SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE

INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE NELLIKUZHI P O
KOTHAMANGALAM ERNAKULAM (DIST.) KERALA
686691
www.igcas.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Indira Gandhi College of Arts and Science is a first grade institution of higher education established in the year 2002 at Nellikuzhy, Kothamangalam, and an Educational Hub of Kerala. The College is approved by the Govt. of Kerala and affiliated to Mahatma Gandhi University, Kottayam. It is founded & managed by the Indira Gandhi Memorial Trust. Indira Gandhi college of Arts & Science is one of the first grade colleges in the state offering nine postgraduate and Seventeen undergraduate courses in Science & Mathematics, Commerce & Management and Humanities. Besides, the college offers 55 add on courses in various fields. The college has been offering BSc and MSc courses since its inception in the year 2002.Yet, the College is poised for changes to keep pace with the development in the higher education scenario in the country with additions in its infrastructure and instructional facilities. It is hoped that these changes would help in moulding outstanding young professionals in their chosen fields who would get preference in placements in the limited global job market.

Students from all over Kerala and outside the state seek admission here because of its excellent infrastructure, well experienced faculty, separate hostel facility for ladies and gents, internet connectivity and apt learning environment. Presently more than 1700 students undergo training in all the branches together. Moreover, the Management maintains keen intention to begin more programmes so as to cater to the taste and need of the new generation learners. Indira Gandhi College of Arts and Science has an excellent faculty, well-experienced, committed and devoted in imparting holistic training as to make students industry ready. It has state of the art infrastructure with an area of 8228 sq.m in a sprawling campus of 5 acres with, well-laid campus, class rooms, labs, library, hostels and playgrounds.

The Placement and Training Cell of the group of institutions makes it a point to pool in training resources as to improve the students 'employability. Soft Skill and Technical Training is spread through the academic year utilizing even vacations. Students are given ample opportunities for hands own experience through arranged internship. They have been given exposure to the relevant field through bridge courses. Around 50 reputed companies regularly visit our campus. The placement team keeps scanning industries for possible openings.

Leadership commitment and stakeholder participation is the hallmark of the Institution. The faculty members strive hard for professional development to impart advanced level of knowledge to the students. The physical infrastructure and human resource promote ICT friendly teaching learning process. The Parent Teacher Association, Alumni, various clubs and forums work in tandem to implant academic attributes and humanistic values among students. The Institution also gives due importance to integration of research with the academic activities and ensures a dynamically symbiotic student neighborhood community relationship.

Vision

To be a leading institution that provides quality education, prioritizing the holistic development of students to equip them with academic excellence and virtues essential for becoming global professionals and valuable citizens of the nation.

Mission

Our mission is to provide a transformative education that empowers students to reach their highest potential. We are committed to:

1. Delivering a rigorous and comprehensive curriculum that fosters intellectual growth and critical thinking.

2. Promoting social responsibility and community engagement through service learning and extracurricular activities.

3. Upholding ethical standards and integrity in all endeavors.

4. Encouraging innovative research and development to address real-world challenges.

5. Fostering a diverse and inclusive environment that respects and celebrates differences.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength

- 1700 students with 93 faculties in 12 departments involved in the teaching learning process of 17 UG and 10 PG programmes.
- Easily accessible location in Aluva- Munnar road
- Quality ensuring initiatives with well-structured tutorial and mentoring system

- Student involvement in association and co-curricular activities inculcating leadership qualities.
- College Union activities and departments mentored subject Associations.
- Socially committed, proactive and visionary management; decentralized governance and administration

- Healthy and amicable relationship among the Management and stakeholders
- Offers job oriented, semiprofessional Add-on course
- Commendable community service through extension and outreach activities
- Highly committed, vibrant and young pool of qualified faculty members & amp; administrative staff
- Eco-friendly Green campus providing ideal academic ambience.
- Academic collaboration & ample student and staff exchanges facilitate co-hosting of National/State level conferences and workshops
- Various clubs promote students creativity and artistic skills
- Gives Strong support for sports and games.
- NSS play a vital role in familiarizing students with social service.
- IGCAS Counseling Centre ensures Psychological support to students and Parents.

- Special welfare measures for staff members and financial support to economically backward students
- The college is using MIS for administration - Student details, attendance, internal marks, activity reports of the faculty members are automated
- Provision for Scholarships and free ships to the students
- Campus broadcasts through IGCAS Radio.
- Facilities for physical training and health promotions.
- Observance and celebration of important days like National Science Day, International Ozone Day, World Aids Day, Teachers Day and International Yoga Day
- Productive and Dynamic PTA
- ICT-enabled classrooms, well-equipped labs, and the college library provide all essential instructional facilities.
- Ample student exposure to field visits and residential camps
- MoU with Sector Skill Councils and other agencies

Institutional Weakness

- Since the region is largely underdeveloped and marginalized, majority of students are academically, financially, and emotionally not up to the usual standard of performance at the entry level.
- Lack of financial support and aid from Government and UGC.
- Comparatively higher rate of faculty turnover.
- Shortage of funds for infrastructural augmentation and modernization.
- No research departments.
- Low demand for MSc. Mathematics, MSc. Physics and MSc Computer Science.
- SC/ST grant and scholarships / free ships from Govt. and other agencies are not available to students.

- Admitted under Management Quota in self-financed colleges. It makes studies in self-financed colleges

- Unaffordable to tribal students.

- Limited industry-institute linkages.

- Lack of academic flexibility and limited role in redesigning curriculum.

- Discontinuance of studies due to financial and social hindrances is not uncommon among students.

- College has no academic autonomy.

- Majority of the teachers does not have doctoral degrees and research experience.

- All classrooms are not made smart.

- Lack of an indoor stadium.

Institutional Opportunity

- Opportunity to uplift the marginalized population of the region.
- Majority of the students are women. Hence, the development and transformation of the region could be accelerated through women empowerment programmes.
- The college adopted a tribal village of 'Panthapra' and an MOU executed with the King, enabling the students of the college to organize community development and outreach programmes at the village.
- Convert all classrooms into smart and train students in handling sessions and conferences with ICT tools.
- To offer disaster management programmes and establish a disaster management research centre. Opportunity for student/faculty exchange with other Universities/Institutions.
- More e-content development by teachers.
- Introduction of more career-oriented Diploma/Certification Programme
- Opportunity for institutional tie-up and industry linkages for strengthening the teaching-learning process.
- Research activities of the faculty could be improved by providing various supportive mechanisms.
- To organise national/international job fair on the campus. The college can present candidates suitable for first-line management and operations.
- To establish a career tarining and UPSC examination coaching centre on the campus. To establish a yoga centre and health club in the college.

Institutional Challenge

- Need to get Govt. sanction for more new generation courses
- Need to add more skill enhancement programmes
- Need to improve student quality/skills for employability and life skills. (With significant increase in coaching programmes for Competitive Exams, the Institution aims to create greater number of placements for the students)
- Need to provide exposure for faculties/students in National and International Universities

- Need to obtain govt. grants for research and development
- Need to obtain financial support from government agencies to carry out academic and co-curricular/extra-curricular activities
  - Avenues of institutional tie up with Industries are limited
- Lack of continuous up gradation, subscription to e-journals, access to interactive e lectures
- No Research departments
- The curriculum and work load does not support the faculty members to explore the research skills
- More placements.
- More academic achievements.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Based on the regulations of the University, our college has successfully moulded its own mechanism for the strict and effective implementation and delivery of the curriculum. During the assessment period, the college introduced 25 programmes considering the pulse of the college; our management is very active in establishing innovative programmes and providing well-furnished platform which leads the students to effective learning.

The students at UG level are prompted to choose an open course as well as elective courses in all programmes. Along with this in order to promote their responsibilities towards environment, UG students have to undergo a compulsory course in Environment and Human Rights. The IQAC monitors the curriculum planning infrastructure of the college through a well- documented procedure which involves strategic planning based on University academic calendar and departmental academic plan based on University syllabus college The hand book and departmental advisory committee, regulate the course work of a programme using a course file, outcome assessment sheet, result analysis and A Virtual Learning platform. Periodic student feedback is collected and used to bring about modifications to the process. To enrich the professional skills of students, the college offers seven value added courses. The college strives to promote gender sensitivity, and social responsibility among the students. To ensure the fruitful functioning of IQAC, we have organized a feedback committee which collects and discusses the curriculum feedback taken from the stakeholders. Then this collective opinion on the curriculum is communicated to the University through the teachers of the college who are members in the Board of Studies of the University.

Teaching-learning and Evaluation

IGCAS strictly adheres to the admission guidelines set by the regulatory body. Students are admitted through both Government and Management quotas. At the beginning of the academic year, an induction program is conducted to introduce students to the institution, faculty, and curriculum details. This program familiarizes students with college and university rules and guidelines, and covers various activities and programs essential for a successful start.

At IGCAS, students are encouraged to achieve their goals by participating in extracurricular activities. Training programs are designed to enhance their knowledge and skill sets. Special classes are provided for slow learners to help improve their academic performance. In addition to traditional lecture sessions, our faculty members experiment with innovative teaching methods. To engage students actively in the learning process, IGCAS employs various methodologies, including problem-solving techniques, experiential learning, and participatory learning.

ICT tools, such as computers, LCD projectors, NPTEL videos, and Google Forms, are utilized to enhance the teaching-learning process. Regular activities include guest lectures, field visits, participation in workshops, symposiums, and more. Students are encouraged to participate in a variety of extracurricular and co-curricular activities. A well-established mentorship program supports students' professional interests and provides counseling when needed. IGCAS also creates an academic calendar that includes the dates of exams, internal assessments, important events, and breaks to help plan the sequence of events for better results.

Research, Innovations and Extension

IGCAS promotes research, innovation, and extension activities among its students and faculty members. The institution encourages faculty to pursue PhD programs, focus on research and development in their respective fields, publish research articles, apply for funded projects, and register patents. Many faculty members at IGCAS hold doctorates, and the institution's R&D Cell actively promotes research activities. The institution offers research grants to provide financial assistance, supporting faculty in their scholarly pursuits. Numerous faculty members have published research papers, patents, and textbooks.

IGCAS has established active MOUs with various organizations to support student projects, internships, and employability. Industrial visits are organized to provide students with practical knowledge and insight into job requirements and preparedness.

The institution has hosted several conferences, national seminars, webinars, expert lectures, and workshops in innovation, research, and entrepreneurship. The Entrepreneurship Cell conducts seminars, workshops, training programs, and interactive sessions with entrepreneurs. Students are encouraged to undertake projects under faculty supervision.

IGCAS offers state-of-the-art facilities for research and projects through various research laboratories established over the past five years. The college's NSS unit conducts various extension and outreach activities, including blood donation camps, tree plantation programs, visits to old age homes, Swachh Bharat campaigns, awareness rallies, and cleaning campaigns.

Infrastructure and Learning Resources

Infrastructure and Learning Resources

- The college building has been dilated since the inception of the college and is fully fledged with **ICT enabled classrooms, laboratories, seminar halls and open auditorium.**
- The campus is Wi-Fi enabled with CCTV camera installations. To maintain the discipline and decorum of the campus the CCTV surveillance has been guaranteed.
- Two broadband connections with a speed of 500 Mbps (BSNL) and 200 Mbps (Kerala Vision) with multiple service providers are there in the college.
- The campus is becoming more students friendly each year by implementing the facilities like Canteen, Gym, Yoga Center, Water Purifier, central store and Playground. Considering the safety measures the college has installed the fire and safety measures by installing fire extinguishers.
- The campus has a generator, adequate power backup and UPS facilities. The campus is updated with 415 computers, 5 printers, 1 color printer, scanners, LCD Projectors, interactive panels, Photocopy machines and online admission portals.
- Our college has a beautiful landscape, aesthetic architecture, eco-friendly environment, spacious classrooms, and well-equipped laboratories.
- The campus has 3 blocks, a Main block, new block and a library block. There are 5 fully-equipped laboratories for Computer Lab, 1 language lab, 1 Micro Processor lab, Micro Biology lab, Biochemistry lab, zoology lab, Physics Lab, Chemistry Lab, Food Technology lab and Psychology Lab.
- A waiting room and a sick room are provided for women.
- The college has a rain water harvesting unit.
- Our college has well equipped facility to provide first aid and attend to any medical emergencies.

- It also has a well-furnished canteen with large dining space for both vegetarian and non-vegetarian food is also available in the college campus.
- The Cultural Committee engages and nurtures students keeping with the vision and mission of the college to support the holistic development of students' all-round personality development.
- We have both indoor and open auditorium which helps us to conduct many events. The college conducts various events in inside the campus and outside the campus with the support of different clubs for the cultural development of the students.
- Separate rooms for IEDC in the college.
- College Radio nurture the students in musical and cultural activities in the college.

