SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

LITTLE FLOWER COLLEGE

LITTLE FLOWER COLLEGE PUTHENPALLI P.O GURUVAYOOR
680103
littleflowercollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Little Flower College, Guruvayoor a Catholic Minority College of Syro Malabar Rite established in the year 1955. It is run by the Little Flower College Guruvayoor Trust of the Franciscan Clarist Congregation, Assisi Province, Thrissur. The College was envisaged to meet the dire need of educational portals primarily for women of the South Malabar which falls under the regional reservation category for development. The College was initiated under the Madras University in 1955, bifurcated to Kerala University in 1957, from 1967 onwards it is affiliated to the University of Calicut. It is the **first College for Women in South Malabar Region**. The demographic profile of the college comprises of diverse indigenous ethnography from various strata of the society. The college has achieved many milestones pursuing philanthropic ideals of democratizing and de-elitizing education.

Little Flower College has been a shining beacon of **hope to innumerable families** whose young girls were given the privilege of getting a world class higher education. At our **66th year** of existence, the college endowed with **CGPA of 3.52** in NAAC accreditation(2015),**College with Potential for Excellence** (2016) **49th position in NIRF Ranking** (2017) **PARAMARSH** (2019). We are part of the various schemes endorsed by the Ministry of Human Resource Development, New Delhi like the **Study In India Program, Swatch Bharat Abhiyan, Unnat Bharat Abhiyan.**

The College is adorned with 22 Departments with 26 programmes which includes Undergraduate, Post Graduate and Doctoral Courses in Arts, Science, Commerce, **Multimedia , Vocational** and a **Community College** with 6 Certificate Courses catering to the continuing educational needs of the women. The well equipped Multimedia Centre with **Recording Studio** and **Hitech Editing Suite** creates a unique learning space. We have a full fledged **Research Centre** under the Department of Malayalam. **The Victory Centre for Differently abled Girl Children till 2016 , Assisi Social Centre –** an entrepreneurial training centre for women and **Pagal Veedu** for the aged, **We Grow With You -** the Socio- Gender equity Initiatives along with the **Franciscan Green Canopy Initiatives**, **Student Entrepreneurial Social Service Programme** and the promotion of **Skill Development** Programmes mark an exceptional incubational Eco system.

Vision

Be a Centre for Excellence in Education; scientific-technological and communicative calibre; moral -spiritual and eco-centric values.

Little Flower College traces its heritage of 66 Years of yeoman service to create an edifice for the benefit of this present generation of learners. It is committed to hold the vision of our founding mothers whose life's mission was to create socially, morally and spiritually empowered women through Academic excellence that went hand in hand with strong ethical values, propelled by pioneering ideas, encased with good eco-sensibility that would aid sustainable development. Our Motto "DUC IN ALTUM"- launch into the deep, aptly sums up our constant striving to develop confident and resilient young women, who are socially committed to change the life in individual homes in order to shape a vibrant society with humanitarian values.

Mission

Strive for a wise, humane, righteous, perfect world of empowered women with Little Flower Values.

The mission of the institution portrays the institution's unique characteristics in terms of addressing the needs of society; the students it seeks to serve; institution's tradition; value orientation and visualization of the future. The institution recognizes women empowerment as its central mission and toils to usher the students into the world as Morally, Spiritually, Educationally and financially empowered. The academic and non-academic scenario to which the students are accustomed to, mould them into enlightened citizens with the potential of crafting a socially dynamic future generation. Substantial effort is initiated to chisel out the talents and aspirations of the students and to make them enter the mainstream as brave and morally upright citizens. All the outgoing students are encouraged and supported to take up higher education and to uphold the values imbibed. The sense of responsibility and leadership qualities is instilled in order to convene the challenges and competitions of the modern world.

