



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	CMS College Kottayam (Autonomous)
• Name of the Head of the institution	Pro. Dr. Varghese C Joshua
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	9447117935
• Alternate phone No.	9526781674
• Mobile No. (Principal)	9447117935
• Registered e-mail ID (Principal)	principal@cmscollege.ac.in
• Address	CMS College Road
• City/Town	Kottayam
• State/UT	Kerala
• Pin Code	686001
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	09/03/2016
• Type of Institution	Co-education
• Location	Urban

- Financial Status **Grants-in aid**
- Name of the IQAC Co-ordinator/Director **Dr. Joji John Panicker**
- Phone No. **9526781674**
- Mobile No: **9526781674**
- IQAC e-mail ID **iqac@cmscollege.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year)) <https://cmscollege.ac.in/aqar/>

4. Was the Academic Calendar prepared for that year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://cmscollege.ac.in/hand-book-and-calendar/>

5. Accreditation Details

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

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

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

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

8. Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

9. No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Did IQAC receive funding from any funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Faculty development programme and Organising Student Development Programme

Monitoring of Attainment of Outcomes in Outcome Based Education paradigm

College obtained 85th Rank in NIRF India Ranking 2023

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Departmental Visit by IQAC	Internal Academic Audit was completed
Quality enhancement initiatives	85th Rank in NIRF India Ranking
Research enhanceive activities	Number of publications and PhD awarded increased

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

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Council	04/12/2023

14. Was the institutional data submitted to AISHE ? Yes

- Year

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Monitoring of Attainment of Outcomes in Outcome Based Education paradigm	
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• Name of the statutory body	
Name of the statutory body	Date of meeting(s)
Governing Council	04/12/2023
14. Was the institutional data submitted to AISHE ?	Yes
• Year	
Year	Date of Submission
2021-22	29/12/2022
15. Multidisciplinary / interdisciplinary	

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

16.Academic bank of credits (ABC):

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

17.Skill development:

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

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

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

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

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

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

20.Distance education/online education:

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

Extended Profile

1.Programme

1.1

32

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student2.1 **2486**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 **749**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **2422**

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic3.1 **893**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 **150**

Number of full-time teachers during the year:

Extended Profile

1. Programme

1.1 32

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2. Student

2.1 2486

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 749

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 2422

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

File Description	Documents
Institutional Data in Prescribed Format	View File

3. Academic

3.1 893

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 150

Number of full-time teachers during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
3.3	150	
Number of sanctioned posts for the year:		
4.Institution		
4.1	597	
Number of seats earmarked for reserved categories as per GOI/State Government during the year:		
4.2	99	
Total number of Classrooms and Seminar halls		
4.3	245	
Total number of computers on campus for academic purposes		
4.4	517.53	
Total expenditure, excluding salary, during the year (INR in Lakhs):		

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

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

CMS College Kottayam, one of the oldest higher education institutions in India has always been in the forefront of providing quality education by offering need-based, socially-relevant and outcome-based courses in its 205 years of existence. CMS aims to shape ideas and to foster innovation through systematic teaching and research to produce competent and sensitive individuals. Further to the grant of the autonomy status in 2016, the College established curriculum review committees (Board of Studies) at all departments and statutory

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

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://cmscollege.ac.in/curriculum/

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

0

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

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

893

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

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

0

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

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

32

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

In alignment with the vision of our institution, the curriculum

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

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

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

30

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

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

1106

File Description	Documents
List of students enrolled	View File
Any additional information	View File

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

1089

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

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

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://cmscollege.ac.in/feedback-reports/
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

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

File Description	Documents
Provide URL for stakeholders' feedback report	https://cmscollege.ac.in/feedback-reports/
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

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

928

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

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

453

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

CMS College Kottayam caters to students from diverse socioeconomic and educational backgrounds and has devised a rigorous mechanism to assess the varying learning levels and comprehension skills of students. 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)
- Special remedial classes
- Tutoring classes
- Bridge courses
- Peer-teaching/mentoring/counselling
- Financial aids

Programmes for Advanced learners:

- ERUDITE- Scholar in Residence Programme
- MOOC Courses
- Walk with a Scholar (WWS) programme
- NPTEL/SWAYAM
- On-the-job training and internships, career guidance coaching
- Value added courses/ extra credit courses/ certificate courses and add on courses
- Scheme for Promoting Young Talents through Projects
- Presentations/Publications of papers
- Debates, Review and Quiz Competitions
- Students are given incentives, cash awards, scholarships, merit certificates and other recognitions.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2022	2486	150

File Description	Documents
Upload any additional information	View File

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:

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'.

