



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	M.S.M.College, Kayamkulam
• Name of the Head of the institution	Dr. K.Geethakumari
• Designation	Principal (in Charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04792442111
• Mobile no	9656724541
• Registered e-mail	msmcollege@rediffmail.com
• Alternate e-mail	geethagokul28@gmail.com
• Address	M.S.M.College, Kayamkulam
• City/Town	Kayamkulam
• State/UT	Kerala
• Pin Code	690502
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

- Name of the Affiliating University **University of Kerala**
- Name of the IQAC Coordinator **Dr. Neethu Sundaresan**
- Phone No. **9656724541**
- Alternate phone No. **04792442111**
- Mobile **9656724541**
- IQAC e-mail address **iqacmsmteam@gmail.com**
- Alternate Email address **neetujyothis@gmail.com**

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

<https://www.msmcollege.in/wp-content/uploads/2022/01/AQAR-2019-2020.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://www.msmcollege.in/wp-content/uploads/2024/02/ACADEMIC-CALENDER-2020-2021.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.40	2015	03/03/2015	02/03/2020

6. Date of Establishment of IQAC

04/06/2015

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	Salary	State Government	2020-2021	74243416
Non-Teaching Staff	Salary	State Government	2020-2021	7502583
Institution	Fee concession & Stipend for students	State Government	2020-2021	4526395
Institution	National Science Day	KSCSTE	2021	10000
Library	PD Account	State Government	2020-2021	78115
Stationary, science labs, calender	PD Account	State Government	2020-2021	266115

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

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

9. No. of IQAC meetings held during the year **4**

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

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

- If yes, mention the amount

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

• Supervising the development activities of the college, establishing of new courses in different programmes. • The IQAC is constantly evaluating the teaching learning process through constant feedbacks. Ensuring the course coverage and the execution of the evaluation processes. • To manage and analyse the feedback received from external and internal stakeholders like Parents, Alumni, Students, Faculty members, non-teaching staff, about the Academics, Research, Infrastructure, facilities and other activities. • To manage the quality of professional activities by Special courses, Workshops, Conferences, Industrial Interactions and Social Activities. • The IQAC monitors the student's extension and extracurricular, placement related activities: progression of the student, student's counselling and career guidance, Campus and off campus placement, Student's participation in sports, games and other events and Social initiatives undertaken by the students.

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

Plan of Action	Achievements/Outcomes
<p>Implementation of online teaching- learning methods</p>	<p>The COVID-19 pandemic has resulted in untimely shut down of the college. As a result, education has changed dramatically, and the College management and IQAC have decided to cope up with the situation and adopted online mode of teaching and learning. Faculty Development Program were planned and conducted for our staff to equip them with different ICT tools and helped in the e-learning process. The timely and appropriate decision was undertaken by which teaching was made remotely using G suite and various other digital platforms such as Zoom, G meet etc. for teaching and evaluation.</p>
<p>Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various HRDCs across the country</p>	<p>The IQAC created a forum for sharing information among the young faculty members regarding different courses conducted by various HRDCs across the country. Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college. Majority of our teachers made use of the opportunities.</p>
<p>Hosting Seminars/ Conferences/ Workshops/ Faculty Development Programs on regular basis</p>	<p>IQAC has identified the importance of online programs (Webinars, e- Conferences and Courses) that help faculty and students to boost their skill set and develop professionally and progress in their careers and life. These online professional development courses</p>

would help them learn more and that too at their convenience, because of the flexible nature of online study. The IQAC has identified and took initiatives to offer courses via platforms such as SWAYAM etc. IQAC initiated PK Kunju Sahib Seminar Series to enable extensive knowledge share in various horizons and in collaboration with all the departments of the Institution, have been successful in organizing and attending number of national and international webinars and e-Conferences through online platform on diverse topics in order to enhance learning thus creating qualitative knowledge base. The Institution has successfully organized state, national and international programs during the academic year 2020-21.

Student support and development

The teaching -learning activity of the college has been hit hard by the COVID-19 pandemic. Adapting to the new normal and greater adoption of ICT in teaching-learning has become incumbent. Most of the departments of the college conducted orientation programme for both UG and PG students for making them aware of their curriculum, physical and online facilities available in the college. They were also sensitized about gender discrimination, sexual harassment, ragging, social discrimination, etc. Many of the faculty members have adopted the blended mode of curriculum

	delivery for academic improvement and quality assurance. Online assignment was given and online quiz was conducted for the slow learners. Student IQAC conducted national and international webinar series on diverse topics in order to enhance learning during the pandemic period.
Initiated Quality Audit and SSS	IQAC conducted :- academic and administrative audit and SSS
Sensitization of REVISED format of AQAR AND SSR Preparation	FDP on How to prepare AQAR and SSR was organized for the staff. Systematic collection and organization of academic and administrative data were carried out
NIRF Participation	Participated in NIRF Ranking
To collect student feedback	Appropriate measures were taken after feed back analysis
Institutional Social Responsibility, Extension and Outreach activities	To inculcate sense of responsibility towards the Society. Efforts were made by staff and students to spread awareness about Pandemic Covid -19 at the grass root level

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	02/02/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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Name	Date of meeting(s)
IQAC	02/02/2021
14.Whether institutional data submitted to AISHE	

Year	Date of Submission
2022	15/08/2022

15. Multidisciplinary / interdisciplinary

The Institute organizes many interdisciplinary technical events every year to promote a blending of different disciplines leading to the exchange of research ideas and knowledge on topics of overlapping domains. We have B.Sc triple main Biotechnology course with Chemistry and Botany as other major subjects. We have few interdisciplinary certificate courses also. Few of our faculty are publishing research articles in interdisciplinary areas.