Library as Learning Resource:

The library is automated with the Foresight software.

- The college library is alluringly arranged with maximum fictions, novels, short stories in Malayalam and English, along with multiple reference texts. Students and faculty members can utilize the ample opportunities under the DELNET for all the e-resources.
- The college has a fully automated centralized library with forseight software . The college library has a collection of 10876 books, 6 newspapers, 7 journals, magazines and OPAC are available in library.

Student Support and Progression

To foster consistent advancement in academics, co-curricular, and extracurricular activities, the IGCAS provides an intellectually stimulating environment for students. Students are involved in the decision-making process and are adequately represented on all academic and administrative committees. Over 70% of students benefit from scholarships and freeships provided by government and non-government agencies as well as the institution.

Students receive guidance in life skills, competitive examinations, career planning, soft skills training, ICT/computing skills, yoga, physical fitness, and meditation sessions. This support helps them develop life skills, boost confidence, and make informed decisions. Any grievances are addressed by the Grievance Redressal Committee, the Anti-Ragging Committee, and the Internal Compliance Cell. Students can express their complaints about any academic or non-academic issues on campus through online platforms or suggestion/complaint boxes.

The IGCAS has a strong placement record, with an average of 70% of students securing jobs through campus placements. Many students also choose to pursue further education at prestigious institutions both in India and abroad. Numerous clubs and associations facilitate student participation in co-curricular and extracurricular activities. The institution hosts more than 30 competitions, sports, and cultural events annually, encouraging students to participate in university-conducted youth festivals and intercollegiate sports events.

The registered alumni organization actively supports the institution's growth. Alumni contribute significantly to enhancing the teaching-learning process and placement training activities.

Governance, Leadership and Management

The management of IGCAS have given full autonomy to the Governing Council body. The Governing Council comprises of nominated trust members, expert members representing all the stakeholders, faculty representatives, academicians and Principal of the institution, headed by the Chairman IGCAS . The Governing Council sets the policies and goals for the smooth functioning of academic and administrative activities of the institution. The governing council has empowered the principal with complete academic and administrative autonomy. Further, the Principal, Senior Professors, Heads of the Department collectively participate in the decision-making process to achieve the Vision, Mission and Goals of the institution. IQAC head takes the responsibility of continuous improvement of quality and strives to achieve academic excellence. The approval is taken for starting of new courses, expansion of infrastructure, financial budget, increments for both teaching and nonteaching are taken in the GC meeting. The policies of the institution are provided in the service rules.

IGCAS has got various strategic plans for implementation to achieve excellence in all aspects such as academic, placements and research. Hence the management council has a strategic plan which includes getting NAAC accreditation and Permanent Affiliation for all UG programmes as well obtaining Autonomous in future.

IGCAS is a self-financed institution, where the funds are generated through the fees paid by the students. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. Internal and External audits are held periodically.

Institutional Values and Best Practices

Institutional Values and Best Practices

Indira Gandhi College of Arts and Science has been moving ahead with its rich educational heritage , follows all the rules as per the statutory requirements with respect to academics, finance and administration. To make the campus vibrant and inclusive to all its stakeholders, the institution has implemented several policies, programmes and initiatives under various committees, cells and departments. .

- The institution plays an important role in promoting **gender parity** by providing **Gender Sensitization Programmes** and bring gender differentiated courses inside the campus as Gender is never a discrimination.
- The institute has provided for requisite facilities in accordance with the needs of female staffs and students in terms of **safety, security and counselling**
- The institution has facilitated **alternate sources of energy** such as **sensor based energy conservation, use of LED bulbs and solar energy, Rain water harvesting and Biogas plant** as they make us much more eco- friendly.
- The topography of the campus has been filled with green plants and grass to convert the campus to a green campus. **Green audit, environment audit and energy audit** have been conducted by an external agency and the institute has received appreciation for maintaining **green campus.**
- The **Divyangjan Policy** of the campus transacts the need for wheelchairs, ramps disabled-friendly washrooms and scribes for examination.
- Significant attempts were made to celebrate the national and international days and festivals like Gandhi Jayanti, Men's Day, Independence Day, Republic Day and International women's day and native celebrations like Onam, Christmas, and Eid to spread and maintain communal harmony in college.

- The institution has adopted an environment friendly approach to waste management by utilizing STP.
- Indira Gandhi College of Arts and Science stands out for its best practices through **Indira Care**-social extension activities, which actively engage students in community services and outreach. Complementing this, the Scholarship Scheme called **Edufund Scholar** offers crucial financial support, enhancing academic opportunities. These combined efforts reflect the college's dedication to nurture well-rounded, socially responsible, and academically empowered students.
- The institutional distinctiveness named **Excellence Unbound**, highlights innovative add on courses, top-tier infrastructure, IGCAS Radio, strong placement support, diverse electives and scholarship scheme.These features have significantly boosted admissions, highlighting the college's commitment to outstanding educational experiences and opportunities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	INDIRA GANDHI COLLEGE OF ARTS AND SCIENCE
Address	Indira Gandhi College of Arts and Science Nellikuzhi P O Kothamangalam Ernakulam (Dist.) Kerala
City	Nellikuzhi Kothamangalam
State	Kerala
Pin	686691
Website	www.igcas.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Viji K Ramakrishnan	0485-2823349	9072212200	-	arts@igmt.org
IQAC / CIQA coordinator	Sajid A M	0485-2823349	9946696183	-	igcsiqac@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Kerala	Mahatma Gandhi University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

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

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Indira Gandhi College of Arts and Science Nellikuzhi P O Kothamangalam Ernakulam (Dist.) Kerala	Rural	5	8228.25

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Bachelor Of Science, MATHEMATICS	36	Higher Secondary	English	30	0
UG	BSc,Bachelor Of Science, CYBER FORENSICS	36	Higher Secondary	English	24	24
UG	BSc,Bachelor Of Science, COMPUTER SCIENCE	36	Higher Secondary	English	60	37
UG	BSc,Bachelor Of Science, PHYSICS	36	Higher Secondary	English	24	0
UG	BSc,Bachelor Of Science, PSYCHOLOGY	36	Higher Secondary	English	24	24
UG	BSc,Bachelor Of Science, MICROBIOLOGY	36	Higher Secondary	English	54	42
UG	BSc,Bachelor Of Science, BIOTECHNOLOGY	36	Higher Secondary	English	30	10
UG	BSc,Bachelor Of Science, CLINICAL NUTRITION AND DIETETICS	36	Higher Secondary	English	24	18
UG	BSc,Bachelor Of Science, CHEMISTRY	36	Higher Secondary	English	24	0

UG	BSc,Bachelor Of Science, FOOD TECHNOLOGY AND QUALITY ASSURANCE	36	Higher Secondary	English	24	24
UG	BSc,Bachelor Of Science, ELECTRONICS	36	Higher Secondary	English	60	0
UG	BCom,Commerce,FINANCE AND TAXATION	36	Higher Secondary	English	50	38
UG	BCom,Commerce,COMPUTER APPLICATION	36	Higher Secondary	English	100	60
UG	BBA,Management,	36	Higher Secondary	English	60	60
UG	BCA,Computer Science,	36	Higher Secondary	English	50	50
UG	BA,Bachelor Of Arts,ECONOMICS	36	Higher Secondary	English	50	10
UG	BA,Bachelor Of Arts,ENGLISH	36	Higher Secondary	English	50	13
PG	MCom,Commerce,FINANCE AND TAXATION	24	Graduation	English	65	0
PG	MSc,Master Of Science,CHEMISTRY	24	Graduation	English	20	19
PG	MSc,Master Of Science, MICROBIOLOGY	24	Graduation	English	20	20

27-11-2024 03:58:31

PG	MSc,Master Of Science,ZOOLOGY	24	Graduation	English	20	4
PG	MSc,Master Of Science,FOOD TECHNOLOGY AND QUALITY ASSURANCE	24	Graduation	English	12	12
PG	MSc,Master Of Science,COMPUTER SCIENCE	24	Graduation	English	12	0
PG	MSc,Master Of Science,BIOTECHNOLOGY	24	Graduation	English	30	21
PG	MSc,Master Of Science,PHYSICS	24	Graduation	English	20	0
PG	MSc,Master Of Science, MATHEMATICS	24	Graduation	English	15	0
PG	MA,Master Of Arts,ENGLISH	24	Graduation	English	15	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				0				77			
Recruited	1	0	0	1	0	0	0	0	8	69	0	77
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				23
Recruited	4	19	0	23
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	4	0	0	0	0	0	0	0	6
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	7	65	0	72
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	457	0	0	0	457
	Female	450	0	0	0	450
	Others	0	0	0	0	0
PG	Male	93	0	0	0	93
	Female	65	0	0	0	65
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	13	8	12	7
	Female	6	12	19	9
	Others	0	0	0	0
ST	Male	4	7	2	0
	Female	1	0	1	0
	Others	0	0	0	0
OBC	Male	207	197	229	72
	Female	198	257	259	139
	Others	0	0	0	0
General	Male	74	79	137	53
	Female	68	98	130	79
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		571	658	789	359

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Education with multidisciplinary components is an academic and pedagogical approach aimed at developing students' capacities across intellectual, aesthetic, social, physical, emotional, and moral domains. This is achieved by integrating formal and informal learning opportunities, teaching, research, community engagement, and promoting cross-disciplinary and interdisciplinary perspectives and practices. The NEP 2020 suggests that colleges will gradually phase out the system of "affiliated colleges" over a period of fifteen years, with a target of 2035. This transition will be supported by mentoring from the respective affiliating universities. Our institution is working to implement this approach, taking various steps such as attending seminars and conferences related to NEP 2020, identifying benchmarks from other institutions for multidisciplinary courses, and closely adhering to the norms and regulations of the affiliating university.
2. Academic bank of credits (ABC):	As per the UGC Notification on University Grants Commission Notification (28th July 2021): An "Academic Bank Account" refers to an individual account with the Academic Bank of Credits that a student opens and operates. This account collects and stores all the academic credits earned by the student from various courses. These credits are recognized, maintained, accumulated, transferred, validated, or redeemed for awarding degrees, diplomas, certificates, etc., by an authorized institution. The Academic Bank of Credits will be established similar to the National Academic Depository and will feature a dynamic website with comprehensive details about its operations for all higher education stakeholders. This system is designed to be credit-based, highly flexible, and student-centric. Our institution is in the process of obtaining approval from statutory authorities, including university authorities, to apply for registration with the Academic Bank of Credits. Credits earned by students through online courses from National Schemes like SWAYAM, NPTEL or any specified university will also be eligible for credit transfer and accumulation.
3. Skill development:	Integrating vocational education with general education is a promising approach to fostering holistic development in students, equipping them with the knowledge, skills, and competencies needed

	for both life and work. To this end, we have identified potential collaborations with industries to provide internships, exposing students to real-world work environments and hands-on practice. We are in the process of developing bridge courses of varying durations, depending on the prerequisites of the courses students wish to transition to horizontally. IGCAS is actively working with the NSDC and has begun offering Skill Development Courses. Under the auspices of the NSDC.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The NEP 2020 emphasizes the promotion of Indian languages, arts, and culture. The NEP document highlights India's rich cultural and knowledge heritage, the significance of Indian philosophy in shaping global pers pectives, and the importance of the country's multilingual and multicultural background. It underscores the necessity of revitalizing these areas for the betterment of India and the world. This strategy necessitates a paradigm shift from the recent educational system, which has often undervalued traditional Indian knowledge. In alignment with AICTE guidelines and to restore the glory of ancestral values and knowledge, our institution has introduced a mandatory course on the "Indian Constitution and Traditional Knowledge" for all undergraduate students. To complement classroom lectures, students are provided with standard textbooks on the Indian Constitution and the cultural heritage of India. Our Arts Club regularly conducts competitions in malayalam on contemporary topics such as the environment and energy conservation, as well as on cultural and ethnic values of India. Embracing the spirit of NEP 2020, IGCAS has redesigned its curricula to include the following: Multidisciplinarity across all programs Outcome-based education, in place since 2018 Indian Knowledge System, which includes: The inclusion of Indian languages such as Sanskrit, Tamil, and Malayalam Training in Yoga for all students, with a dedicated Yoga Hall named after the Great Indian Saint Swami Vivekananda.Training in employable hard skills and Training in employable soft skills.
5. Focus on Outcome based education (OBE):	Recognizing the importance of accreditation, particularly in relation to the Washington Accord, the college has integrated Outcome-Based Education (OBE) concepts into its curriculum, syllabi, and evaluation methods. OBE has been fully