Experiential learning:

- 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
- Ornamental Fish Culture Project
- Internships/ Industrial visits/ Field visits/ On the Job training- to the students by providing a real-world learning opportunity and also enhances their employability.

Participative learning:

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

- CMS News Channel
- 'Entrevue'-Conversations with Principal/ 'Lore & More'- A Walk through Heritage
- Hand Sanitizer/Automatic Sanitizer Project/Cleaning Lotion Preparation
- Dry Leaf Compost Plant/Apiary Units
- Earn while you learn project

- **Problem-solving methodologies:**

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

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://cmscollege.ac.in/student-centric-learning/

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

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. Major ICT hardware used include:

- Educational Theatre
- Intelligent Interactive Panels
- Video laboratory
- Light board
- Recording Room
- ICT enabled classrooms
- Digital Library
- LCD Projectors and computers
- E-Learning Center
- IT skill enhancement programs

Major ICT Software used includes:

- Moodle classrooms
- MATLAB, GAUSSIAN 09: Quantum Chemistry software, and SSP
- Google classroom
- 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.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://cmscollege.ac.in/ict-tools/
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues**2.3.3.1 - Number of mentors****150**

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

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

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 like the internal and semester-end examination details, annual working days, admission schedules, and various academic activities. Preparation of Academic Calendar:

- Planned common programmes such as Student Induction Programmes, Bridge course Faculty Orientation programmes, etc.
- 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
- Government holidays and important festivals
- Dates for internal assessments and end-semester examinations
- Dates of major co-curricular activities

Teaching Plans:

- The syllabus of each programme clearly specifies the total number of teaching hours required for all the courses.
- Faculty Diary is used as a tool to record their day-to-day progress of the Teaching Plan as per the department timetable.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

150

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	View File

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

65

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

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

1085

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

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

3

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

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

61

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

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

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 examrelated activities like the announcement of dates, student registration, conduct of examination, valuation of answer scripts and publication of results.

IT Integration & Reforms in the Examination system involve:

- Announcement of Exam dates
- Online Registration
- Attendanceportal of CMS EDUWARE records attendance of the students regularly
- Hall tickets are generatedusing the student portal of CMS EDUWARE
- CMS EDUWARE is used for the arrangement of seats in the examination halls to prevent any attempt of malpractices
- Question Paper generation
- Conduct of Examinations and FAUX CODE system
- A three-tier valuation system has been introduced at UG and PG level
- Publication of results through College Website
- IT integration & reforms of Continuous Internal Assessment
- The in-semester, end-semester and consolidated marksheets are generated using CMS EDUWARE
- Grievance Redressal Mechanism
- Examination Malpractice Prevention Committee
- Special supplementary examinations are conducted forstudents who could not appear for the end-semester exam
- Teachers are assigned with invigilation duties through EDUWARE

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/controller-of-examinations/

2.6 - Student Performance and Learning Outcomes

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

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) focusses on learning based on achievable and measurable outcomes. 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 FDPs are arranged to familiarise them with the COs. 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	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://cmscollege.ac.in/curriculum/

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

institution

The outcomes are attained in different levels and can be measured through different evaluation and assessment methods. Learning level attainment is measured by both direct and indirect methods.

Direct Measurement:

- Internal Assessment
- 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:

- Programme exit survey
- Course exit survey

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). 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.

The course outcomes are stated in the syllabus of each course. 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	Documents
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/NAAC2023/Criteria2/2-6/2-6-2/OBEmanual.pdf

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

749

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	https://cmscollege.ac.in/annual-report-2/

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

<https://cmscollege.ac.in/student-satisfaction-survey-reports/>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Promotion of Research and Facilities**

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

CMS College, Kottayam (Autonomous) 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.