16. Academic bank of credits (ABC):

The Institute is offering a basket of elective papers and certificate course for various disciplines and the students have the flexibility to choose the subjects as per requirement. This is a preliminary initiative taken by the Institute to fulfill the bigger goal of implementing the Academic bank of credits. Institution is planning to register under ABC

17. Skill development:

We have various skill development activities in our college functioning actively under the aegis of a few departments, clubs, and state government initiative ASAP (Additional Skill Acquisition Programme). We encourage students to register for skill development courses under Swayam, NPTEL etc

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

Since the inception of our college, steps have been taken to integrate the Indian tradition, culture, and language in the knowledge and skill-imparting process. Hindi and Malayalam are also used as a medium of instruction besides English. Trainings were given in Indian classical music, dances like Bharathanatyam, Kuchupudi, Thiruvathira, kolkkali etc. Department of Arabic, English and History have chalked out new initiatives on IKS to implement it in our college.

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

The entire curriculum and teaching-learning process of our college is focused towards programme outcome (POs), programme specific outcome (PSOs) and course outcome (COs). These outcomes are published in the college website and known to all aspiring

students. The programme outcomes and programme specific outcomes are communicated to the students during orientation programmes. The course outcomes are made known to the students by respective teachers at the beginning of the course. These outcomes are evaluated through CE, internal and external examinations, seminars, projects and participation of the students in different co-curricular activities. The programme outcomes to a great extent are reflected in the students' progression towards higher studies and placements. The level of achievement of these outcomes are monitored at the various levels by college council, IQAC, Department, and class PTA.

20.Distance education/online education:

Online education through lectures in learning platform, You tube lectures by faculties are there in addition to regular physical classes to encourage learning in blended mode. The college has initiated training programmes in online education and LMS during the pandemic period to equip them for online classes. The trained faculty of our college in LMS easily switched over to the online platform without disturbing the regular teaching learning process during pandemic. We also encourage students to register for skill development courses under Swayam, NPTEL etc

Extended Profile

1.Programme

1.1	568
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2903
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	737
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		1017
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		107
File Description		Documents
Data Template	View File	
3.2 Number of sanctioned posts during the year		94
File Description		Documents
Data Template	View File	
4.Institution		
4.1 Total number of Classrooms and Seminar halls		69
4.2 Total expenditure excluding salary during the year (INR in lakhs)		192.85
4.3 Total number of computers on campus for academic purposes		46
Part B		
CURRICULAR ASPECTS		

1.1 - Curricular Planning and Implementation

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

MSM College affiliated to the University of Kerala, adheres to the curriculum instructed by the University and follows Choice Based Credit system for the offered programs. The designed curriculum has specific programme outcomes for the effective implementation of the curriculum. The Academic Calendar of the college prepared by the College Council in association with the IQAC and The Master Timetable for each academic year ensures the execution of the curriculum. Information regarding the programmes and courses offered, POs, PSOs, COs, syllabi, and previous question papers are uploaded on the website. An Academic Committee And Department level Board of Studies for Certificate Courses monitor the conduct of courses offered by the various departments and ensure the intended results are achieved. The internal evaluation system, which included internal level examinations and submission of Assignments/ Seminars is monitored by the College Council and efficient and transparent valuation is ensured. Department level committees are appointed for the smooth functioning of internal examinations. An effective feedback system works at the college level to analyze the syllabus, curriculum delivery, the remedial classes offered and the facilities offered.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/1.1.1-ok.pdf

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

The academic calendar issued by the University of Kerala to the affiliated colleges carries only details of the schedules and time-frames for the conduct of specific curricular activities like the commencement of various UG and PG programmes, conduct of internal examinations, submission of Project based Dissertations, uploading of scoresheets of Internal Assessment to the Universal portal etc. The IQAC of the college scrutinizes the Academic calendar of the university in detail and customizes it to suit the specific requirements of the college by interpolating specific measures for effective curriculum delivery and other educational objectives

conceived at the college level.

As the admission process is a protracted affair extending over two months and a half, the Induction Programme meant to familiarize the students as well as the parents with the rules and regulations and the ethical aspects of campus life as well as the curricular requirements of the course, is scheduled in the first week of August. This is followed by the bridge course and the Post-Admission Aptitude Test in the second and Third weeks of August. Teaching Talent Scan is scheduled in the first week of September as it is connected to the observation of Teacher's Day.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/1.1.2.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

16

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

21

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

863

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The college curriculum has been enriched with incorporating and addressing the socially relevant issues which are on par with

Professional Ethics, Gender, Human Values, Environment and Sustainability. The courses on General English such as Writings on Contemporary Issues, and Environmental Studies and Disaster management are offered to all the UG students of the college irrespective of their streams of study. The Foundation Course titled The Writings on Contemporary Issues facilitates the students to sense the crosscutting issues of Gender, Professional Ethics, and Human Values. Project works are also assigned to the students as part of the internal assessment through which the students conduct surveys, case studies etc to get attuned to the existing problems of environment and its sustainability. Apart from this, the concept is brought home to the students by conducting seminars, class room discussions, brain storming strategies, mass campaigns, observing the national days of importance and so on. The Campus Placement Cell and The Entrepreneurship Development Club also conduct activities so as to foster professional ethics among the students. Numerous programmes focusing on the aforesaid issues are conducted by the various clubs like the Women’s Club, NSS, NCC, Nature Club, Tourism Club, Entrepreneurship Development Club etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

22

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

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

910

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	https://www.msmcollege.in/wp-content/uploads/2024/02/criterion-1.4.1-1.4.2-student-feedback-analysis-and-action-taken-report-2020-2021-1-1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.msmcollege.in/wp-content/uploads/2024/02/criterion-1.4.1-1.4.2-student-feedback-analysis-and-action-taken-report-2020-2021-1-1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

982

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

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

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

673

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 the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning level of each student is assessed through conducting a learning level assessment test or Post Aptitude Test at the beginning of first semester. From the results obtained, students are categorized as advanced learners and slow learners. Mentoring programme in the college care both the categories of students and promotes to take part in different activities of their own interest and ability. In peer teaching programmes and in teaching talent scan programme, the advanced learners get opportunity to take classes on topics of study and in relevant themes. Quiz programmes and elocutions organized as part of celebrating days of national integration and international importance like Independence Day, science day, environment day, world health day and language day promote the skill development of advanced learners. Lab visit and industrial visit organised as part of the curriculum activity help the students to get an exposure in scientific research and in entrepreneurship. Career development classes organised bring out talent in these students. In the case of slow learners, remedial classes are conducted. Social extension and club activities such as women's study unit, tourism club and nature club are beneficial to slow learners in building up self-confidence by acquiring leadership qualities and in learning handicrafts. Co-curricular activities such as cultural programmes and sports give chance to slow learners for exhibiting talents. NCC and NSS enable these students to realize their own responsibilities to serve the society.

