervision of T R Udayakumar. The historical moments finding place among the relief sculptures include the entry of women to college education and the visit of king Swathi Thirunal Rama Varma to the CMS Press. The work to set up **a museum of 8,600 sq ft** which will exhibit the historical, literary and cultural heritage of the college using a state government grant of Rs 2-crore will also commence soon in the campus.

CMS College will open its gates for **academic tourism**, a relatively new genre of tourism soon to showcase to the general public as well as academics the rich history and tradition, and exhibit its intellectual assets on the campus. CMS quintessentially upholds the multifariousness in the heritage that it preserves while advancing outward with its social, scientific and technological interventions.

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

5. CONCLUSION

Additional Information :

NAAC 3rd-Cycle Recommendations	Actions Taken
Introduce new courses	<p>New programmes introduced</p> <ul style="list-style-type: none"> • BVoc IT • BVoc Travel, Tourism and Management • BCA • MSc Nutrition and Dietetics • MA Economics <p>Add-on Courses: 142 courses (across 5 years)</p>
Convert the college into a Cyber Campus	<ul style="list-style-type: none"> • Administrative and Academic digitalisation: CMS EduWare (ERP software) • Complete digital processes for a student from Admission to Graduation. • Education Multi Media Resource Centre • 11.88% of Annual budget set aside for IT
Rectify shortage of regular faculty	<ul style="list-style-type: none"> • UGC sanctioned vacancies filled • Faculty with PhD : 65 • Research Departments: 8
Invest for better research facilities	<ul style="list-style-type: none"> • Seed Money granted: Rs2040600 • 246 Research Publications, 163 Book Chapters • Research grant generated: Rs21100000 • One patent secured • 100+ seminars/workshops
Improve faculty evaluation	<ul style="list-style-type: none"> • Department Self-Assessment Report • Online Feedback forms circulated among students
Improve Grievance Redressal	<ul style="list-style-type: none"> • Department Level and College Level mechanism • Inclusion of Student representatives
Improve of library facilities	<ul style="list-style-type: none"> • Library: <ul style="list-style-type: none"> ◦ Total area: 21,786 sq feet ◦ Seats: 300 ◦ Volumes: 79316 ◦ Research Cabins: 44 • Automation: KOHA library management software • Automatic footfall-counter and RFID system • Plagiarism Check softwares (Turnitin, Thenticate, Ouriginal) • Digital repository • Divyangjan-friendly

Improve Alumni contributions	<ul style="list-style-type: none"> • Alumni contributions: 32 lakhs • Development works: <ul style="list-style-type: none"> ◦ 100plus LED Streetlights ◦ Scholarships ◦ Interactive-learning-devices distributed • Experts among the Alumni are utilised as resource persons for seminars and workshops.
Linkages with External Organizations	<ul style="list-style-type: none"> • Signed functional MoUs with 24 institutions including: <ul style="list-style-type: none"> ◦ Petrozavodsk State University, Russia ◦ Tokyo University, Japan ◦ Brunel University, London • Internships for students • Projects in collaboration with external organisations
Expansion of Infrastructural facilities	<p>Infrastructural developments made:</p> <ul style="list-style-type: none"> • New Canteen • Renovated Library Building with advanced Facilities • LED Streetlights • Campus landscaping • Automated Irrigation system • Aquarium; Fish-breeding facility • Dry-leaf compost unit • Toilet Complex • Solar-Power system, generating 30% of the power required
Enhance Creative talents and potential	<ul style="list-style-type: none"> • State-of-the-art Educational Theatre • Initiated Jayaraj Film Centre (JFC) <ul style="list-style-type: none"> ◦ Film internship programme ◦ Certificate course in Cinema ◦ Organising film-festivals • The campus is adorned with <ul style="list-style-type: none"> ◦ Sculpture Garden ◦ 60plus Relief Sculptures ◦ Murals
Strengthening initiatives towards student-support, extra-curricular and extension activities	<ul style="list-style-type: none"> • Divyangjan policies complied • Scholarships, freeships and grants • Community development through NSS • Achievements in Sports and cultural competitions
Completing 200years, expected to show greater responsibility of living up to its glorious past	<p>Complete Strategic plan for college development:</p> <ul style="list-style-type: none"> • Phase 1 (completed) • Phase 2 (to be completed by 2030)

Concluding Remarks :

With over two centuries of reputation, CMS College Kottayam is one of the oldest Colleges in India and a leading academic centre that has long adopted a global perspective in the extent of its research, outreach activities and collaboration. With a sole mission to provide the best higher-level education, the College strives to be a place of enduring quality and strength as it prepares for the fourth Cycle of NAAC Accreditation.