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.
- The college receives funding from SERB, DBT, RUSA, SAP, UGC, KSCSTE, NIF, and CPE to enhance the overall infrastructure facilities of research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://cmscollege.ac.in/research-policy/
Any additional information	View File

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

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

3.1

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

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

5

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

3.2 - Resource Mobilization for Research

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

.15

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

1

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/project-completion-report/
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

23

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

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

1

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	https://www.newindiafoundation.org/nif-fellowships
Any additional information	View File

3.3 - Innovation Ecosystem

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

CMS College Kottayam (Autonomous) has a vibrant and sustainable ecosystem for the creation, innovations, and transfer of knowledge.

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.

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, 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, Conducted extensive water analysis for the college, adopted village and the public etc

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

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

21

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	View File

3.4 - Research Publications and Awards

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

A. All of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

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

3.4.2.1 - Number of PhD students registered during the year

49

File Description	Documents
URL to the research page on HEI website	https://cmscollege.ac.in/research/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

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

37

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

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

37

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/wp-content/uploads/2024/01/3.4.4-addi-info.pdf

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**3.4.5.1 - Total number of Citations in Scopus during the year**

194

File Description	Documents
Any additional information	View File
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**3.4.6.1 - h-index of Scopus during the year**

176

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

3.5 - Consultancy

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

Rs .18200/-

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

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

0.182

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

3.6 - Extension Activities

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

CMS College Kottayam (Autonomous) holds true to its vision of holistic development of learners, sensitizes students about various social problems and solve them through diverse extension activities. 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
- Conservation and Protection of the Environment
- Swatch Bharat Abhiyan
- Gender Sensitization and Empowerment
- Community Health and Well being
- Awareness against Aids, Drugs, and Substance Abuse
- Mainstreaming of Marginalized and Disabled

"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, and 'Oppam' Project etc.

Awards & Achievements

- Best NSS Unit
- Best NSS Volunteer
- Certificate of Appreciation for the volunteers

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

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

14

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

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

32

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

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

1561

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

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

6

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

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

functional MoUs with ongoing activities to be considered)

19

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

CMS college has adequate infrastructure to facilitate effective teaching and learning processes. It is located on the hills of a 40-acre campus having 1742400 SQ. FT to provide a befitting academic ambience. Continuous effort is taken to update existing infrastructure to state-of-the-art.

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.

Seminar Halls

- 5 Seminar halls
- 4 video conferencing halls
- 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

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

Amenities

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

Santhwana Counselling Centre Museums & Aquarium Waste Management Unit

Placement Office IT Infrastructure Canteen with centralised kitchen

Hostels

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

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

CMS 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.

Facilities:

- Auditorium for organizing and conducting major events.
- Air-conditioned Digital Audio Visual-Hall for exhibiting artistic/cultural talents and other skillsets of students.
- Venues for cultural competitions (Room no. 3205 and 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 yoga (Room no. 2207)
- Music band

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	Documents
Geotagged pictures	View File
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/amenities/

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

99

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

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

327.00

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

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

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

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

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

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

5.24

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

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

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

630

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	View File

4.3 - IT Infrastructure

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

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/>
- Faculty login is available as a mobile application and students can find updates on their dashboard.
- 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.
- Internet Connection with 200 Mbps Bandwidth of dedicated Leased Line from Asianet and 12 Mbps Leased Line from Railtel.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/NAAC2023/Criteria4/4-3/4-3-1/ERP-Doc.pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2488	245

File Description	Documents
Upload any additional information	View File

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

A. 250 Mbps

on campus	
File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	View File
4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	A. All four of the above
File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/AQAR2023/Criteria4/4-3/4-3-4/4-3-4FP.pdf
List of facilities for e-content development (Data Template)	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)	
280.7	
File Description	Documents
Audited statements of accounts	View File
Upload any additional information	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.	
CMS College has adequate physical facilities to support teachinglearning process in the institution.	
General Infrastructure	

The institution has put in place various standard operating procedures and policies which are aimed to provide sustainable development of its facilities. 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 to take care of the infrastructure facilities like taking care of the civil work and physical maintenance, housekeeping and hygiene, maintenance Complaints Register, utilization of the campus for public and government requirements etc.

Laboratories 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

Sports equipment and facilities are maintained by the Physical Education Department.