	implemented in all stages of the teaching-learning process across five out of eight undergraduate programs. In line with the graduate attributes, Program Educational Objectives (PEOs), and Program Outcomes (POs) outlined in the NBA documents, markers have been developed and shared with stakeholders. The PEOs have been established considering factors such as preparation, core competence, breadth, professionalism, and lifelong learning. These objectives are aligned with the institution's vision and mission, as well as the vision and mission of individual departments. POs and Program Specific Outcomes (PSOs) have been mapped to the PEOs. Course outcomes have been defined for all courses, and their correlation with various POs has been specified. In the evaluation process, which includes continuous assessment and semester examinations, student performance in each course is linked to the POs and subsequently to the PEOs, with attainment evaluated accordingly. A 360° feedback mechanism is used to continuously monitor and achieve the goals of Outcome-Based Education. Various committees at the college and department levels assess attainment each semester. Documentary evidence is maintained to facilitate peer-level evaluation.
6. Distance education/online education:	There has been a noticeable shift in teaching and learning methods globally, moving from traditional classroom instruction to a blend of classroom and online education. This trend is evident in the growing popularity of online education platforms such as MOOCs. India is also adapting to this new paradigm. We encourage our students and faculty to enroll in and complete examinations through SWAYAM-NPTEL. Under our Curriculum system, we have obtained the necessary approvals to include a Credit Transfer Scheme for our students. Consequently, credits earned from SWAYAM-NPTEL can replace elective courses. The list of such courses is approved by the chairperson before the semester begins to ensure that students register for relevant courses that are not repetitive or duplicative. Online courses have also enabled students to fulfill credit requirements by the 5th semester, allowing them to undertake full-time internships in suitable industries during the 6th semester. This provides students with the dual benefit of acquiring industry-required skills and enhancing

	their career opportunities.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literacy Club partners with the government and the District Collector, who also serves as the District Election Officer (DEO), to engage in events aimed at raising awareness about the importance of voting. In collaboration with the Election Commission of India, IGCAS seeks to foster a strong culture of electoral participation among both current and future voters. Objectives: Strengthen the culture of electoral participation among young and upcoming voters.Raise awareness among first-year U.G. students about the importance of enrolling in the voter list. Organize engaging activities to facilitate voter list enrollment.Invite experts to educate students about their electoral rights.Instill knowledge about the electoral process and the importance of voting. Promote ethical voting practices.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Members of the club will engage in stimulating and thought-provoking activities, primarily conducted in classrooms. These activities and games are specifically designed to help them become 'Empowered (Prospective) Voters.' Each year, the club organizes seminars to educate students about their rights and motivate them to exercise these rights by participating in elections. Additionally, the club encourages students to participate in competitions organized by Systematic Voters' Education and Electoral Participation Program which helps them build skills and confidence. Both students and staff have actively participated in these competitions. Our staff coordinator has been instrumental in involving students in various innovative activities to promote the use of voting rights and to raise public awareness about the significance of voting. The Club also spreads awareness among the public through posters and by participating in competitions under the guidance of the District Collector's office.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral	The Club creates awareness among the public through posters and Participating competitions as per the direction of District collector office.

processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	To achieve this, we organized a personality test session where students introduced themselves. To further develop their critical and analytical thinking skills, the club also offered activities such as a word game, mime games, and a puzzle hunt session.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The club collaborates with the District Collector's office, which also serves as the District Election Officer (DEO), to regularly participate in and organize events that raise awareness about the importance of voting. This is achieved through various programs, including rallies, surveys, and competitions.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1725	2155	2099	1340	1532

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 122

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
91	79	73	67	60

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
280.29	235.00	242.19	187.66	155.35

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Indira Gandhi Group of Institution is the umbrella organization representing about seven institution that helps students to step up into a world of excellence as our maxim says "Step to future". As the college affiliated to Mahatma Gandhi University it ensures effective curriculum delivery through numerous process. The college provides 17 UG courses and 10 PG courses.

- **To formulate an accurate framework for the institution we strictly follows the academic calendar prescribed by the university.**

- **To ensure efficacious pace of teaching- learning process, each and every teachers formulates and follows lesson planner.**

- **When the year commences a master time table at the college level and subordinate time table at the department level prepared under the supervision of the Principal, HOD & IQAC and the same circulated among the students.**

- **Keeping the target in view, each faculty members retain a log book that track their yearly/monthly scheduled academic activities. Students are given assignments and seminars on the completion of every module which is also recorded in the log book.**

- **Non-Scholastic activity: to elevate the mental, physical and artistic development of pupils, each and every year the college itself organizes arts and sport events.**

- **Invited talks: college invites efficient subject wizards and proficient guest faculty from esteemed institution and universities to conduct seminars.**

- **Blended Teaching-Learning process: Along with the conventional teaching methodology, college embrace ICT enabled teaching methodology to ensure the curriculum goes on par with contemporary way of teaching.**

- **Every year college prepares and publishes 'Annual Manuscript' and promotes each department to publish departmental magazine to nourish the creativity of students.**

- **College tours have been conducted for the final year students.**

- **To know more about the colle4ge and each courses, orientation programs are conducted for**

newly admitted students along with teachers.

- **Remedial class: To ensure the complete succession of courses each teachers from every department provide remedial classes along with materials for slow and low learners.**

- **Support Materials: Providing additional resources, such as tutoring or enrichment activities, to support all learners.**

- **Excellence cell: To ensure the maximum number of rank holders each department has formulated a cell of high performing students where they have given extra classes and motivation.**

- **National and International webinars are conducted often for the enrichment of faculty and students.**

- **Projects and case studies are conducted for academic enrichment.**

- **Review Committees: Establishes committees or bodies to review and update the teaching methods and plans related to curriculum periodically.**

- **Incorporation of Feedback: Uses feedback from stakeholders to make necessary adjustments and improvements.**

- **Professional Development: Provides ongoing training and development opportunities for faculty to keep up with changes in curriculum and teaching practices.**

- **Pedagogical Skills: Enhances faculty skills in effective pedagogy and use of technology in teaching.**

- **Innovative Pedagogy: Utilizes various teaching methods such as lectures, discussions, practicals, and case studies to enhance learning.**

- **Documentation: Maintaining detailed records of curriculum changes, assessment results, and feedback to support ongoing evaluation and improvement.**

- **Performance Monitoring: Tracks the performance of students and the effectiveness of the curriculum.**

- **Outcome Analysis: Analyzes educational outcomes to ensure that the curriculum is meeting its objectives.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 55

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 51.86

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1184	1044	910	683	769

27-11-2024 03:58:32

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

The affiliated university prioritizes environmental education, sustainability, human values, and professional ethics by incorporating these themes into all levels of its programs—undergraduate, postgraduate, and doctoral. Many courses include specific sections or modules that address these crucial topics, helping students gain a deeper understanding.

The curriculum is divided into two phases, adhering to the university's guidelines while integrating various extracurricular activities. This approach effectively addresses key issues such as gender equality, environmental concerns, sustainability, and ethical practices in professional life.

To support students' comprehensive development, the college offers a range of programs coordinated by the Internal Quality Assurance Cell (IQAC), student clubs, subject associations, and the National Service Scheme (NSS). These initiatives enhance academic learning and foster personal growth, civic engagement, and a strong sense of social responsibility.

Professional Ethics

Professional ethics are vital standards that guide behavior and decision-making within any field. The institution has established a robust code of conduct for students and staff, outlining the ethical principles expected of them.

To deepen students' understanding and practical application of professional ethics, the college provides opportunities such as seminars, training sessions, internships, and field trips. The NSS plays a key role in helping students develop a strong sense of professional ethics.

Departments and the IQAC frequently organize seminars on critical topics, including intellectual property rights, research publications, research methodology, and research ethics. These efforts collectively enhance students' awareness and application of professional ethics in their academic and future careers.

Gender

The college promotes inclusivity and awareness through various clubs and committees, such as the Women's Forum, Men's Forum, Grievance Redressal Committee, and Internal Complaint Committee.

These groups organize programs on topics like sexual orientation, gender identity, women's rights, wellness, and inclusive education.

The college also offers motivational programs, health and hygiene awareness initiatives, and skill development workshops. Annual celebrations of Women's Day underscore the institution's commitment to gender equality and empowerment. These efforts create a supportive environment that fosters personal growth and social awareness.

Human Values

The college integrates human values into activities organized by the NSS and subject associations. Regular webinars and lectures cover essential topics like blood donation, drug abuse awareness, and legal literacy, helping to instill these values in students.

Volunteering and responsible human development are encouraged through social outreach initiatives, including visits to shelters and orphanages. During major events like the COVID-19 pandemic and the 2018 Kerala floods, students actively participated in community service, demonstrating their commitment to human values and societal well-being. These experiences enhance students' awareness and foster a spirit of compassion and service.

Environment and Sustainability

The college promotes ecological responsibility through initiatives led by the NSS and the Nature Club Committee. Events such as World Environment Day, Ozone Day, Wetland Conservation Day, and World Nature Conservation Day increase students' awareness of environmental issues.

Green initiatives extend beyond the campus with activities like cleaning drives, plogging, and garden maintenance. The college also implements a waste management system, promotes green initiatives, and conducts green audits to enhance campus environmental awareness.

These efforts collectively prepare students to be responsible citizens, dedicated to positively impacting the environment and society.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

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

Response: 50.84

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 877

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 51.06

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
577	663	799	366	434

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1282	1253	1249	921	855

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 62.58

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
276	295	296	185	187

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

2022-23	2021-22	2020-21	2019-20	2018-19
457	446	445	328	304

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 18.96

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The institution prioritizes a student-centric approach to learning, enhancing the educational experience through experiential, participative, and problem-solving methodologies, complemented by ICT tools. This approach cultivates active learning, collaboration, and critical thinking, equipping students with both academic knowledge and practical skills for future careers.

Experiential Learning

Experiential learning is fundamental to the institution's philosophy, involving hands-on activities that immerse students in real-world challenges:

- **Campus Radio:** Offers students practical experience in media production and communication by broadcasting college events.
- **Student Initiatives for Orphanage Inmates:** Encourages social responsibility and community service through student-led activities for orphanages.
- **Visits to Tribal Colonies:** Provides insights into tribal communities, fostering cultural understanding and empathy.
- **Industrial Visits, Study Tours, and Field Visits:** Expose students to various industries and professional environments, offering multidisciplinary experiences.
- **Student's Lab:** Encourages scientific exploration among school students through hands-on experiments with scientific concepts.
- **"Convert All Trash" Initiative:** Promotes sustainability by repurposing paper trash and used pens into reusable items.
- **Food Fest:** Students gain experience in entrepreneurship and teamwork by organizing and running food stalls.
- **News Reading:** Develops public speaking skills and news reading practice.
- **Herbal Garden:** A living laboratory where students study medicinal plants and their uses.
- **Musical Rendition:** Adds vibrancy to campus life through student performances.
- **FAB LAB Visits:** Introduces students to advanced manufacturing technologies and innovation.
- **Exhibitions and Workshops:** Provide platforms for showcasing talents and learning new skills.
- **Internships:** Offer practical work experience, bridging the gap between academic learning and professional practice.

Participative Learning

Participative learning encourages active involvement and collaborative knowledge creation:

- **Discussions:** Foster critical thinking and academic development through regular, structured discussions.
- **Peer Tutorship:** Enables students to both teach and learn from peers, reinforcing subject understanding.
- **Workshops and Seminars:** Broaden student perspectives and deepen knowledge on diverse topics.
- **Arts and Sports Fests:** Allow students to showcase talents and receive recognition, supporting a well-rounded education.
- **Peer Teaching:** Enhances collaborative learning by having students share knowledge with each other.

- **Student Magazines and Newsletters:** Offer platforms for students to express creativity and academic insights.
- **Knowledge Sharing Program:** Facilitates the exchange of valuable information and resources among students.

Problem-Solving Methodologies and ICT-Enabled Tools

The institution integrates problem-solving approaches with advanced ICT tools to enhance learning:

- **Online Assessment Tools:** Platforms like Google Classroom enable continuous evaluation and feedback.
- **Interactive Panels, Whiteboards, Smart TVs, and LCD Projectors:** Create engaging, interactive classroom environments.
- **Online Collaboration Tools:** Microsoft Teams and Google Classroom support effective project and assignment collaboration.
- **Digital Library:** Provides access to a vast collection of e-books and e-journals, aiding research and learning.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 99.73

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
92	79	73	67	60

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 34.86

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
31	32	27	21	18

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The college operates an effective assessment and evaluation system that aligns seamlessly with the guidelines established by the university. This evaluation process encompasses the following components:

- Continuous internal evaluation
- External evaluation

Methods Implemented to Foster Transparency in Internal Evaluation

- Effective orientation programs
- Streamlined internal examination calendar
- Transparent rubric communication in assessment steps
- Conducting and assessing various components of internal evaluation
- Robust grievance redressal mechanism
- Seamless access to results via Learning Management System (LMS)
- Engaging parents in student progress

Continuous internal assessment comprises attendance, assignments/seminars, and two internal examinations.