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

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

Number of Students	Number of Teachers
2903	107

File Description	Documents
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

Since the covid 19 scenario brought about a paradigmatic shift in the conventional learning process, the college also stepped into virtual world and LMS platforms of learning experiences. Student IQAC of our college organised webinar series for the holistic development of students. The institution organized different online activities which helped the students to release their stress and tensions of the time. Apart from the conventional lecture methods, the institution caters self- learning and direct practical experiences through hands-on training sessions, laboratory experiments through the science labs, language labs and computer labs. The institution embraces peer leader learning pedagogy through The Teaching Talent Scan which helped to improve the students attitude towards learning and enhanced their socioemotional development.

The departments offer different platforms such as Lyceum de Muses, Thanimozhi for exhibiting the talents and skills of the students. These bodies helped them to mould themselves and perform well in the state level and college level competitions. The college promotes students-oriented activities and projects which include classroom assignments and seminars; individual and group projects, surveys, quiz competition, paper presentations, sharing the videos of films and documentaries, flipped classrooms, manuscript magazines at the department level, and preparation and publication of newsletters. For the enhancement of learning experience, academic seminars, extension activities and interactions with eminent scholars, observances of national and international days at the department level are organized on a regular basis.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Besides the chalk and talk method of teaching, the college makes intensive use of ICT-enabled tools, including online resources for effective teaching and learning process. The faculty use ICT enabled classrooms with LCD projectors in all department to incorporate new pedagogies in the teaching-learning process. Power Point presentations were developed by teachers to expose the students to advanced knowledge and practical learning.

During the pandemic period teachers used interactive and collaborative online modes such as Google Meet, Microsoft Teams, Google Classrooms, Moodle, Blog, WhatsApp, telegram, email etc for teaching and learning processes. These tools empowered both teachers and students in the covid situation. The students and faculty make use of email, group mails, and social networking tools for instantaneous communication and information dissemination. Most classes were uploaded by the teachers in their You tube channel to support those students with connectivity issues during live class sessions. IQAC had conducted online training programmes for teachers to understand the paradigm shift to online teaching modes. This has helped the college raise the interest levels amongst the students and has helped connect learning to real-life situations. They transform the teaching and learning processes from being highly teacher-dominated to becoming student-centric and this transformation results in increased learning gains for students, creating and allowing new opportunities for learners

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

107

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

107

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

45

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

821

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

An Internal Exam Committee was constituted in the college to evaluate the learning process of students. To enhance robustness, internal exams were conducted for each semester and students informed about their progress in studies. Remedial classes were carried out and retest conducted for low scored students. This frequent assessment also minimizes the impact of single instances on the overall evaluation.

The other assessment modes practiced during the covid period include a variety of methods both online and offline such as quizziz, assignments, presentations and projects. This diversity caters to different learning styles and encourages holistic skill development. To prevent biases and errors, the assessment criteria and rubrics are well-defined and shared with students beforehand.

The assessment process is overseen by a qualified faculty, ensuring consistency and adherence to standards. An internal review mechanism is established to verify the accuracy and

fairness of grades assigned. In cases of ambiguity or dispute, a transparent grievance procedure is in place, allowing students to seek clarification or appeal.

In conclusion, the internal assessment mechanism demonstrates transparency through clear communication, and robustness through frequent and diverse assessment methods. This approach contributes to a comprehensive and accurate evaluation of students' progress, fostering a conducive learning environment.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

During the COVID pandemic period, the Internal exam grievances cell of MSM college played a critical role in addressing issues related to conduction of internal exam in online and offline mode with the help of head of the department and concerned tutors. Online examinations were conducted through various online platforms like Google meet, Quziz and Google class rooms. The answer sheets uploaded in theGoogle class rooms were evaluated by the teachers. Those students who were unable to attend the exams online due to connectivity issues were given sufficient time to finish the exams and upload the answer sheets.

Students who were not able to attend offline exams after college reopening due to diseases, or declaration of containment zone in their residential area were allowed to appear for online tests. Those students who scored low marks were given retest after remedial classes to improve their performance.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are the fundamental concepts used to evaluate the knowledge and skills students have acquired after successfully completing a particular course or programme. They are therefore essential elements of OBE (Outcome Based Education). The institution adheres to the University of Kerala's syllabus for all of its undergraduate and graduate programmes, and are in line with the guidelines of UGC.

CO, PO and PSO are created by IQAC and teachers from each department and published in college website. Each programme at the University of Kerala has a Board of Studies, which modifies these periodically. To introduce and familiarize the students with POs and PSOs, the students are given a brief introduction by the concerned teachers of the department at the beginning of the course are then examined at the end of the semester. The departments also exhibit them in notice boards. To familiarize faculty members with OBE, the University offers workshops in collaboration with TLC and by invited talks. The desired degree of intellectual achievement at programme completion is also specified in the College Handbook/Calendar. Centralized Internal exams and University exams are the main assessment methods used to evaluate these outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/UG-PG-outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The institution uses a blended learning approach, and it's made sure that the teaching-learning process is updated in accordance with new UGC/NAAC/parent university criteria. The institution's IQAC played a significant role in directing the teaching community and ensuring the adoption of outcome-based teaching and learning. In accordance with the requirements of the affiliated University, the IQAC not only makes sure that all UG and PG programmes and courses are counted as having PO/PSO/COs, but also that creative methods for outcome achievement and mapping are put into practise. Internal exam conducted by the college serves as the cornerstone of all outcome-based instruction. It suggests a two-pronged

strategy for mapping and evaluating the attainment of the outcome.