Has adequate dustbin facilities, functional biogas plant, vermicompost and incinerators for plastic and paper waste for waste management

Hostel infrastructure are monitored and maintained properly

Library maintenance and augmentation of library facilities are regularly done.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/infrastructure-maintenance-policy/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support	
5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year	
803	
File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File
5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year	
1110	
File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File
5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	A. All of the above
File Description	Documents
Link to Institutional website	https://cmscollege.ac.in/consortium-for-skill-development/
Details of capability development and schemes	View File
Any additional information	View File
5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year	

2045

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	View File

5.2 - Student Progression

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

94

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

217

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	View File

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

22

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

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

159

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

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

The Student Council is an elected body, empowered to promote and facilitate all the curricular and extracurricular 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.

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'

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).

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

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

51

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

5.4 - Alumni Engagement

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

CMS College enjoys the opulence of wealthy alumnae who contribute significantly to the institution's progress and legacy. The nuances of every step of the institution's progress are celebrated at a get-together on January 26 of every year as "Vidyasouhрудham". The departmental chapters of the alumni and the College Alumni Association jointly catalyse the holistic development of the college.

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.

- 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.
- Offered logistic support for various curricular and cocurricular programmes and activities
- Endowments in the names of illustrious mathematicians and physicists are all part of the laurels of the CMS abode.

Non-financial support include :

- Administrative Support
- Academic Support

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

5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

CMS College has been founded with the vision 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 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/mission-motto/

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

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. Academic Council & Board of Studies is responsible for overseeing the academic affairs of the college. College Council is empowered to consider and report on cases of discipline referred to it by the principal. Heads of Departments are senior faculty members who are responsible for the management and administration of their respective academic departments. IQAC coordinator is responsible for ensuring that the institution meets the quality standards set by regulatory bodies and provides quality education to students. The Controller of Examinations develops policies, evaluates, and publishes exam results. The College Finance Committee, Building and Maintenance Committee, Admissions Committee are other major authorities which ensure the effective administration of the college. Students Union is a representative body of students. 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	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/wp-content/uploads/2023/04/Strategic-plan-2015-30.pdf

6.2 - Strategy Development and Deployment

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

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. It 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. Between 2020 and 2022, our NIRF ranking improved from 93rd to 81st. The college expects a top-50 ranking next year.

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.
2. Partial Self- sufficiency in energy: Solar panels provide 35% of the college's electricity.
3. Self-sufficiency in water resources.
4. We have a centralised kitchen. Modern canteen facilities for around 300 people are being built.
5. Automated entrances, disabled-friendly ramps, a readingroom with new book racks and cubicles, a lift, and a reference room, computer access point for e resources are upgrades in library.

We made the campus a botanical garden for academics.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://cmscollege.ac.in/wp-content/uploads/2023/04/Strategic-plan-2015-30.pdf
Upload any additional information	View File

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

The 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 Governing Body approves programmes and budgets. 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. Principal and IQAC Director lead the

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

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.

The college has well-formulated policies on Quality, HR, Research, Student Support and Welfare Measures, IT, 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.

File Description	Documents
Paste link to Organogram on the institution webpage	https://cmscollege.ac.in/wp-content/uploads/2022/12/ORGANOGRAM-2.jpeg
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/NAAC2023/Criteria6/6-2-2.pdf

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

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

Welfare Schemes

Education

- Encouraging aided faculty for FIP/UGC Research Fellowships.
- Periodic training/workshops/seminars/ orientation programmes for attaining professional development.

Medical

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

Financial Assistance

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

Other Benefits/Facilities

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

- health and overall well being
- Gymnasium and Canteen facility

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106608/6.3.1_1682257781_10471.pdf

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	View File

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

17

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

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-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.

Statutory Audit (by Chartered Accountant):

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

External Financial Audit:

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://cmscollege.ac.in/NAAC2023/Criteria6/6-4-1.pdf

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

0

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

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

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

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

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

Financial Officer and the Principal. The college monitors the utilization of expenditure of the departments and various units.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/NAAC2023/Criteria6/6-4-3.pdf

6.5 - Internal Quality Assurance System

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

IQAC plays 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 cocurricular 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.

1. Introduction of Outcome-Based Education and Syllabus Revision

Outcome Based Education (OBE) implemented to enhance collaborative performance in the teachinglearning 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.