1. **Attendance**

- Attendance is recorded at the beginning of each class.
- Students can obtain their attendance records from the office or through LMS at any time.
- Students can request duty leave by filling out the application form or using the LMS platform.
- The attendance percentage is published at the end of each semester, and students can apply for condonation if necessary.
- Based on the attendance marked in the LMS, internal marks for attendance are awarded.

1. **Assignments/Seminar**

- Seminars are optional for UG programs and compulsory for PG programs.
- At least one assignment/seminar is required for each course, and feedback is communicated to the students.

1. **Two Internal Examinations**

- The internal exam committee prepares the internal exam calendar.
- A week before the exam, students receive notification and timetable of the internal examination via WhatsApp group, notice board, and LMS.
- Aligning and mapping the question paper to Course Outcomes (COs) is done through the use of LMS and Bloom's Taxonomy.
- Submitting the question paper to the Examination Office is done in a timely manner.

- Examinations are conducted in a centralized manner with rigorous and diligent invigilation.
- Answer scripts are evaluated, distributed promptly, and discussions with students are conducted.
- Providing students with the opportunity to review and recheck their internal marks, published in both A Form and B Form.

Methods Implemented to Foster Transparency in External Evaluation

- Share exam fee notification with students and facilitate electronic payment through the college website.
- Distribute exam registration forms by class, verify applications with tutors and the Head of the Department, and enter/verify data in the university portal through the examination wing.
- Share the University exam timetable and exam hall seating arrangements via WhatsApp and notice board with students.
- Share the invigilation duty list with faculty, open the question paper link from the University, and print the question papers at the exam office.
- External valuation of answer scripts is done at University Centralized Valuation Camps.
- The final result of each semester is published by the university.
- Tutors conduct timely result analysis and consolidate the data in a common pool.

Grievance Redressal Mechanism

Exam-related grievances are categorized into three types: Time-related, Conduction of Exam-related, and Evaluation and Assessment-related. To address these, a three-tier grievance redressal mechanism is followed:

- **Level 1: Department Level**
- **Level 2: College Level**
- **Level 3: University Level**

The grievance form is accessible on the Learning Management System (LMP) and the college website and is promptly addressed. Students can submit grievances as letters to the concerned authority or use the online grievance mechanism.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

The development of Program Outcomes (POs) and Course Outcomes (COs) is closely aligned with the institution's educational philosophy and objectives. These outcomes serve as essential benchmarks for evaluating the effectiveness of the curriculum, ensuring it meets the principles of Outcome-Based Education (OBE). OBE focuses on clear, demonstrable outcomes and skills, moving away from traditional input-based educational models towards a more results-driven approach.

The formulation of program outcomes is based on the course outcomes specified by the university. Faculty members involved in this process carefully consider the specific needs and expectations of their respective fields, as well as industry requirements and the evolving demands of society.

Once the outcomes are established, a critical step is to effectively communicate this information to all stakeholders involved in the educational process, including students, parents, faculty members, and the broader community. The institution employs a multifaceted approach to ensure these outcomes are clearly conveyed and understood, fostering a collaborative environment that enhances the educational experience for everyone involved.

Online presence:

To improve accessibility, the outcomes are clearly presented on the college website for easy access. They are also included in the college handbook, offering a comprehensive reference for anyone looking for information.

Induction programme:

To kick off each academic year, an induction program is held to raise awareness among students and parents. During this event, the Principal and department Heads provide a thorough overview of the expected learning outcomes, with the goal of informing, inspiring, and motivating students at the start of their academic journey.

Orientation programme:

A key element is the organization of a department-level orientation program, which familiarizes students with the skills, knowledge, and abilities they are expected to gain by the end of the program. This orientation offers a roadmap for students, aiding their understanding of their educational journey and the anticipated outcomes in terms of skills and competencies

Classroom interactions:

Regular classroom interactions are crucial for keeping students informed about the expected learning outcomes. This ongoing communication emphasizes the significance of these outcomes, giving students a clear understanding of their educational goals. Additionally, the outcomes are posted on departmental notice boards for further reinforcement.

Parental engagement:

Parental involvement is acknowledged as crucial for a student's academic success. Frequent Parent-Teacher Association (PTA) meetings provide parents with regular updates on expected learning

outcomes. Additionally, PTA WhatsApp groups facilitate continuous communication between parents and teachers, offering insights into the importance of Outcome-Based Education

Department meetings:

Regular department meetings, led by Heads of Departments and occasionally by the Principal, offer a structured review process. These meetings assess whether the department's learning outcomes and teaching methods are effectively meeting student needs. In summary, the collaborative efforts of faculty in developing these outcomes, combined with a strategic and multifaceted approach to communication, ensure that all stakeholders are well-informed and engaged in the educational process. Emphasizing transparency, communication, and collaboration helps create an environment that supports achieving educational goals and the comprehensive development of students

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The attainment of program outcomes measures how effectively an educational program has met its intended goals and objectives. These outcomes usually encompass the knowledge, skills, abilities, and attitudes that students are expected to develop by the end of the program. Achieving these outcomes is essential for maintaining the quality and effectiveness of the program. By implementing regular evaluations and feedback mechanisms, institutions can foster continuous improvement, ensuring that the learning experience adapts to student needs and preferences. This iterative process helps keep courses relevant, engaging, and effective in meeting their objectives.

To assess course outcome attainment, institutions evaluate how well students have met the specific learning objectives of a course. This level of attainment is often expressed as a percentage, derived from students' performance in both internal and external assessments. The average attainment for each course is calculated by averaging the scores achieved by students.

Attainment of Course Outcomes

- **Group Similar Courses:** Organize the courses in the program syllabus into groups based on their similarity or related content.
- **Collect Student Scores:** Gather the scores of all students who have completed the courses in

each group.

- **Calculate Average Scores**: Compute the average score for students within each group of courses.
- **Determine Percentage Scores**: Convert the average scores into percentage scores to reflect the attainment level for each group of courses.

Mapping COs to POs

Mapping Course Outcomes (COs) to Programme Outcomes (POs) is a crucial aspect of curriculum development and assessment in educational institutions. This process ensures that the content covered in individual courses aligns with the broader objectives of the entire program. The mapping of COs to POs is carried out through the following steps

Step 1- Link COs to POs: Align the percentage values of outcomes from each set of courses with their corresponding Programme Outcomes (POs).

Step 2- Calculate CO Attainment: Determine the percentage attainment for each group of course outcomes.

Step 3- Allocate COs to POs: Assign the attained course outcomes for each group to their respective Programme Outcomes.

Outcome Attainment Evaluation:

Outcome attainment evaluation employs a two-tiered approach: direct evaluation and indirect evaluation, with respective weightages of 80% and 20%. This method assesses success and identifies areas for improvement, leading to the development of remedial strategies

Direct Attainment:

Direct attainment involves the direct measurement or assessment of specific learning outcomes. In this approach, 80% of the weight is allocated to direct evaluation, which is based on the external and internal marks of each course

Indirect Attainment:

Indirect attainment is assessed through exit surveys administered to students and alumni. The survey format is developed by the Internal Quality Assurance Cell (IQAC).

Evaluation of Course Outcome Attainment:

Assessing course outcome attainment is an ongoing process that informs teaching strategies and improves educational quality. The levels of attainment for Programme Outcomes (POs) are established using the CO mapping matrix. To address any deficiencies, a gap analysis is conducted, which helps in devising corrective measures. This approach ensures that courses achieve their intended goals and equips

students for success in both academic and professional settings.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 62.93

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
455	202	224	213	237

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
691	310	372	363	379

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.76

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution has cultivated a dynamic ecosystem for innovation that is deeply rooted in the **Indian Knowledge System (IKS).** This approach blends traditional wisdom with contemporary scientific inquiry, creating a unique learning environment that respects the past while looking toward the future. The ecosystem is supported by a comprehensive framework comprising an Intellectual Property Rights (IPR) Cell, an Entrepreneurship Development Cell, and a robust Research and Development (R&D) Cell, each playing a pivotal role in the institution's mission.

The Institution's Innovation Council (IIC) at Indira Gandhi College of Arts and Science is dedicated to fostering a culture of creativity, entrepreneurship, and innovation among students and faculty. The council aims to encourage the development of new ideas, promote research initiatives, and support the commercialization of innovative projects.

The **IPR Cell** is a cornerstone of this ecosystem, dedicated to promoting awareness and understanding of intellectual property rights among students and faculty. This cell provides essential guidance on the legal and procedural aspects of protecting innovations and creative works. It serves as a resource center, offering workshops, seminars, and consultation services to help innovators secure patents, copyrights, and trademarks. By ensuring that the intellectual creations of the institution are adequately protected, the IPR Cell encourages a culture of innovation and respect for intellectual property.

The **Entrepreneurship Development Cell** is another vital component of the ecosystem, designed to ignite and nurture the entrepreneurial spirit within the student body and faculty. This cell provides a supportive environment where budding entrepreneurs can explore and develop their business ideas. Through a series of training programs, mentorship opportunities, and networking events, the cell equips individuals with the skills and confidence needed to transform their ideas into viable businesses. It also facilitates connections with industry experts, potential investors, and successful entrepreneurs, fostering a community of practice where learning and growth are continuous.

The **R&D Cell** represents the research arm of the institution, tasked with driving the discovery and development of new knowledge and technologies. This cell encourages interdisciplinary research, fostering collaborations among different departments and with external partners, including industry and other research institutions. The R&D Cell also manages the funding and resources necessary to support cutting-edge research projects. By providing a platform for researchers to pursue their inquiries, the cell helps in translating academic research into real-world applications, thus contributing to societal advancement and technological progress.

Together, these initiatives create a vibrant environment where the creation and transfer of knowledge and technology are not only possible but are actively encouraged and facilitated. The institution places a strong emphasis on entrepreneurship, innovation, and intellectual growth, ensuring that students and faculty alike are equipped to meet the challenges of a rapidly changing world. Through this comprehensive framework, the institution is not just imparting education but is also shaping the innovators, thinkers, and leaders of tomorrow. This holistic approach ensures that the institution remains at the forefront of academic and technological advancements, contributing significantly to the national and global knowledge economy.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 53

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during**

last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	16	11	06	06

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.03

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	0	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Over the past five years, Indira Gandhi College of Arts and Science has actively engaged in various extension activities aimed at benefiting the local community and raising students' awareness of social issues. These initiatives reflect our commitment to holistic development and social responsibility. Below is a summary of key outcomes from our activities:

Clean and Green Initiative: We launched a campaign focused on environmental stewardship through campus beautification and waste reduction.

Cleanup at NSS UP School, Thrikkariyoor: A thorough cleanup improved the learning environment and instilled a sense of responsibility among students.

Monsoon Health Awareness Campaign: We educated the community on preventing waterborne diseases and maintaining hygiene during the monsoon season.

Electric Power Consumption Awareness: This program raised awareness about energy efficiency and the benefits of reducing electricity consumption.

Voter Awareness Campaign: We educated community members about the importance of voting and their rights in the electoral process.

Holiday Festivities and Parade: Festive events celebrated community spirit and brought joy to local residents.

Blood Donation Camp: We facilitated a blood donation camp to support local hospitals and encourage community participation.

Eye Camp at Lions Club, Kothamangalam: Free eye check-ups and vision care services improved eye health for local residents.

Plastic-Free Tomorrow Cleanup Drive: This initiative aimed to reduce plastic waste and promote a sustainable environment.

Road Safety Rally: We raised awareness about traffic rules and safe driving practices to enhance community road safety.

Orphanage Outreach at St. John's Children Home: We provided support and companionship to children at St. John's Children Home.

Water Scarcity Field Survey: A survey assessed local water scarcity issues to inform resource management strategies.

COVID-19 Awareness Webinar: We hosted a webinar to share critical information about COVID-19 prevention and safety measures.

COVID Vaccination Promotion Program: This initiative emphasized the importance of vaccinations and encouraged community participation.

Book Distribution at Pragathi Orphanage: We enriched the educational resources of children by distributing books.

Smart Parenting Webinar: This webinar offered guidance on effective parenting during the COVID-19 pandemic.

Waste Management Activities at Nellikuzhi: We implemented initiatives to improve waste disposal practices.

Charity Event for Kidney Patient Support: A charity event raised funds for a local kidney patient in need of medical treatment.

Cleanup at Govt. L.P. School, Thrikkariyoor: A cleanup improved the school's environment and encouraged student involvement.

COVID Survey in Affected Areas: We assessed the impact of COVID-19 in Nellikuzhi to identify community support needs.