Periodic Assessment

Teachers compiled a database of questions based on the requirements of the Bloom's Taxonomy and the Course Outcomes provided in the syllabus at the start of each semester. Based on the CIE marklists and the exam papers, CO PO mapping is done for each student manually.

Mapping-based Assessment

Course outcome attainments of the students are presented on a linear scale. The advanced and slow learners are arranged at the respective ends of the spectrum on the basis of percentage of attainment.

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

2.6.3 - Pass percentage of Students during the year

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

565

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.msmcollege.in/wp-content/uploads/2024/02/2.7.1-2020-2021-...pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

10,000

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

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

3.1.2.1 - Number of teachers recognized as research guides

10

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://kscste.kerala.gov.in/student-project/

3.2 - Innovation Ecosystem

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

The college has an active research-oriented platform named "The Critic Forum". The main aim of the forum is to recognize and discuss potential areas reasonable to apply for external funding so that research will be a revenue stream for the institution and provide the necessary funding for conducting research. The best practices outlined here aim to reflect best practices in the context of the entire system of research and the interdependence of researchers, funding agencies, and journals. Updating framework of research will help the researchers to identify undiscovered areas and practices to promote and foster research.

The institute has developed an Entrepreneurship Development Ecosystem through various skill development programmes like ornamental fish production, vermicomposting, live feed culture, fish feed production etc. As part of the Science Popularisation Programme of Kerala State Council for Science Technology and Extension (KSCSTE) various classes and hands on training programmes in aquaculture were conducted for students and farmers. The college also conducted various extension programs like 'Sasthrapatham' and 'Sasthrarangam' for school children, for promoting their aspiration to Science. The infrastructure include full fledged library, space for research and academic discussions. Many of our teachers are active researchers, have a number of research publications on their credit and 14% of the teachers are research guides.

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

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

11

File Description	Documents
URL to the research page on HEI website	https://www.msmcollege.in/wp-content/uploads/2024/02/3.3.1-2020-2021.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

21

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Milad-E-Sherief Memorial (MSM) College , Kayamkulam has been actively involved in a number of extension activities in the neighborhood. Due to Covid -19, most of the community outreach programs were on virtual volunteering. Even under the restrictions of COVID Lockdown, the following programmes were conducted- Production of masks and sanitizers by the students and faculty of the institution and distributing it to neighborhood, Honoring COVID -19 warriors, Offline tuition for school students, Christmas celebration with physically handicapped and mentally challenged people, 'Health is Wealth'- An awareness to public on the importance of healthy lifestyle. Important days such as Anti-drugs day, World environment day, Road safety, Menstrual Hygiene ,World No Tobacco day, World Anti-Terrorism day, Red Cross day, Teachers Day, Ozone Day etc were observed. In 2020-2021, NCC units and NSS unit of the College conducted several activities such as COVID-19 awareness programs and educational aid to students of lower strata and driving awareness to the importance of vaccination. NSS unit has conducted gender sensitization programs such as 'Women's day' and 'Let's celebrate'. The unit has also organized campus

cleaning, talk on AIDS awareness, lecture and panel discussion on Women empowerment, talk on mental health, a virtual session on Anti-Drug campaign and Anti-Dowry campaign

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

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

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

4

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

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

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

89

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

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

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

79

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

4

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate

houses etc. during the year

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

3

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

Physical Facilities.

Envisages class rooms, laboratories, libraries, seminar halls, open air auditorium, computing equipment, playground and other physical education facilities including gymnasium etc.

A total land area of 1.82 Hectare and a total building area for teaching and learning facility which is sufficient to accommodate more than 2000 students.

The building area is divided into 3 blocks.

'A' block comprises with an Administrative Division, Air Conditioned Seminar hall, IQAC Office, Examination wing, Language lab, Computer center, Computer lab and Departments of Arabic, Economics, Commerce, Malayalam, English, Political Science, History and Hindi.

The 'B' block is included with General library and Departments of Statistics, Physical Education, Mathematics, Botany and Biotechnology with their labs, besides their class rooms.

The 'C' block comprises with Departments of Chemistry, Physics and Zoology with their Labs and Research Labs.

There are 61 well planned and spacious class rooms with excellent ambience for learning and teaching.

we have separate rooms for NCC and NSS. Spectacular Zoology Museum for providing experimental learning for life science students which is a blend of ancient and present science, which enables the students to get an awareness of what is in the literature.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/2020-2021-criterion-4.1.1.pdf

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

We have a very good Gymnasium with almost all equipment. The following list includes the facilities.

- Pec dec flies
- Squat bar stand
- Dips machine
- Flat bench barbell press
- Decline bench barbell press
- Incline bench barbell press
- Dumb bell rack
- Preacher machine
- Lat machine
- Boxing Bag
- Rope
- Medicine ballo

The following courts are available in our college.

- Basket ball court was built in the year 2015 and its measurement is 26x16 meter and 2 meter free space.
- Football field with 45 meter and 70 meter length
- Cricket net with width 6 meter and length14 meterwas built in 2023.
- Badminton court 6.10 meter width, 13.40 length & a free area

of 1 meter.

- Volleyball Court , 18 meter length and 9 meter width
- Kabaddi court , length 13 meter & width 10 meter
- Tug of War court , length 36 meter, & width 3 meter
- Baseball nets

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/2020-2021-CRITERION-4.1.2.pdf

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

18

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/2020-2021-criterion-4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1708156

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library as a Learning Resource

With a meticulously organized collection comprising 38355 books, 33 journals, 10 periodicals and 12 dailies, the library caters to diverse academic needs. The library's automation through the KOHA library automation software, version 23.05.06.00, facilitates seamless cataloguing, data entry, circulation, and stock verification. Furthermore, the integration with INFLIBNET N-LIST consortium offers a gateway to e-books and e-journals, available not only within the library but also remotely through individual login credentials. With a spectrum of services including automated book lending, reference assistance, journal subscriptions, and access to N-LIST resources, the library is a hub for academic enrichment. The diverse array of resources, including print books, e-books, databases, dictionaries, encyclopedias, reference books, journals, e-journals, magazines, newspapers, and old question papers, exemplifies the library's commitment to facilitating comprehensive learning and research.