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

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

Teaching Learning Review

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

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

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

Evaluation of Learning Outcomes

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106608/6.5.2_1682258088_10471.pdf

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	A. Any 4 or all of the above
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File Description	Documents
Paste the web link of annual reports of the Institution	https://cmscollege.ac.in/annual-reports/
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

CMS College constantly strives to support and empower women's education and construct a genderinclusiveeducational institution. Curricular: 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.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.

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.

Co-curricular:The female students are encouraged to actively participate in the sports and cultural activities and competitions organised by the college.

Statutory Committees:

- Internal Complaints Committee (ICC)
- Anti-ragging Cell
- Student Welfare Committee
- Equal Opportunity Cell

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://cmscollege.ac.in/student-support/#

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

A. Any 4 or All of the above

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

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

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. The waste management in the campus is carefully and efficiently done by adopting and successfully implementing sustainable practices. 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 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 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 to collect non-degradable waste and to dispose them.

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

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

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	A. Any 4 or All of the above
File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy undertaken by the institution	
7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

<p>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	View File

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

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.

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. NSS volunteers attended the National Integration Camps, which was successful in integrating students from various regional backgrounds.

The institution is one of the few colleges in which Syriac is provided as an optional course.

Santhwana counselling centre provides students the opportunity to meet and engage with a trained psychologist.

Centre for Disability Studies, inaugurated in 2021, aims to foster academic and pragmatic developments thereby constructing an inclusive and disabled-friendly educational space. The college constantly endeavours to create cultural spaces within the college to enhance students' creative faculties. The college is adorned with murals and relief sculptures depicting its heritage.

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

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

Responsive to the social times, CMS College has been ubiquitous in its commitment towards the institutionalisation of social order. 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.

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 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 nondiscriminatory manner through different statutory and nonstatutory bodies. The students undergo intensive hands-on training through various clubs to become better decision-makers.

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	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	View File

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

A. All of the above

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

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

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.

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. 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. Such events are instrumental in expanding community engagement with focus on regeneration, community involvement and empowerment.

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.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

SHAIKSHIK PARYATAN PROJECT(SPP) 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.

SATAT VIKAS PROJECT (SVP)

To achieve a more sustainable future through the UN Sustainable Development Goals chiefly by conserving and preserving the biodiversity in the campus. 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.

File Description	Documents
Best practices in the Institutional website	https://cmscollege.ac.in/best-practices-2/
Any other relevant information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106608/7.2.1_1682243498_10471.pdf

7.3 - Institutional Distinctiveness

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

CMS is one of India's oldest institutions, known for its pioneering role in higher education. With a history dating back to 1817, CMS provided quality education even before universities were established. Initially an autonomous institution, CMS later affiliated with prestigious universities like Madras University, Kerala University, and Mahatma Gandhi University. In 2016, the college regained its autonomy based on academic merit. CMS boasts world-class facilities including a printing press, well-equipped laboratories, a rich library, and modern classrooms. The college values arts, culture, and sports, offering equal emphasis on all areas to develop students' talents and personalities. CMS takes pride in its heritage and adapts to contemporary requirements.

College is renowned for its architectural heritage, particularly its gothic-style chapel and classrooms. The campus is also home to a diverse range of flora and fauna,. The college has received prestigious awards for its commitment to social responsibility and sustainable development. In line with the new National Education Policy, CMS College aims to diversify its offerings beyond arts and science courses. CMS College plans to open its doors to academic tourism, showcasing its rich history and intellectual assets. While preserving its heritage, the college continues to progress socially, scientifically, and technologically.

File Description	Documents
Appropriate link in the institutional website	https://cmscollege.ac.in/institutional-distinctiveness-2/
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Complete the 3rd Cycle of Accreditation
- To evaluate and complete ISO Certification
- To conduct external Academic and Administrative Audit
- To organise Student Induction Programme
- To organise Faculty Development Programmes
- To enhance Best Practice activities of the college
- To refine Outcome Based Education dynamics in the college
- To enhance Best Practice activities of the college
- To participate in NIRF India Ranking
- To participate in ARIIA Ranking
- To initiate research promotion and innovative promotion in the campus
- To enhance E-Governance initiatives in the campus
- Expand the activities of Institution Innovation Council
- To Collect feedback from stakeholders