Mask Distribution to Auto Drivers: Masks were distributed to enhance protection against COVID-19.

Orphanage Outreach at Santhwanam School: This outreach program provided enrichment activities for children at Santhwanam School.

Webinar on COVID-19 and Mental Health: We addressed the impact of COVID-19 on students' mental health and provided stress management strategies.

Krishi Thottam Community Garden: A community garden project promoted sustainable agriculture and local food production.

Peace Rally - Let the Dove Fly: We organized a rally advocating for community harmony and unity.

These activities showcase our dedication to community service, environmental awareness, and the overall development of our students and neighbors.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The accolades and recognitions received by Indira Gandhi College of Arts and Science, Nellikuzhi, highlight the institution's commitment to community service and social responsibility. Each recognition serves as a testament to our dedicated efforts, collectively forming a significant achievement for the college. Below are some of the notable awards and recognitions the college has received:

Recognition Certificate from Panthapara Tribal Settlement Colony: This certificate acknowledges our college's efforts in supporting the education and development of tribal communities.

Recognition from Government UP School, Paipra: We were honored with a certificate for our contributions to enhancing the school's infrastructure and educational resources.

Kanthi Vellakkayyan Recognition: This recognition highlights our community service initiatives aimed at improving the quality of life for local residents.

Kuttampuzha Panchayat Award: We received a certificate of recognition for our collaborative efforts in various community development projects.

Pragathi Balabhavan Recognition: Our initiatives to support and uplift underprivileged children were acknowledged through this recognition.

ISO 9001:2015 Certification: We achieved this certification, affirming our adherence to international quality management standards.

Green Audit Certificate: This certificate reflects our college's commitment to promoting environmental sustainability and implementing eco-friendly practices on campus.

Clean and Green Campus Awareness Award: We were awarded for our effective awareness programs that engage students and staff in maintaining a clean and sustainable campus.

Environment Audit Certificate: This certificate underscores our dedication to environmental management and sustainability practices.

Energy Audit Certificate: We received this certificate for our efforts in energy conservation and efficient resource utilization.

Certificate of Recognition from Kothamangalam Police Station: Our collaborative efforts in promoting community safety and supporting local law enforcement were recognized.

Nellikuzhi Gram Panchayat Recognition: We were honored for our active involvement in local development projects and community service activities.

Certificate of Recognition from the Fire and Rescue Department: This recognition acknowledges our initiatives in fire safety awareness and community preparedness.

Peace Valley Palliative Care Recognition: Our support in providing care and comfort to individuals with serious illnesses earned us this certificate.

These awards and recognitions affirm Indira Gandhi College of Arts and Science's dedication to excellence in extension activities and community service. We remain committed to making a positive impact on society and upholding the highest standards of service and sustainability.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 43

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

2022-23	2021-22	2020-21	2019-20	2018-19
15	10	06	05	07

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 19

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Indira Gandhi College of Arts and Science is situated on a 5-acre campus in Kothamangalam, offering a well-designed infrastructure that supports a thorough educational experience through its physical facilities, technology, and holistic development programs.

Physical Facilities

The college's infrastructure includes essential amenities such as classrooms, laboratories, and recreational areas. The campus is equipped with Wi-Fi-enabled classrooms and modern technological tools to facilitate effective learning. Each department has access to desktops and high-speed internet. Security is enhanced with CCTV monitoring in classrooms, and water filters and coolers are provided on every floor to ensure safe drinking water. The administrative office, housed in the Main Block, uses Foresight ERP Software for managing admissions, fee payments, and other tasks efficiently. A fleet of seven buses helps transport staff and students from distant locations.

Library and Hostels

The library features a significant collection of 10,869 books, seven journals, and digital resources through DELNET, supporting both academic and personal growth. There are two hostels for boys and girls, with additional residential facilities for teachers. A campus store offers stationery and study materials, and a Prayer Hall provides space for meditation and spiritual activities.

Classrooms and Seminar Halls

The institution includes 48 smart classrooms with ICT facilities to enhance teaching and learning. Two seminar halls, equipped with computers, LCD projectors, and audio systems, are used for various academic and professional events. Additional facilities such as LCD projectors, LED TVs, and video conferencing tools support a range of educational activities.

Laboratories

The college provides specialized laboratories for different disciplines:

- **Computer Labs**: Five labs with 385 computers, including a Language/Communication Lab with 36 computers.
- **Science Labs**: Equipped labs for Physics, Chemistry, and Psychology, as well as specialized labs for Food Technology, Cyber Forensics, Bioscience, Biochemistry, and Zoology.

Computing and Connectivity

The college uses Core i3 processors in its systems and offers free internet access to both staff and students. It benefits from a high-speed 500 Mbps BSNL FTTH broadband connection, 20 controlled Wi-Fi access points, and a 190 KVA generator for a reliable power supply.

Sports and Recreation

The campus includes various sports facilities such as an outdoor ground, a table tennis court, a badminton court, and a gymnasium. The college encourages participation in both indoor and outdoor sports, including Cricket, Football, chess, and caroms, with highly qualified sports coaches training the teams.

Yoga and Meditation

A dedicated fitness and yoga center on campus accommodates up to 50 students at a time with mats and cushions. A certified Yoga trainer offers regular classes to support physical and mental wellness.

Fine Arts and Cultural Activities

The college fosters a vibrant cultural environment with an open auditorium equipped with audio-visual aids and lighting for various events. The Fine Arts Club organizes Fresher's Day, Arts Day, and inter-departmental competitions. Students also engage in regional, state, and national cultural events, receiving accolades for their performances.

In summary, Indira Gandhi College of Arts and Science excels in offering a well-rounded infrastructure and resources that address the academic, recreational, and holistic development needs of its students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 22

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise**

during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
69.32	37.26	55.15	45.86	34.47

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Nestled within the heart of our campus lies a gem that caters to the intellectual and academic growth of both students and faculty—the College Library. Located in the dedicated Library Block, this vibrant hub is more than just a repository of books; it is a dynamic learning environment designed to foster a deep and expansive engagement with knowledge.

Our library boasts a substantial collection of over 10,876 volumes of books and complemented by seven diverse subject journals. This extensive range ensures that every academic inquiry can be met with thorough and well-researched materials.

A distinctive feature of our library is its commitment to modernizing the learning experience. Equipped with Foresight software, the library is fully automated, streamlining the process of cataloging and accessing materials. This automation is complemented by our affiliation with DELNET (Developing Library Network), which significantly expands our digital offerings. As registered members, our authorized users enjoy seamless access to a vast array of e-resources. These resources are readily available for download directly from publisher websites once authenticated through DELNET's robust servers.

In addition to its rich collection of books and digital resources, the library maintains an invaluable archive of hard copies of university question papers, providing students with essential reference materials for their studies. To stay current with contemporary issues and trends, the library subscribes to leading magazines and newspapers, further enriching the academic environment.

With a seating capacity for over 60 students, the library is a comfortable and conducive space for both quiet study and collaborative learning. Its opening hours, from 8:00 am to 4:00 pm, Monday through Saturday, ensure ample opportunity for users to benefit from its resources.

Supporting the library's ongoing development is the Library Advisory Committee. This committee plays a pivotal role in advocating for and facilitating library development activities, ensuring that the library continues to evolve in alignment with the needs of its users and the broader educational goals of the college.

In sum, our library is not just a collection of books but a thriving, technologically advanced learning center that embraces both traditional and modern methods to support academic excellence. Whether you are seeking a quiet place to study, access to an extensive array of digital resources, or expert guidance through the Library Advisory Committee, our library is a cornerstone of your educational journey.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

At our college, technological advancement seamlessly intertwines with educational excellence, creating

an environment that fosters both learning and innovation. Central to this effort is our state-of-the-art IT infrastructure, designed to support and enhance the academic experience for both students and faculty.

Our campus is well-equipped with a comprehensive array of IT facilities, featuring a total of 415 computers. Of these, 385 are accessible to students across various labs and the library, ensuring that every learner has ample opportunity to engage with digital resources. The 5 computer labs, 1 language lab, and 1 microprocessor lab are the primary spaces where students can access these computers, which are available from 9:30 am to 4:00 pm. These facilities not only support daily coursework but also accommodate add-on and certificate programs, as well as mini and major projects for final-year students.

In addition to individual departmental computers and Wi-Fi connectivity, the campus is outfitted with robust broadband connections: Kerala Vision with a bandwidth of 500 Mbps and BSNL with 200 Mbps. This dual setup ensures smooth and fast internet access across the college, which is crucial for both academic and administrative functions. Our Wi-Fi infrastructure is periodically updated by Kerala Vision Broadband Limited to maintain optimal connectivity, and our campus is supported by a 90 KW generator to mitigate any potential disruptions.

Safety and security are paramount on our campus. With 104 CCTV cameras strategically placed throughout the premises, we ensure the vigilance and personal safety of all students, faculty, and staff. The campus is also equipped with interactive technology to enhance the teaching-learning process. Out of 48 ICT-enabled classrooms, 15 feature interactive panels, while the rest are outfitted with projectors and Wi-Fi/LAN facilities. Additionally, two seminar and conference halls come equipped with smart classroom technologies, further facilitating dynamic and interactive learning experiences.

Our library, a cornerstone of academic support, is automated with Foresight software and houses 21 computers—20 of which are designated for student use. This modern digital library includes an E-Resources Center, which provides access to a vast array of online materials. Alongside traditional resources, the library integrates seamlessly with e-governance systems, enabling efficient management of attendance and progress reports. Quick Heal Antivirus software is installed on all systems to ensure cybersecurity and data protection.

The college's commitment to IT excellence extends to its examination management. The examination control room is equipped with advanced IT facilities to support the smooth conduct of exams. Furthermore, various online platforms like WhatsApp groups and Google Classrooms are employed to enhance communication and the effectiveness of teaching.

Supporting these facilities is a dedicated team of two computer technicians who ensure the maintenance and smooth operation of all IT infrastructure. The use of Embase LMS software, introduced last year, underscores our commitment to leveraging cutting-edge technology to enrich the educational experience.

In sum, our college's IT facilities are not just about technology; they are about creating an integrated and supportive environment that empowers students and faculty to thrive in an increasingly digital world.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

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

Response: 4.48

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 385

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 30.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
91.96	68.98	65.91	57.91	49.83

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 63.99

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1384	1315	1175	859	931

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

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

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 46.56

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

2022-23	2021-22	2020-21	2019-20	2018-19
1050	1036	787	588	660

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

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

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

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 74.56

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
518	233	270	275	281

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
691	310	372	363	379

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 3.9

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

2022-23	2021-22	2020-21	2019-20	2018-19
13	06	02	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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 last five years

Response: 5

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	02	0	03	0

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 39.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
39	45	44	38	32

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

The institution maintains a well-structured and effective connection with its alumni through the 'Indira Gandhi College Alumni Association,' which is officially registered under the Travancore–Cochin Cultural, Literary, Scientific, and Charitable Societies Act of 1955 (EKM/TC/371/2022). The Association's primary goal is to strengthen relationships, foster alumni involvement, and enhance the institution's reputation.

The Alumni Association plays a crucial role in the institution's development, with its office bearers staying in regular contact with the college. Alumni contribute significantly to the college's programs and provide valuable support, including academic improvement suggestions, financial and material resources, and assistance with student placements.

Objectives of the Association

- **Networking and Camaraderie:** Foster lifelong connections and friendships among alumni.
- **Alumni Loyalty:** Strengthen alumni loyalty and pride in their alma mater.
- **Career Support:** Offer resources, mentorship, and job opportunities to support career development.
- **Community Service:** Organize volunteer activities, charity events, and social responsibility initiatives.
- **Recognition:** Honor distinguished alumni through awards and recognition programs.
- **Philanthropy:** Encourage philanthropic activities to support the institution.
- **Institutional History:** Preserve the college's history by documenting and showcasing alumni stories.
- **Professional Growth:** Host events and workshops for skill enhancement and knowledge sharing.
- **Reunions:** Organize reunions, homecomings, and anniversary events.
- **Global Network:** Build a global network by connecting alumni worldwide and fostering international collaboration.

Each department within the institution has its own alumni association and regularly hosts alumni meetings. The Association actively engages with alumni through social media platforms, such as Instagram and Facebook under the name IGC Memories, to maintain ongoing connections.

Alumni have pursued diverse careers globally, with many excelling in government roles, entrepreneurship, academia, banking, and IT. They are invited to share their success stories and inspire current students.

The Association's executive committee also engages in various philanthropic efforts, particularly during social and natural disasters, and organizes programs to honor notable alumni and rank holders for their achievements.