Library sections

1. Circulation section
2. Periodical section
3. Reference area
4. General reading area
5. Stack room

Library Services

1. Automated book lending service

2. Reference service
3. Subscription of journals
4. Orientation programme for new users
5. Access to INFLIBNET-N LIST resources
6. Old Question Papers

Library resources

1. Print books
2. E-books through N-List
3. Database N-List
4. Dictionaries
5. Encyclopedias
6. Reference books
7. Braille books
8. Journals
9. E-journals through N-List
10. Magazines
11. Newspapers

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.msmcollege.in/wp-content/uploads/2024/02/2020-2021-CRITERION-4.2.1.pdf

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

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

134159

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	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 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

0

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

4.3 - IT Infrastructure

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

Wifi connectivity of BSNL is used to make the campus wifi with single Wi Fi access point with 100 Mbps leased line facility is available on campus.Total 46 computer system with high operating system are available. There is one computer lab equipped with 18 computers . Internet browsing section was set up in the college library with 5 computers for serving the browsing purpose of the students and staff. Department of physics has 6 computers in the lab for students. Each department has computers with printers and the students can browse internet using the computer system available in the department.Student's academic progression academic administration, question paper generation are monitored and managed by computer systems.computer systems are upgraded periodically and software, antivirus packages are installed and systems are updated. The campus is under CCTV surveillance since 2018.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/4.3.1.pdf

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

1939992

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Physical and Academic Facilities

A security guard is responsible for general maintenance of class rooms and labs and are locked in the evening and switch off all the electrical equipment after use. Computers are password protected and properly makes shut down and used only for academic purposes. Instructions are displayed for students and they take care of college properties. ICT facilities are maintained by computer lab in charge. The requirement and maintenance of furniture are timely noted.

Books and journals in the library are properly categorized and would purchase every year as per the requirement of departments. Library polices entail proper library hours, production of valid ID cards, fines and maintain serene environment inside library hall.

Laboratories are properly maintained through physical verification, Safety measures and dispalyed instructions. A laboratory staff is assigned to each lab. Instruments are issued against ID cards of students. Timely purchase of consumable and non consumable items is done through departmental purchase committee and Stock registers for purchases and utilization are maintained.

To instill adherence to policies for safeguarding college property and for maintaining discipline on campus, details of different committee are displayed at the college entrance. Codes of conducts are also displayed.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/2020-2021-CRITERION-4.4.2-1.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1992

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

4

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	NIL
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
191	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
191	
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 has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

95

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

8

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

5.3 - Student Participation and Activities

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

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

13

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The University of Kerala's guidelines empower the Student Council at MSM College to drive engagement in curricular, co-curricular, and extra-curricular activities. Their proactive involvement in organizing events and introducing fresh themes fosters a vibrant college environment, inspiring faculty and management to initiate new activities. The Student IQAC serves as a vital link between students and faculty, ensuring smooth event coordination and maintaining discipline. Despite challenges, they organized various programs during the pandemic, showcasing resilience and adaptability. Involvement in committees addressing issues like anti-ragging demonstrates their commitment to campus safety. Through these initiatives, students hone leadership, entrepreneurship, and teamwork skills, preparing them for future challenges. Overall, their active participation enhances confidence, knowledge, communication, and organizational abilities, nurturing them as competent future leaders and managers. The collaborative efforts of the Student Council and IQAC not only enrich the college experience but also contribute to the holistic development of the student body, creating a dynamic and inclusive educational environment.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/5.3.2-2020-2021.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

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

6

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

Yes. Our Alumni Association plays very supporting and constructive role in the overall development of the college. Our Alumni Association organizes: 1. Guest lectures on various subjects and provide guidance from the experts of various fields to the students. 2. Some of our alumni are industrialists; they share their knowledge and expertise with the students. 3. Alumni Association helps to organize educational and industrial visits for the students. 4. A significant number of our alumni are always visiting to overseas countries and they impart their experience with students by arranging motivational lectures. 5. Alumni Association provides information about the job opportunities available in their fields. 6. Our Alumni Association motivates the students for research activities. Alumni association helps to the meritorious and weaker section students by sponsoring scholarship

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission: Milad E Sherief Memorial College is situated in the coastal belt of Kayamkulam in Alappuzha District in Kerala, where a majority of the people live in conditions of poverty and lack of basic amenities of life. For the past fifty years the college has remained committed to the mission of achieving the social, economic and cultural upliftment of these most backward classes through education and career related skill development.

Vision: Our students mostly hail from families of fisher folk, manual labourers, coolies and those engaged in petty business, and our chief endeavour is to equip these youth with the requisite knowledge and skills meant to help them attain material and cultural advancement in life. A sizable section of the student community in M.S.M. College are girls, and we take genuine pride in playing a key role in empowering them through education that prepares them to gain employment in various fields, or enable them for gainful self-employment. The sustained mission of the college is to turn the vast human resource available with us into precious asset for the nation by imparting education that cultivates knowledge, nurtures skills and inculcates values of life. The institution envisages the comprehensive development of the students into mature citizens with robust physical and mental health, sound intellectual acumen and life skills, and thorough social and moral values.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.1.1.pdf
Upload any additional information	View File