In 1817, we existed as an autonomous institution till 1857 and spearheaded the modern university system in the country. As part of the bicentennial, we developed a 15-year strategic plan to go back to the status of a university. In the first phase, we fulfilled the NAAC third cycle recommendations and attained autonomy status. Several accomplishments have made the voyage thus far rewarding: Outcome-based education, government support for heritage conservation, enhancement of research outputs to global standards, and course design to address employability and placements. This is evidenced by recognition from the state and central governments as well as media coverage.

As part of promoting knowledge to wisdom, the art and aesthetic realms have endured a dramatic transformation by incorporating values to serve as a paradigm for our society and ultimately bring about enlightenment. The intellectual, natural, architectural, cultural, literary and aesthetic assets of the institution make it stand apart for promoting the institutional best practice of academic tourism.

The second best practice augments the potential resources and amenities showing the institution-wide sustainability projects which are well-aligned with the UN Sustainable Development Goals. The institution is well-known for contributing to society through social responsibility initiatives.

The College seamlessly weaves the teaching and research efforts together, to their mutual benefit, to promote viable and focused learning practices. With NEP underway, the strategies we devised at the beginning of the third century of striving to return to the university system will eventuate shortly.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.1	<p>Average Enrolment percentage (Average of last five years)</p> <p>2.1.1.1. Number of students admitted year-wise during last five years Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>935</td><td>1001</td><td>926</td><td>965</td><td>874</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>919</td><td>999</td><td>902</td><td>954</td><td>865</td></tr></table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>1088</td><td>1044</td><td>1046</td><td>1033</td><td>931</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>1072</td><td>1042</td><td>1022</td><td>1022</td><td>922</td></tr></table> <p>Remark : DVV has made the changes as per shared clarification.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	935	1001	926	965	874	2021-22	2020-21	2019-20	2018-19	2017-18	919	999	902	954	865	2021-22	2020-21	2019-20	2018-19	2017-18	1088	1044	1046	1033	931	2021-22	2020-21	2019-20	2018-19	2017-18	1072	1042	1022	1022	922
2021-22	2020-21	2019-20	2018-19	2017-18																																					
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2021-22	2020-21	2019-20	2018-19	2017-18																																					
1072	1042	1022	1022	922																																					
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors ?????????????? ??????? Answer before DVV Verification : 144 Answer after DVV Verification: 149</p> <p>Remark : DVV has made the changes as per shared report by HEI.</p>																																								
3.1.3	<p>Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years</p> <p>3.1.3.1. The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2021-22	2020-21	2019-20	2018-19	2017-18																																			
2021-22	2020-21	2019-20	2018-19	2017-18																																					

5	2	4	3	4
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Answer After DVV Verification :

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

Remark : DVV has made the changes as per shared clarification.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
106.53	0	3.14	0.27	101.8

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7.98	0	3.14	0.60	60.84

Remark : DVV has made the changes as per shared clarification.

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 last five years

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
15	8	14	2	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5	6	6	1	1

Remark : DVV has made the changes as per shared clarification.

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

3.6.4.1. Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2629	2327	2577	2494	2383

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2536	2524	2465	2404	2305

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

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has made the changes as per shared reports.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
9	8	35	15	4

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	5	23	09	3

Remark : DVV has excluded shared certificates of appreciation.

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

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

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made the changes as per shared clarification.

7.1.4

Water conservation facilities available in the Institution:

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

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made the changes as per shared clarification.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>32</td><td>32</td><td>31</td><td>31</td><td>29</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>33</td><td>33</td><td>32</td><td>32</td><td>30</td></tr></table>	2021-22	2020-21	2019-20	2018-19	2017-18	32	32	31	31	29	2021-22	2020-21	2019-20	2018-19	2017-18	33	33	32	32	30
2021-22	2020-21	2019-20	2018-19	2017-18																	
32	32	31	31	29																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
33	33	32	32	30																	
2.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>2629</td><td>2618</td><td>2577</td><td>2491</td><td>2382</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>2536</td><td>2524</td><td>2465</td><td>2404</td><td>2305</td></tr></table>	2021-22	2020-21	2019-20	2018-19	2017-18	2629	2618	2577	2491	2382	2021-22	2020-21	2019-20	2018-19	2017-18	2536	2524	2465	2404	2305
2021-22	2020-21	2019-20	2018-19	2017-18																	
2629	2618	2577	2491	2382																	
2021-22	2020-21	2019-20	2018-19	2017-18																	
2536	2524	2465	2404	2305																	

2.3 Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2607	2577	2448	2329	2256

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2536	2524	2448	2329	2256