Notable Alumni

1. **Dr. Arundev P R:** Assistant Professor, SNDP Kumarakam
2. **Dr. Jomy Joseph:** Cochin University of Science and Technology
3. **Dr. Revathy Nandhan:** Fellow, The University of Oklahoma Health Sciences Center
4. **Vijayath:** Assistant Professor, Kannur University
5. **Anoop V Nair:** CBI
6. **Vishnu V Gopal:** Scientist, Centre for Marine Living Resources & Ecology, Ministry of Earth Sciences, Government of India
7. **Santhi:** Scientist, Nanyang Technological University, Singapore
8. **Bineesh Zacharia:** Director, UniBiosys
9. **Rengini Russel:** Food Cooperation of India
10. **Kanthi K:** Assistant Manager, Kerala Gramin Bank
11. **Ashly Rose Roy:** Selected "Poet of the Week" in "Voice of India"
12. **Muhammed Ramfal:** Participated in the rescue operation for a stranded trekker by the Indian Army

The Association has successfully cultivated a dynamic alumni community, promoting engagement and supporting the institution's mission. The college takes pride in the achievements and dedication of its alumni, who continue to support and advance the institution's goals.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Indira Gandhi College of Arts and Science, founded by the Indira Gandhi Memorial Trust in 2002, recognize that academic education alone is not sufficient for success. We focus on integrating value education to prepare students for the future. Our vision is to become a leading institution that delivers quality education while prioritizing the holistic development of students, equipping them with both academic excellence and essential virtues to become global professionals and valuable citizens.

Our mission is to provide transformative education that empowers students to achieve their highest potential. We are dedicated to:

- Delivering a rigorous and comprehensive curriculum that fosters intellectual growth and critical thinking.
- Promoting social responsibility and community engagement through service learning and extracurricular activities.
- Upholding ethical standards and integrity in all endeavors.
- Encouraging innovative research and development to tackle real-world challenges.
- Fostering a diverse and inclusive environment that respects and celebrates differences.

We continually refine our vision and mission to stay aligned with both national and global educational trends and higher education policies

Governance Framework

Indira Gandhi College of Arts and Science (IGCAS) is dedicated to providing quality education and holistic development through a well-structured governance framework. The college is overseen by the centrally monitored Managing Committee of the Indira Gandhi Memorial Trust, with a collaborative approach involving the Management, Principal, IQAC, Heads of Departments (HoDs), faculty members, and trust members.

- **Principal:** Acts as the academic and administrative head, formulating policies, managing resources, and fostering a conducive learning environment. Provides strategic direction to align with the college's mission and vision.
- **Vice Principal (Academic Affairs):** Oversees curriculum development, faculty recruitment, and academic assessment. Ensures academic standards and promotes innovative teaching methodologies.
- **Administrative Officer:** Manages operational aspects including budgeting, infrastructure, and

student services, ensuring efficient resource utilization and a conducive campus environment.

- **Academic Departments:** Each department is led by a Head of Department (HoD), responsible for curriculum implementation, faculty development, and student mentorship, working collaboratively to deliver high-quality education.
- **Administrative Units:** Handle admissions, examinations, and student affairs, ensuring smooth operations and timely resolution of queries and concerns.
- **Internal Quality Assurance Cell (IQAC):** Monitors academic standards, conducts internal audits, and facilitates accreditation, promoting continuous improvement and a culture of quality.
- **College Union:** The College Students' Union, elected by the student body under the electoral policy of Mahatma Gandhi University, Kottayam, plays a pivotal role in organizing and facilitating various college activities**.**

Through effective coordination and collaboration, IGCAS maintains its reputation as a premier institution, preparing students for success in a dynamic world.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

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

Response:

The institution's stringent bureaucratic structure supports management and operations, ensuring quality education and a strong academic reputation. Collaboration between stakeholders and trustees advances our mission and maintains educational excellence.

Regulatory and Advisory Bodies

Board of Directors

The college's governance structure includes the Governing Council, Chairman, and Advisory Board members. The Governing Body meets regularly to make timely decisions, design and implement quality policies, and ensure compliance with University and Government guidelines, fostering institutional growth and effectiveness.

College Council

The College Council is a statutory body established to advise and assist the Principal on all academic and administrative matters. The Principal serves as the ex-officio President of the Council, leading its activities and ensuring effective coordination in decision-making processes. The Council operates in accordance with the norms and guidelines set forth by the University and Government.

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) was established in February 2020. The IQAC Coordinator and team members work diligently to ensure and monitor the quality of education provided to the students. Their efforts are focused on continuously enhancing educational standards and maintaining excellence within the institution.

Supporting Committees and Cells:

- **Examination Cell: Manages exams and assessments.**
- **Discipline Committee: Enforces disciplinary policies.**
- **Anti-Ragging & Anti-Narcotic Cell: Prevents ragging and substance abuse.**
- **Women Cell: Supports women's welfare.**
- **SC/ST Cell: Addresses SC/ST student issues.**
- **OBC Cell: Supports OBC students.**
- **Internal Complaints Committee: Resolves internal complaints.**
- **Grievance Redressal Committee: Resolves grievances from all stakeholders.**

Deployment and Initiatives:

1. **New Programs:** Address emerging needs.
2. **ICT-Enabled Teaching:** Integrated ICT and online facilities.
3. **INFLIBNET N-List & DELNET:** Extensive electronic resources.
4. **ISO Certification:** For quality and excellence.
5. **Digital Library & Career Portal:** Includes examination question papers.
6. **Advanced Training & Courses:** Expanded skill-based and government-authorized courses.
7. **Increased Placements:** Enhanced job hunts and recruitment.
8. **Infrastructure Developments:** New block, library extension, garden, and butterfly garden.
9. **Green Campus Initiatives:** Promoted sustainability.
10. **NEP Orientation:** Conduct faculty sessions on the National Education Policy (NEP)to align with educational standards

Recruitment, Service Rules and Procedures

Vacancies are advertised via social media, newspapers, and word of mouth. The Vice Principal and Heads of Departments (HODs) initially scrutinize resumes, which are then reviewed by the Principal. Selected applicants are invited for an interview with a panel comprising the Principal, Vice Principal, relevant HOD, and a management representative. Candidates are chosen based on qualifications and performance in a demo class and interview.

Perspective Plans:

- **NAAC Accreditation:** Obtain accreditation for improved quality and recognition.

- **Promotion to Autonomous College:** Seek autonomous status for academic flexibility.
- **Increase Research Publications:** Enhance faculty research output.
- **Ph.D. Promoters for Staff:** Support staff in pursuing Ph.D. degrees.
- **Advanced and Job-Oriented Courses:** Introduce advanced, job-oriented courses.
- **Implement Learning Management System:** Integrate an LMS.

These plans align with the Institutional Development Plan for growth and development.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

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

Response:

Indira Gandhi College of Arts and Science prioritizes the well-being and recognition of our teaching and non-teaching staff, acknowledging them as our most valuable asset. We are committed to continuously investing in programs and initiatives that support and honor their contributions.

Comprehensive Rewards System

- **Employee Provident Fund and ESI:** Permanent employees are ensured financial security through provident fund contributions and Employee State Insurance.
- **Scholarship Assistance:** We provide scholarships to the children or spouses of our staff members.
- **Professional Development:** Faculty members are encouraged and financially supported to participate in seminars, webinars, and Faculty Development Programs.
- **Refreshments and Welfare:** Refreshments are provided to all staff to maintain a healthy work environment.
- **Festival Bonuses:** Bonuses are distributed during major festivals to show appreciation for our staff.
- **Uniform Provision:** Security staff are supplied with free uniforms to maintain a professional appearance.
- **Orientation Programs:** At the start of each academic year, orientation sessions are conducted for teaching and non-teaching staff to ensure a smooth beginning.
- **Career Guidance:** Staff members receive personalized career guidance to aid in their professional growth.
- **Cultural Celebrations:** We celebrate all festivals with food and activities, fostering a sense of community and inclusivity.
- **Stationery Supply:** Faculty members are provided with free stationery to support their teaching activities.
- **Emergency Medical Care:** The campus is equipped with an ambulance and first-aid services for immediate medical attention.
- **Free Transport:** Staff members have access to convenient, free transportation services.
- **Free Hostel Accommodation:** Campus-residing staff are provided with free accommodation.

Additional Benefits

1. **Technology Infrastructure:** All departments, the library, and the office are equipped with computers and WiFi to ensure seamless connectivity.
2. **Healthcare Initiatives:** Regular medical camps are held on campus to monitor and maintain the health of staff and students.
3. **Academic Recognition:** Rank holders are recognized and awarded on college days to celebrate academic excellence.
4. **Support for Arts and Culture:** The institution covers all expenses for arts competitions, encouraging participation and showcasing of talents.
5. **Personal Milestones:** Staff members receive wedding gifts and financial assistance for significant personal events.

6. **Recreation and Relaxation:** Annual tours and recreational activities are organized for all staff to promote team bonding and relaxation.

Leave Benefits

1. **Casual Leave:**
   - Teaching Staff: 15 days of casual leave per year.
   - Non-Teaching Staff: 12 days of casual leave and 12 days of sick leave per year.
2. **Paid Leave for PhD Coursework:** Faculty pursuing a PhD are entitled to paid leave for their coursework.
3. **Leave on Official Duty (LOD):**
   - Requires prior approval from the Principal.
   - A duty certificate must be submitted.

Professional Development Support

- **Financial Support for Faculty Development Programs (FDPs):** We offer financial support for faculty members to participate in FDPs, covering registration fees, travel, and accommodation expenses, ensuring they can focus on enhancing their skills without financial worries.

Performance Appraisal

- **Self-Appraisal:** At the end of each academic year, both teaching and non-teaching staff complete a self-appraisal form to reflect on their achievements and identify areas for improvement.
- **Submission:** The self-appraisal form is submitted to the Principal to initiate the formal appraisal process.

Evaluation Criteria: Performance evaluations are based on student feedback, input from the Head of the Department, assessments from the Principal, and feedback from management, focusing on contributions to institutional goals and strategic objectives

File Description	Document	
Upload Additional information	[View Document](#)	
Provide Link for Additional information	[View Document](#)	

6.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 76.09

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
80	72	73	60	65

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	18	18	18

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Indira Gandhi College of Arts and Science, founded in 2002 in Nellikuzhy, Kothamangalam, is a leading higher education institution in Kerala. Approved by the Government of Kerala and affiliated with Mahatma Gandhi University, Kottayam, the college is run by the Indira Gandhi Memorial Trust.

Funding for the college comes from several sources:

1. **Indira Gandhi Memorial Trust**: Provides financial support and resources.
2. **Student Tuition Fees**: Revenue from student fees used for educational costs.
3. **Alumni Fund**: Contributions from alumni to support college projects and growth.
4. **NSS Fund**: Funding from the National Service Scheme for community service and related activities.

At the start of each financial year, the Principal, Administrative Officer, and Management Representative hold a meeting with department heads, committee members, HR, and the accountant to review and plan the anticipated expenses. The Administrative Office drafts the budget for development, covering infrastructure, furniture, teaching and non-teaching equipment, and technological needs. Student fees are the primary source of financial support for academic expenses, while the Indira Gandhi Memorial Trust funds infrastructure improvements. All financial resources are consolidated into a central fund and allocated efficiently for various projects.

Optimal Utilization of Funds: Each financial year begins with a prepared and verified annual budget to ensure efficient use of resources based on institutional needs. The Administrative Office produces a

detailed income and expenditure statement, reviewed for accuracy and suitability by the Principal and Management. Funds are designated for infrastructure, faculty activities (such as seminars and research), student engagement (including sports and cultural events), and scholarships. Daily transactions are monitored by the college administrative officer and the accounts department to ensure precision and compliance.

Audit: The institution ensures proper accounting and fund utilization through annual financial audits. Both internal and external audits are employed to manage financial resources effectively.

Internal Audit: An internal auditor reviews all college transactions. A team rechecks the use of external resources approved for various departments, conducting detailed financial audits to identify and correct discrepancies. This process is transparent to prevent misunderstandings and adheres to generally accepted auditing standards in India, including:

1. **Compliance Checks**: Verifies adherence to policies, laws, and regulations.
2. **Budget Comparison**: Compares budgeted statements with actual figures.
3. **Asset Safeguarding**: Reviews methods for protecting assets and confirming their existence, such as:
   - Verification of the cash book
   - Examination of the bank passbook
   - Verification of fund allocation and utilization for departments and committees
   - Admission record verification
   - Checking acknowledgment letters for scholarships
4. **Resource Efficiency**: Evaluates the economy and efficiency of resource use, including:
   - Examination of maintenance and miscellaneous expense payments
   - Certification of the audit report
   - Ensuring legal compliance

External Audit: An external audit is conducted annually by a Registered Chartered Accountant appointed by the Trust, following government standards. The Chartered Accountant provides the balance sheet, fixed asset statement, and detailed income and expenditure report. This audit supports the preparation of a systematic budget for the following financial year, ensuring funds are allocated for optimal use and quality enhancement.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures &

methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC is dedicated to improving institutional quality through ongoing enhancement of operations. It integrates modern teaching, promotes research, and maintains high standards while supporting students' growth.