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

The Organizational Structure of the College consists of the Management Governing body, the Principal, the teaching staff, the non-teaching staff and the students. The Management of the College is the highest decision-making body which is in constant touch with the Principal on all matters pertaining to the smooth functioning of the institution. The Governing Body of the College meets at least thrice a year to discuss issues relating to finance, infrastructure, faculty recruitment and the matters related to the overall development of College. The Principal is assisted by the Vice Pricipal, Heads of the Departments, the Staff Council (all teaching faculty) and the Non-Teaching Staff which comprises of the Administrative Officer, Section Officers (one for Accounts Office and one for the General Administration), Senior and Junior Office Assistants and manual staff. The Heads of the Departments oversees the smooth functioning of the department for which meetings are held on a regular basis to discuss issues and concerns relating to curricular and extra-curricular activities. Staff Council meetings are held at least twice every semester for the effective planning and implementation of programmes like teaching, learning, academic administration, curricular and extracurricular activities. The College also has Internal Quality Assurance Cell (IQAC) which works towards realization of the goals of quality enhancement and sustenance. Student Council meetings are held regularly to address the student related issues and organizing extracurricular activities through various Cultural Societies. Various committees are constituted for planning, preparation and execution of academic, administrative and extra-curricular purposes.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution, which are the constant driving factors for improving academic quality policies and strategies. It is effectively deployed to focus on bringing quality improvements in the areas of: 1. Curricular Planning and Implementation 2. Teaching- Learning Processes 3. Research, Collaboration and Extension Activities 4. Academic infrastructural facilities 5. Student Support Activities and Student Progression 6. Internal Quality Assurance System 7. Institutional Values and Best Practices 8. Governance, Leadership and Management At the beginning of the academic year, various bodies and committees that constitute the Organogram of the institution, chalk out the strategic plan of events and activities which will support the growth and development in these key areas and at the end of the year, a review is taken about implementation and the outcomes of the perspective plans

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.2.1-3.pdf
Upload any additional information	No File Uploaded

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

The institute executes all policies, administrative setup, appointment and service rules and procedures laid by the governing bodies. The institute functions smoothly according to rules and regulations made by the Ministry of Education, Government of

Kerala, University of Kerala and M.S.M Trust. Institutional Management is designed systematically and transparently to get the best results out of it. Hierarchical sets up are established from top management to down the level demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.2.2.pdf
Link to Organogram of the institution webpage	https://www.msmcollege.in/wp-content/uploads/2024/02/6.2.2-ORGANOGRAM.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Milad-E-Sherief Memorial College has effective welfare measures for the teaching staffs which are provided annually and this will make sure the financial and health securities for its teachers. The College offers society loans for the teachers. For the period of 2020-2021, seven teaching staffs were given these loans with a total amount of twelve lakhs fifty thousand rupees which are of great help for the teachers in the college. Infrastructural facilities like clean, spacious, well-furnished and electrified

Staff rooms, Classrooms, Administrative Office, Canteen, Hostel, Washrooms, and Recreational spaces have been provided to maintain the physical welfare of the employees. Prayer and Meditation Room, Yoga classes and counselling services, and motivational and interactive sessions have been instituted to ensure stress-free and productive mental framework in the Faculty as well as the Non-Teaching Staff. The facilities in the Gymnasium of the college are offered to the teaching and non-teaching staff too. M.S.M. College maintains a male Staff Cricket Team which was formed in 2019 with a host of benign motives such as providing the teachers and the ministerial staff with an opportunity to display their cricketing skills. Teachers are encouraged and given complete freedom to fulfil their academic aspirations by way of FDPs, training sessions organized by specialized agencies, Orientation and Refresher courses, Doctoral and Post-Doctoral Research and applying for Research Supervisorship. Employees Provident Fund, General Insurance Scheme (GIS) and State Life Insurance (SLI) are also ensured by the College.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.3.1-1.pdf
Upload any additional information	View File

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

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

14

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 programs organized by the institution for teaching and non-teaching staff during the year

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

3

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

53

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

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

In order to maintain and improve organizational performance, the institution follows an annual performance based evaluation mechanism based on well-defined criteria for teaching and non-teaching staff. Primary objective of this appraisal system is to provide feedback to employees, to identify areas of improvement, to recognize and reward good performance and also to support career development and progression

Teaching Staff

Each faculty member's performance is evaluated using the Performance Based Appraisal System (PBAS) which is also used for promotion under the UGC Career Advancement Scheme (CAS). Performance is measured under below three categories in this scheme:

- Teaching, Learning, and Evaluation related activities
- CoCurricular, Extension, and Professional Development related activities
- Research Publications and Academic Contributions.

Besides academics, the institution promotes employee engagements in a wide range of activities with additional duties and responsibilities which are mostly voluntary. The Institution gives these contributions appropriate weightage during the appraisal process

The Faculty Member's PBAS proforma is checked and verified by a subcommittee constituted of the Vice-Principal, Principal, and Manager. Periodic reports on faculty performance in the teaching learning process are collected by Heads of Department and submitted to the Principal. Feedback is collected from parents as well during PTA meetings which are held at least once in a year. Feedback Committee also collects and analyses feedback from students on teachers to ensure a 360-degree appraisal mechanism.

Non-Teaching Staff

Self-appraisal is done by non-teaching staff. The Principal discusses work progress and the status of pending files in regular reviews with the Office Superintendent.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution follows the guidelines laid down by the government for the collection and disbursement of state and central government funds and strict financial discipline is ensured through timely regular internal and external audits. The college also maintains separate accounts for financial aids received from different sources.

Internal audit of finance is conducted every year at the college office. The internal auditing of accounts is carried out jointly by the Principal, Head accountant and staff members of the college. Statutory Audit Statutory Audit is conducted every year at the close of the financial year. This is done by an auditor appointed by the Manager.

Government Audit Government Audit is conducted with regard to the Government aided funds received in the college. Two types of government audits are done- one by the office of the Dy. DCE and the other by the office of the Accountant General.

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

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

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

12108626

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

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

M.S.M. College receives funds to meet academic and infrastructural expenses in two modes. The first is the regular mode of fund inflow which has two components - annual lumpsum financial assistance from the State Government on the one hand, and collection of special fees under sixteen heads, on the other, which is spent on the purposes for which it is collected, as per government norms.

The annual, lumpsum amount allocated by the Government of Kerala as Grant-in-Aid or Contingency Grant is to be spent on building maintenance and repair works. Special fees are collected under different heads notified in the College Calendar. The amount thus collected is deposited into the Personal Deposit Account of the Principal of the college. The tuition fee, specific to subjects and classes, collected from the students is remitted to the Revenue Account of the Government of Kerala. M.S.M. College explores all possible avenues to mobilize financial resources to undertake infrastructural and academic expansion. Some of them are as follows: .PTA Fund, Funds from UGC, .Admission and Tuition fee ,Faculty donation, Exam fee, NCC, Govt. Aid, etc.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets every three months. The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute and Govt. statutory authorities: (a) Annual Quality Assurance Report (AQAR) (b) Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS) (d) Stakeholder's feedback (e) Process Performance & Conformity (f) Action Taken Reports (g) New Programmes as per National Missions and Govt. Policies. The IQAC took measures for the quality assurance strategies during the covid-19 period. Two effective processes that were proposed by the IQAC were 1. Online classes and internal evaluation: All the teachers conducted online classes through different ICT modes such as google meet, whatsapp and Zoom. The doubts of the students were also solved online. Internal examinations (Subjective/objective) were also conducted through these modes. 2. Audio video lectures and short notes were made available by the faculty members on their own YOU Tube channels. All the chapters of the syllabus were covered in these audio/visual lectures..

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

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

IQAC being the central body within the college monitors and review the teaching-learning process regularly. The analysis of the

effectiveness of teaching learning is made through the stakeholder's feedback mechanism. IQAC prepares various feedback forms, collects structured feedback on review of syllabus and prepares inclusive feedback report of the college and if necessary communicates to affiliating University for further improvement and implementation. Student learning outcomes are reviewed through class tests, assignments, class seminars, field projects, review of research papers/books, open book tests, internal assessment tests, and university examinations. University result analysis is discussed in department meetings for further improvement and implementation. This helps in identifying the slow and advance learners. Review of Lectures and Assignments is monitored and necessary quality improvement inputs are communicated to the concerned teachers. Based on feedback various innovative activities and reforms were introduced. During the covid-19 period regular offline classes could not be conducted so online classes were initiated. The IQAC resolved issues pertaining to online learning. Accordingly the classes were conducted through google meet and Zoom cloud app. The syllabus was completed and examinations (internal/external) were conducted. The quality initiatives were kept in mind in almost all the teaching- learning processes.

File Description	Documents
Paste link for additional information	https://www.msmcollege.in/wp-content/uploads/2024/02/6.5.2-2020-2021.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.msmcollege.in/wp-content/uploads/2024/02/6.5.3_2020-21_-Quality-Assurance-Initiatives-1.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	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

Gender Equity and Women's empowerment are the sine qua non of the campus culture of M.S.M. College constituting about 75% of the student community and 65% of the teaching and non-teaching staff. Hence, we have installed women in almost all the key positions in the administrative and academic structure of the institution.

On the curricular front, a specific module on the issue of Gender Equality and Women's Empowerment has been incorporated into the syllabus for the Foundation Course mandatorily to be studied by the UG students.

In the arena of Extra-curricular and Extension activities, the committees formed to execute co-curricular programmes invariably have the representation of the women from the student community and the teachers on them.

The Women's Forum of the college plays a crucial role by way of organizing programmes in coordination with various Government Departments and NGOs, meant to boost the confidence of women through generation of awareness amongst them.

33% seats are compulsorily earmarked for women during enrollment in the the National Cadet Corps (NCC). In direct proportion to the female - male student ratio on the campus 70% of the students enrolled in the National Service Scheme are women.

The candidature of women faculty to various extraneous bodies like the University Malpractice Squad, Academic Committees of other universities and training and fellowship programmes are promoted and actively supported.

Egalitarian interaction between male and female students are promoted through motivational talks celebrations and festivities.

File Description	Documents
Annual gender sensitization action plan	https://www.msmcollege.in/wp-content/uploads/2024/02/ANNUAL-GENDER-SENSITIZATION-ACTION-PLAN-digi-sign-Copy.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.msmcollege.in/wp-content/uploads/2024/02/7.1.1_2020-21_Promotion-of-Gender-Equity-digisign-new-1.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	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 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Management of the various types of degradable and non-degradable waste

A clean and healthy surrounding in an organization determine the effective learning and provides a favorable learning environment to the students. The institution has taken several steps to keep our surroundings clean and environment friendly. If the food waste generated can be managed in the place of origin itself, a big

dilemma can be contained and managed. Various methods have been adapted in this regard.

Two large earthen pits/ landfills are placed in two corners of the campus for the dumping of biodegradable waste materials. Biowaste produced from zoology lab are also treated in this manner.

A full-fledged vermicomposting unit is set up in the campus and which is run by the participation of students.

Two biogas plants are also in the functional stage and the natural gas produced from these plants are utilized in the canteen and college hostel kitchen.

Plastic waste produced in the campus are sorted by the cleaning staff and handed over to government as well as private agencies for the further recycling

Electrical and electronic equipment's are subjected to periodic checking and those with maximum efficiency are preferred for their long-term usage. E-waste is collected, sorted and after completing proper procedures it is given to vendors for off campus recycling.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <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 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 568 539 629">File Description</th> <th data-bbox="539 568 1437 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 629 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 629 1437 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 734 539 875">Various policy documents / decisions circulated for implementation</td> <td data-bbox="539 734 1437 875" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 875 539 943">Any other relevant documents</td> <td data-bbox="539 875 1437 943" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Various policy documents / decisions circulated for implementation	View File	Any other relevant documents	View File			
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Various policy documents / decisions circulated for implementation	View File										
Any other relevant documents	View File										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>C. Any 2 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="86 1314 539 1375">File Description</th> <th data-bbox="539 1314 1437 1375">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1375 539 1516">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1375 1437 1516" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1516 539 1621">Certification by the auditing agency</td> <td data-bbox="539 1516 1437 1621" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1621 539 1727">Certificates of the awards received</td> <td data-bbox="539 1621 1437 1727" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1727 539 1794">Any other relevant information</td> <td data-bbox="539 1727 1437 1794" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	View File	
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Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	View File										
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and</p>	<p>A. Any 4 or all of the above</p>										

facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
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 socioeconomic and other diversities (within 200 words).