- **Document All Activities:** Record academic and non-academic activities.
- **Enhance Research and Publication:** Boost faculty research and publications.
- **Effective Teaching and Learning:** Refine teaching and learning processes.
- **Promote Student Skills:** Provide value-added and add-on courses.
- **File Restoration:** Preserve files on rankings and quality audits.

Implemented Measures:

- **IQAC Strategies:** The IQAC enhances quality through audits, Outcome-Based Education (OBE), and the Student Support Programme (SSP). It also supports remedial coaching, peer teaching, and collaborative learning.
- **Faculty Development Programs:** Ongoing opportunities for growth.
- **Career Guidance:** Enhanced placement and study options.

- **Research and Publication Orientation:** Programs to boost research.
- **ISO 9001:2015 Certification:** For quality standards.
- **Sports Facilities:** Advanced sports courts.
- **WiFi and ICT Classrooms:** Campus-wide WiFi and ICT-enabled classrooms.
- **Institutional Development Plan:** Plan for 2024–2026.
- **Mentoring Strategy:** Improved mentoring practices.
- **Teacher Performance Records:** Distributed to faculty.
- **Academic Performance Evaluation:** Using Embase Pro Suite.
- **Academic Audits:** For quality assurance.
- **Faculty and Student Exchange:** Collaborative programs with other institutions.
-
- **IQAC Teaching and Learning Assessment System:**

- The IQAC fosters student-centered, outcome-based, and ICT-enabled teaching. It collects and monitors departmental academic plans, evaluates faculty performance through a Teacher Performance Review, and encourages participation in MOOCs and courses from NPTEL and SWAYAM. Faculty must submit monthly course plans and integrate simulations and case analyses. The IQAC mandates initial mapping of Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO). It communicates policies on remedial, mentoring, and outcome-based education to departments and ensures transparency in internal examinations with a clear evaluation and mark-uploading process. The IQAC reviews semester results to identify strengths and areas for improvement, and parent-teacher interactions provide additional feedback.

IQAC Institutional Review System

The IQAC, in collaboration with the management, inspects and evaluates the performance of non-teaching staff to ensure high-quality work. Green Audits, Energy Audits, and Environmental Audits are conducted annually since the establishment of the IQAC. Additionally, student feedback is carefully considered for guiding infrastructural growth and academic ventures.

IQAC Evaluation of Learning Outcomes:

The IQAC has formed a committee, led by a senior faculty member, to implement Outcome-Based Education (OBE). This committee ensures departments develop Program Outcomes (POs) and Program Specific Outcomes (PSOs) aligned with university objectives and create Course Outcomes (COs). The IQAC evaluates adherence to OBE guidelines each semester for continuous improvement.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Extreme civility is shown towards gender. Women Cell keeps an eye on men's and women's chances, which permeates the breaks. Everyone involved has access to a gender-neutral campus. The institute pledges that no student will experience discrimination in their academic pursuits, extracurricular activities, placements, or representation in clubs and cells.

Gender Audit

The Women Cell conducts audits of gender integrity-related measures and implementations. The Women Cell reviews an annual supervision of all college-sponsored curricular and extracurricular activities. The audit aids in the revision of the future programs' agendas.

Measures initiated for the Promotion of Gender Equity

The UG syllabus incorporates Human Rights, Civil Rights, and Women's Rights with the concept that all genders are equal.

Gender is never a factor in hiring decisions.

There was never any discrimination against female students, nor were their heads crowned.

Teachers and students of every gender benefit from equal opportunities to engage in sports.

Female involvement in Student Council, College Union Elections, Clubs, and Committees is encouraged.

Workshops, Online seminars, and other programs on health and hygiene, regulations and legislation, security concerns, gender equality, and other topics are organized to raise gender awareness.

Faculty members provide regular counseling and mentoring services.

Gender relevant colors in choosing of uniforms are disregarded inside

Job fairs offers the same possibilities for every individual, no matter their gender orientation.

Disagreements brought forth by men and women are accepted and addressed simultaneously.

Facilities for Women on Campus

The institution is dedicated to ensuring that women have access to comprehensive support and facilities that cater to their needs and promote their well-being. Our facilities are designed to create a safe, empowering, and inclusive environment. Here's an overview of the facilities available:

1. **Napkin Vending Machine & Incinerator: Private rest areas with bedding, a sanitary napkin vending machine, and an incinerator.**

2. **Girls in Sports: A dedicated women's sports team and exclusive sports meets promoting strength and camaraderie.**

3. **Sanitary Napkin Vending Machine: Convenient access for female students and staff.**

4. **Incinerator Facilities: Hygienic disposal of sanitary products.**

5. **CCTV Surveillance and Security System: Comprehensive safety measures with round the-clock security.**

6. **Women Cell (WC): Empowerment programs and support networks.**

7. **Physical Fitness Center: Wellness and fitness activities tailored for women.**

8. **Counselling Services: Emotional support with dedicated therapy and peer counseling.**

9. **Gender Equity & Sensitization: Gender-friendly events and educational initiatives.**

10. **Medical First Aid Facilities: Immediate health care on campus.**

11. **Suggestion and Complaint Boxes: Confidential feedback channels.**

12. **Internal Complaints Committee (ICC) and Grievance Cell: Proactive resolution of issues.**

13. **Gender equity and sensitization in courses and extracurricular activities all international and national holidays, religious celebrations, college activities, and significant dates are observed jointly on campus. Each and every celebration is gender friendly. Since the institution's establishment, celebrations have been celebrated alongside education.**

•**Held webinars and seminars to promote gender equality.**

Gandhi Jayanti, Women's Day are observed to promote integration and communal harmony.

• **Encourage gender-friendly discourse in classrooms.**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Indira Gandhi College of Arts and Science has consistently endeavored to foster an inclusive environment that promotes tolerance and harmony among its diverse student and employee body. The college's initiatives are multifaceted, focusing on cultural, regional, linguistic, and socioeconomic inclusivity while also sensitizing students and employees to their constitutional obligations

Inclusive Admissions and Support: Indira Gandhi College of Arts and Science follows Kerala's reservation policy for admissions, ensuring access for all students regardless of caste, creed, religion, gender, or economic status, and provides special facilities for Divyangjan candidates to promote inclusivity and support.

Cultural and Regional Inclusivity: Various cultural festivals and events, such as Onam, Christmas, Eid, and other regional festivals, are celebrated enthusiastically, fostering unity and mutual respect among students from different backgrounds.

Linguistic Inclusivity: The institution promotes linguistic diversity through competitions, workshops, and seminars in multiple languages, ensuring students from different linguistic backgrounds feel represented and valued. Language clubs and workshops encourage the appreciation of different languages spoken by the student body, breaking down linguistic barriers and promoting effective communication.

Socioeconomic Inclusivity: The college is committed to providing equal opportunities to students

from various socioeconomic backgrounds by offering scholarships and financial aid programs. These initiatives ensure that talented students, regardless of their economic background, can access quality education. Community outreach programs, including health camps, educational workshops, and skill development courses, aim to uplift socioeconomically disadvantaged sections of society.

Constitutional Sensitization and Value-Based Education: our institution emphasizes constitutional rights, duties, and responsibilities through regular seminars, workshops, and a curriculum that includes constitutional studies. We ensure students and employees understand fundamental rights, civic duties, and democratic values. Value-based education is integral to the college's activities, with lectures, discussions, and activities highlighting the importance of values such as integrity, equality, and justice.

Community Outreach and Civic Engagement: The college's community outreach programs involve students and employees in societal welfare through social service initiatives with marginalized communities, cleanliness drives, and environmental sustainability efforts. Legal literacy programs, civic engagement via voter registration, and environmental conservation projects are also promoted.

Patriotic Celebrations: Indira Gandhi College of Arts and Science celebrates Independence Day, Republic Day, and Constitution Day to highlight the significance of the Indian Constitution and the importance of democratic values. Voter awareness campaigns emphasize every citizen's fundamental right to vote, and students are taught human values through their college courses, instilling a strong sense of ethics and responsibility.

Indira Gandhi College of Arts and Science fosters a harmonious environment by celebrating cultural diversity, supporting linguistic and socioeconomic inclusivity, and sensitizing students and employees to constitutional values, rights, and duties, promoting unity, respect, and active citizenship. The college is committed to nurturing responsible, tolerant, and harmonious citizens. These initiatives enhance the educational experience and contribute to a more inclusive and cohesive society.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

TITLE OF THE PRACTICE

EDU FUND SCHOLAR

OBJECTIVES OF THE PRACTICE

1. **Opportunity**: Provide access to education for all.
2. **Support**: Assist with financial needs to ease the burden of education costs.
3. **Inclusion**: Support students from diverse backgrounds.
4. **Empowerment**: Enable students to achieve their academic goals.
5. **Excellence**: Promote academic excellence and reward high achievers.
6. **Innovation**: Encourage creative thinking and problem-solving.
7. **Growth**: Foster personal and professional growth.
8. **Leadership**: Develop future leaders with strong academic foundations.
9. **Inspiration**: Motivate students to strive for their best.
10. **Community**: Build a supportive educational community

THE CONTEXT

Indira Gandhi College of Arts and Science offers a range of scholarship schemes aimed at supporting students' academic pursuits. These include merit-based scholarships for outstanding academic achievers, financial assistance for economically disadvantaged students, and Scholarship for rank holders, rewards top academic achievers with financial support for their studies. Additionally, the college provides scholarships for minorities and other marginalized groups to ensure inclusivity and diversity among its student body.

THE PRACTICE

Indira Gandhi College of Arts and Science offers diverse scholarship schemes to support students' academic endeavors. The various schemes are-

·SINGLE PARENT SCHEME

The scheme is introduced to provide assistance to single parents who often face financial difficulties due to the responsibilities of raising children alone. The scheme supports

Children of single parents who wish to pursue higher education by providing financial assistance.

MERIT BASED SCHOLARSHIP SCHEME

The scheme provides scholarships to students based on their academic achievements or outstanding performance in academic or non-academic fields. It is considered as recognition for the hard work and achievement of the students.

·**ECONOMICALLY BACKWARD SCHEME**

The scheme provides financial assistance to students who belong to low income families or those who face financial hardship. The scheme helps such students to pursue higher education that would otherwise

27-11-2024 03:58:33

be financially out of reach.

·RANK HOLDERS SCHOLARSHIP SCHEME FOR HIGHER EDUCATION

The scheme provides scholarships for rank holders pursuing higher education in the institution. The scheme provides 100% scholarship on tuition fees for first rank holders, 75% scholarship for second and third rank holders and 50% scholarship from fourth to tenth rank holders.

·WAIVER OF TUITION FEES

Under this scheme, a waiver of tuition fees is provided to students who are unable to pay their fees and adopt them to complete their higher education.

·LAUNCHPAD INNOVATION SCHOLARSHIP

This policy applies to students enrolled in the institution who have innovative ideas with potential business or social impact. The purpose of this policy is to encourage and support students with innovative ideas, fostering a culture of innovation, promote startups and entrepreneurship.

EVIDENCE OF SUCCESS

YEARS	NUMBER OF STUDENTS RECEIVED SCHOLARSHIP
2018-19	854
2019-20	781
2020-21	1100
2021-22	1251
2022-23	1362

Title of the Practice: Community Engagement and Social Up-liftment Initiatives

Objectives of the Practice

Fostering community initiatives and outreach

Promoting Social Commitment

Cultivating social and civic responsibilities

Volunteering and Public Service

Embedding Cultural Values

The Context

Indira Gandhi College of Arts and Science (IGCAS) recognize the importance of integrating community service with education to enrich student learning and societal impact. Through various extension activities, the college aims to address community needs while nurturing student

leadership and citizenship.

The Practice

1 Tribal Village Adoption at Panthapara

Adopted Panthapara village to promote holistic development of the students in the village including education, healthcare, infrastructure, and livelihood opportunities, fostering community self-sufficiency..