To respect the cultural identity of the students from different parts of the nation the cultural festivals are organized in the campus which promotes cultural tolerance among the student community. The mentors identify the students with special needs and periodically communicate with them personally and help them to overcome their difficulties and be more competitive. The campus environment is friendly to provide access to differently abled students, staff members and girls and ensure inclusiveness. There is harmony embedded in the overall functioning of the institution and this helps to create an enviable environment of inclusive growth of all.

The admission process is an inclusive one. The institution believes in providing all meritorious students from different social, economic and religious backgrounds access via admission to high quality education and a conducive environment for gaining knowledge irrespective of their caste, class or economic background. The college provides financial support in the form of concessions to students who are not so privileged and scholarships to those students who have secured a high percentage in their university examinations. Students are also given access to government sponsored scholarships and grants. The student database proves that the college attracts students from General as well as

reserved category, privileged as well as underprivileged milieu and Hindus, Christians as well as Muslims. The college has managed to make its mark in achieving its goal of providing high quality education to all categories of students.

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

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

The institution ensures a special attention to maintain constitutional obligations and responsibilities of citizens. We observes days of cultural and regional significance in order to accept cultural, regional, linguistic, and communal diversity. The college pays special attention to economically disadvantaged students and has implemented a variety of programmes to help them and their acceptance into the mainstream. The college's NCC and NSS units hold various programmes on a regular basis to promote social inclusion, cultural harmony, and national unity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.msmcollege.in/wp-content/uploads/2024/02/7.1.9-2020-Sensitization-of-students-and-employees-of-Institution.pdf
Any other relevant information	https://www.msmcollege.in/wp-content/uploads/2024/02/7.1.9-2020-relevant-information.pdf

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

A. All of the above

students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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 programs 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

The institution ensures a special attention to maintain constitutional obligations and responsibilities of citizens. We observes days of cultural and regional significance in order to accept cultural, regional, linguistic, and communal diversity. The college pays special attention to economically disadvantaged students and has implemented a variety of programmes to help them and their acceptance into the mainstream. The college's NCC and NSS units hold various programmes on a regular basis to promote social inclusion, cultural harmony, and national unity. The college celebrates the days of national importance such as

:-Gandhi Jayanthi,

Independence Day,

Republic day,

Environment Day,

NationalScience Day

World Yoga Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practices 1.Social Extension Activities

Title&Objective of the Practice:THANAL (Social ExtensionProgramme)

Social Extension develops an awareness and knowledge of social realities to have concernfor the wellbeing of the community and engage in creative and constructivesocial action.

The Context:The National Service Scheme, The NCC, and the various clubs of the college engage in activities within and beyond the college with an intension of creating social consciousness and to develop leadership qualities and democratic attitudes among the students.

The Practice :-The NSS plays a vital role in the development of the latent aspects of the student's personality.

Best Practices 2) Al Haj P.K.Kunjusahib Memorial Webinar Series 2020-21

Objective of the Practice: Al Haj P.K.Kunjusahib -founder of M.S.M group of Institutions is a firm upholder of liberty , equality and fraternity. He believed that investment in Education nutures the citizens of tomorrow. He worked for the welfare of the downtrodden masses and sought every means to solve their plight. In reverence to our founder ,the college initiated 'Al Haj P.K.Kunjusahib Memorial Webinar Series 2020-21.'

The Context:-This process of learning is not only a desirable supplement to the classroom education but develops in the student a sense of responsibility, tolerance and cooperation. .

The Practice :-The various Departments of the College have used Webinars as the medium for disseminating knowledge. The webinars covered a wide range of topics, providing valuable insights into emerging trends, innovative practices, and cutting-edge research.

File Description	Documents
Best practices in the Institutional website	https://www.msmcollege.in/wp-content/uploads/2024/02/7.2.1-2020-21_Website-link-to-Best-Practices-in-Institution.pdf
Any other relevant information	https://www.msmcollege.in/wp-content/uploads/2024/02/7.2.1-2020-21_Relevant-Information-on-Best-Practices-in-Institution-.pdf

7.3 - Institutional Distinctiveness

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

Ever Since the inception of the college the management and faculty have been tenaciously upholding the motto of the founding father of the institution: "fight inequalities wielding the powerful weapon of education." Equal emphasis is given to the tasks of empowering the young through education and of building the potential of the nation through a steady output of educated, cultured and skilled man power.

. The Economics department in collaboration with the Women's Club conducts a Skill based certificate course, the SHALABHAM Project, on Fashion Technology and Garment Designing for the girls of the college. Such projects undertaken by the college empower and encourage them to equip with the ability to enable them to explore the world and partake fully in the development process and to become the most active part of the economy. The majority of the students of the college are from very poor families and from the rural localities around the college. Skill-based learning focuses on increasing employability through a series of inputs, to equip students with appropriate skills that help them to be ready for a job. problems and help each other to reach their goals. Skill-based learning makes them think logically, analyse concepts and apply their insights. In skill-based learning, teachers focus on

imparting education through planning and practice. This fulfils the high demand for skilled people who can think creatively, work collaboratively, take responsibility, and handle uncertainty and challenges.

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

7.3.2 - Plan of action for the next academic year

PLAN OF ACTION

1)To upgrade infrastructure 2)To complete office automation 3)To plant more trees 4)To plant medicinalplants 5)To ensure more MoUs for various purposes 6)To start more job oriented new generation courses 7) To improve water conservation facilities 8) Ground water recharge facilities to be established 9) To purchase audio books for specially abled students