2 Life Enrichment Program me

- **Conducted at Panthapara settlement, promoting cultural exchange and community development through various engaging activities.**

- **Collaborated with Indian Medical Association (IMA) to organize a medical camp at Panthapra tribal village, providing healthcare.**

3 Reading Corner Establishment

- **Established a reading corner at Panthapara tribal settlement, promoting literacy and educational equity among tribal community members.**

4 Cleaning Campaign - Dry Panchayath

- **Conducted a comprehensive waste management program emphasizing environmental consciousness and responsible waste disposal habits.**

5 Grow Green Initiative

- **Organized to promote sustainability and environmental awareness through the distribution of grow bags, encouraging local community members to cultivate plants.**

6 Waste Management Activities at Home

- **Continual efforts by NSS to manage waste effectively, contributing to cleaner and healthier surroundings.**

7 Vaccination Promotion/Awareness Camp

- **Raised awareness about COVID-19 vaccination among Panthapra Colony residents, debunking myths and highlighting vaccination importance.**

8 Digital Marketing Seminar

- **Organized by the Business Administration Department to educate students and community members on digital marketing trends and strategies.**

9 Readathon

- **Computer Science Department promoted the importance of reading habits   through a seminar titled "READATHON" on June 19, 2021.**

10 Hand Wash Preparations

- **Students from the Department of Chemistry made hand wash for community distribution, emphasizing practical skills and civic responsibility.**

11 Sanitizer Challenge to Fight COVID-19

- **Organized by the Department of Chemistry, students produced and distributed hand sanitizers in 100 ml bottles to the local community to combat COVID-19.**

12 Distributions of Packaged Meals

- **In association with IQAC, the Department of Chemistry donated packaged meals to Sevana Rehabilitation Center for Women and St. Augustine Old Age Home on World Food Day, promoting inclusivity and sustainability in agro-food systems.**

13 Independence Day

- **Outreach Programs Organized patriotic celebrations on August 15, 2019, emphasizing the values of unity, diversity, and progress, honoring freedom fighters' sacrifices**

14 Drug-Free Community Programs

- **Conducted a webinar workshop with TLSC Kothamangalam on June 26, 2021, promoting drug-free community initiatives and awareness.**

Evidence of Success:

- **Enhanced student leadership, social awareness, and civic responsibility.**

- **Increased community participation and engagement in social initiatives.**

- **Positive impact on community health, environment, and educational outcomes.**

- **The extension activity of the college, extended out to the college has been appreciated by the recognised authorities and other agencies.**

- **The institution nurtures a sense of community and interconnectedness through the medical camps and other blood donation camps.**

- **The shelter of Care has embraced the people who suffered during the COVID pandemic in Kerala.**

- **Resources Required:**

- **Professional trainers and experts for specialized seminars and workshops.**

- **Collaborative partnerships with local authorities and organizations.**

- **Funding for equipment, materials, and logistical support.**

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

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

Response:

Response:

EXCELLENCE UNBOUND

Indira Gandhi College of Arts and Science, established in 2002, by Indira Gandhi Memorial Trust, is situated in Kothamangalam, Kerala. Named in honor of the former Prime Minister of India, Indira Gandhi, the college was founded with the vision of providing quality higher education to

students in the region. It offers a diverse range of undergraduate and postgraduate programs in arts, science, and commerce. Over the years, the college has grown in stature, emphasizing academic excellence, research, and holistic development. It has earned a reputation for its commitment to nurturing future leaders and professionals through innovative teaching methods and community engagement.

Even though there are many Arts and Science colleges in our locality, Indira Gandhi College always stands first in the case of Admissions. Year by year no of students in our college increases tremendously. The surge in admissions at Indira Gandhi College of Arts and Science can be attributed to several key factors that enhance the institution's appeal and accessibility. The highlighting factors of our college are:-

- **IGCAS ADD ON**
- **IGCAS PLACEMENT**
- **IGCAS INFRASTRUCTURE**
- **IGCAS RADIO**
- **IGCAS ELECTIVES**
- **AWARDS AND ACHIEVEMENTS**
- **PARENT-TEACHER-STUDENT RAPPORT**
- **IGCAS EDU FUND SCHOLAR**

The objectives of maintaining these resources in our college are:-

- **Enhanced Skill Development:** To provide students with additional skills and knowledge beyond the standard curriculum.
- **Career Opportunities:** To facilitate job placements and internships for students, ensuring a smoother transition from academia to the professional world.
- **Modernization:** To keep up with technological advancements and ensure the college infrastructure supports contemporary educational needs.
- **Skill Development:** To provide students with hands-on experience in broadcasting and media-related activities.
- **Financial Support:** To offer financial assistance to deserving students to help them continue their education.

IGCAS ADD ON

Indira Gandhi College proudly distinguishes itself with the IGCAS ADD ON initiative, a testament to our commitment to enhancing student education through specialized courses. This distinctive program reflects our dedication to providing students with opportunities to acquire additional skills and knowledge beyond their core curriculum, aligning their academic experience with industry demands and career aspirations. The IGCAS ADD ON initiative offers a range of carefully designed add-on courses that complement traditional academic programs.

IGCAS PLACEMENT

Indira Gandhi College stands out for its exceptional placement services, which significantly

enhance its distinctiveness. The college's dedicated Placement Cell offers a comprehensive suite of services, including personalized career counseling, skill development workshops, and industry-specific training. By forging strong partnerships with top-tier companies and organizations, the college ensures that students gain access to exclusive job opportunities and internships.

IGCAS INFRASTRUCTURES

Indira Gandhi College distinguishes itself through its state-of-the-art infrastructure, which supports a dynamic learning environment. The campus boasts modern classrooms equipped with smart technology, ensuring interactive and engaging lectures. Our well-resourced library features an extensive collection of books, digital resources, and study spaces, fostering academic excellence.

IGCAS RADIO

IGCAS RADIO is yet another breakthrough of the Indira Gandhi College of Arts and Science, which was conceptualized and curated to primarily support and promote amateur student RJs and has been a desirable space for emerging students. The launch of IGCAS Radio stemmed from the notion that the performance of students must be spread beyond textbook learning and classroom teaching. It provides a platform for the students to host their programs and showcase their talents. The programs hosted through IGCAS RADIO provide entertainment and take the student community by storm, keeping them updated with things. The station plays the latest hit tracks and many motivational talks. It also serves as an educational platform for students interested in radio broadcasting, communication, and sound engineering, paving the way towards a career in the field of mass media and telecommunication.

IGCAS ELECTIVES

IGCAS's extra-curricular activities are pivotal for its growth as they cultivate a balanced educational experience. These activities not only enhance academic learning but also develop leadership, teamwork, and social skills crucial for personal and academic success. They attract diverse students and contribute significantly to IGCAS's reputation and expansion.

AWARDS AND ACHIEVEMENTS

Indira Gandhi College of Arts and Science have consistently excelled in university rankings, exemplifying academic excellence and institutional prestige. The college has garnered numerous accolades for its outstanding performance in various disciplines, reflecting its commitment to quality education and holistic development. These achievements underscore its status as a leading institution, celebrated for nurturing talented individuals and contributing significantly to the field of higher education.

PARENT-TEACHER-STUDENT RAPPORT

At Indira Gandhi College, the Parent-Teacher-Student rapport is pivotal in fostering a thriving educational environment. This dynamic triad emphasizes collaboration to ensure holistic student development and academic success. The college prioritizes strong communication channels between parents and teachers, recognizing that active parental involvement and clear dialogue are crucial for student progress. Regular meetings and feedback sessions are conducted, allowing

parents to stay informed about their child's academic performance and well-being, while teachers gain valuable insights into the student's home environment and support systems.

- **PARENT - TEACHER - ASSOCIATION (PTA)**
- **MENTOR-MENTEE**
- **WHATSAPP GROUP**

IGCAS EDU FUND SCHOLAR

The IGCAS EDU FUND SCHOLAR initiative stands as a beacon of our commitment to educational excellence and accessibility. This distinctive program is designed to support and uplift deserving students by providing them with essential financial assistance, enabling them to focus on their academic and personal growth without the burden of financial constraints. The IGCAS EDU FUND SCHOLAR program is rooted in our belief that every student, regardless of their economic background, should have the opportunity to achieve their full potential.

Remarks

Excellence at Indira Gandhi College remains unbound as its robust resources, including diverse add-on courses, effective placement services, recognition through awards, modern infrastructure, dynamic campus radio, and supportive Edu Fund Scholar program; attract a growing number of students. These offerings not only enhance learning experiences but also foster personal and professional growth, ensuring the college maintains its reputation for academic excellence and prepares students effectively for their future endeavors.

File Description	Document
Any other relevant information	[View Document](#)
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

IGCAS is a dynamic program designed to support aspiring entrepreneurs by helping them identify and develop their skills, offering guidance from industry experts, and facilitating the launch of their businesses. The program fosters industry-oriented education through regular interactions with professionals, hands-on experience in chosen career paths, skill training, and real-time project work. Its goal is to promote the holistic development of students by enhancing both soft and technical skills, helping them achieve their career objectives.

Faculty members are also encouraged to advance their knowledge, with financial assistance available for participating in skill development programs and conferences. The program's activity-based teaching and learning methods further enhance student engagement and participative learning.

Concluding Remarks :

IGCAS is committed to realizing its vision of imparting management knowledge, developing research skills, and creating globally competent leaders with a strong sense of social responsibility. The program offers holistic student development through task-based learning, skill enhancement via value-added programs, and industry exposure through expert interactions, empirical micro-learning, internships, and project work. Mental well-being is nurtured through personality development sessions, outbound training, and yoga programs.

The entrepreneurial spirit is fostered by a dedicated Entrepreneurship Development Cell, which organizes various activities to inspire and guide students. A well-equipped infrastructure supports a conducive learning environment. Research and publications are strongly encouraged, with financial assistance provided, along with numerous Faculty Development Programs and conferences.

Students are also instilled with ethical practices and cultural values, and extension activities are conducted to cultivate social responsibility among them.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 1187 Answer after DVV Verification: 877 Remark : Field trips and industrial visit will not be considered in this metric input edited accordingly.
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: C. Feedback collected and analysed Remark : HEI has provided the action taken report, analysis report ,filled in feedback forms and feedback report provided in HEI's website, but not provided the communication letter to affiliating university, Hence input edited accordingly.
2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years* 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)** Answer before DVV Verification: {{TABLE1}} Answer After DVV Verification : {{TABLE2}} 2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years** Answer before DVV Verification: {{TABLE3}} Answer After DVV Verification :

Table 1 (2.1.2.1 before):

2022-23	2021-22	2020-21	2019-20	2018-19
329	350	347	212	220

Table 2 (2.1.2.1 after):

2022-23	2021-22	2020-21	2019-20	2018-19
276	295	296	185	187

Table 3 (2.1.2.2 before):

2022-23	2021-22	2020-21	2019-20	2018-19
457	446	445	328	304

2022-23	2021-22	2020-21	2019-20	2018-19
457	446	445	328	304

Remark : Seats filled should not be greater than earmarked seats, input edited from data template.

2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
32	32	27	21	18

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
31	32	27	21	18

Remark : Phd degree beyond assessment period will not be considered, input edited accordingly.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
5.1	6.3	0	0	5.5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

Remark : No utilization/financial statements are present which can confirm the value, the sanction letter alone or list will not be considered, input edited to be 0.

3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	17	14	08	10

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
15	10	06	05	07

Remark : Events conducted for the benefit of their own students, webinar /awareness will not be considered under outreach programs. Input edited accordingly.

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Answer before DVV Verification :
Answer After DVV Verification :19
Remark : The collaboration activities of research,faculty exchange, student exchange,internship, on–the-job training and project work only will be considered, Input edited accordingly.

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

| 189.20 | 155.03 | 155.34 | 113.22 | 95.27 |

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
91.96	68.98	65.91	57.91	49.83

Remark : Input edited as per the expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, from the supporting documents provided for clarification.

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

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : As per the supporting documents provided by HEI, input edited considering option 2,3 and 4.

5.2.1 | **Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
518	232	279	272	284

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
518	233	270	275	281

5.2.1.2. **Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

5.2.2 | *Percentage of students qualifying in state/national/ international level examinations during the last five years*

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations**

year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/
GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
22	10	3	5	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
13	06	02	0	0

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 last five years**

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
10	10	3	6	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	02	0	03	0

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
43	50	45	35	35

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
39	45	44	38	32

6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
63	54	59	44	42

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

Remark : HEI has not specifically marked in audit statement as workshop conference, it is shown in staff welfare which is inclusive of many other things such as PF ESI etc. as per policy, input edited accordingly.

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
81	72	73	60	65

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
80	72	73	60	65

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
18	14	14	10	11

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	18	18	18

7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

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

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: C. Any 2 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1691	1492	1300	974	1098

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1725	2155	2099	1340	1532

ID	Extended Questions
2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 123 Answer after DVV Verification : 122

| 2.2 | **Number of teaching staff / full time teachers year wise during the last five years** |

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
92	79	73	67	60

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
91	79	73	67	60

| 3.1 | **Expenditure excluding salary component year wise during the last five years (INR in lakhs)** |

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
259.23	210.46	207.97	159.32	129.56

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
280.29	235.00	242.19	187.66	155.35

27-11-2024 03:58:33