LITTLE FLOWER VALUES are Trust in God, **E**co sensibility, **F**raternity,**T**ruthfulness,**S**ocial commitment

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A well safeguarded eco friendly and green canopied campus ambience for quality sustained imperative learning process.
- Only aided women's portal of Higher Education in South Malabar region with **66 years** of service towards value added educational system and women emancipation for a long term affable existence.
- Majority of students from other Minority Communities prompting inclusive education.
- Socially Committed and proactive Management, Faculty and Students aiming Social Integrity and National Development.
- Moulding a flourishing and Dynamic Student Community in a **Rural Social space.**
- **61.25 MBPS Bandwidth Internet Leased Line** Connectivity and complete WIFI CAMPUS.
- Extremely focused **disabled friendly** campus atmosphere with Lift faciliteis
- Transparency of Management in all Academic functioning including Staff Recruitment.
- Roseate and propitious Faculty members with high prospective.
- Assuring and appurtenant PTWA and Alumnae.
- Proficient and **industrious Student Council** and Representatives.
- Requisite Infrastructure for accomplishment of globally competent Education.
- Cordial and well maintained Hostel and Residential Facilities.
- Provides Professional and Global opportunities through skill development trainings and certificate courses.
- Entrepreneurial and Vocational training Programmes for *Divyangyan* / Differently able students.
- Regular and effective coaching for various competitive exams,UGC/NET, IAS and Bank Coaching.
- Ample **Free ships and financial support provided** for the needy through welfare associations.
- Successful Culture of conducting Student Entrepreneurial Social Service activities for the past 66 years.
- A hi-tech furnished Media Centre and recording suite for futuristic student community.
- **NCC, NSS, Clubs and Associations** generate promising women for a favourable societal environment.
- Professionally competent linkages and collaborations with renowned Institutions and Industries.
- Systematic Teaching-Learning and Evaluation Process for high quality outcome.

- Appreciation and Acknowledgement of Faculty and Students for excellence through Sadguru and Sadguna Awards and endowments.
- Productive Research Culture through International and National Seminars, Participation in Off Campus research initiations, Publication of Books by Faculty and Students.
- Excellence through acquirement of **Awards and Recognitions** in Academic and Co curricular activities.
- Extend value for all living beings and Nature through innumerable extension activities including Community College creating value instilled commune.
- Incubation for Life with Dignity, through Entrepreneurial skilling.
- An accomplished Counselling Centre and Health Care Unit for healthy,stress free successful students.

Institutional Weakness

- Absence of ample number of Research Departments due to self financing Post Graduate Courses.
- Consultancy and patent generation to be strengthened.
- Lack of the grant of Institutional Autonomy and unavailability of RUSA Fund for advanced progress though the institution has secured 3.52CGPA
- Lack of National and International Faculty and Student Members Exchange Programmes due to paucity of funds as the Institution is a Non Profit Missionary College.
- International Collaborations to be strengthened.

Institutional Opportunity

- Potential to become **Autonomous Higher Education Institution.**
- Strategic Employment opportunities to be provided.
- Start-ups and innovative inventions can be promoted.
- Can concentrate on more **Gender Mainstreaming initiatives.**
- International and Interdisciplinary Research Initiatives to be promoted.
- Promoting student participation in International Cultural and Sports events and competitions.
- Increase in NET/JRF Coaching classes.
- To be a complete Hub for women empowerment.

Institutional Challenge

- Rural locality and first generation learners.
- Minimal employability interest among student community due to restrictions of social community and familial socio- economic reasons.
- Less Career ambition among students due to influence of social background and early marriages.
- No freedom of functioning in curriculum Designing and restructuring due to lack of Autonomy.
- Faculty and student exchange programmes to be increased and made applicable with credits.
- Increase research facilities and research centres.

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1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution has consistently strived to extend the best in the world of academics to our young learners. Since the college is affiliated to the University of Calicut, courses and programmes offered at the institute are as per the rules and regulations of the university. The college has **16 undergraduate, 9 Post Graduate and 1 Doctoral programme** that includes **Bachelor of Vocational programme** and **Community College** that attaches extraordinary importance on continuous education of women for their empowerment. To guide the implementation of Programmes our faculty has adequate representation in Board of Studies, Board of Examination, Academic Council, **Curriculum Designing**, and **Publications of text books prescribed by the University**. The college has since its inception forwarded the importance of **value inculcation** through formal weekly hour within the timetable under the aegis of **Calicut University- Chair for Christian Studies** credited with **e-content preparation** for the Course of the University. The institution enriches the curriculum through additional Add On and Certificate courses, to augment to the University stipulated syllabus. It is regularly aligned to keep in tune with updates around the globe from time to time during these 66 years.

The institution **designed the curriculum** for Post Graduate Multimedia programme that heralded the **first aided Post Graduate Programme in Multimedia under the University of Calicut, B. Voc Courses** and for the **Community College Diploma Courses**. The College promotes sharpening soft skills and lifelong additional acquisition skills that enhances young learners' ability to navigate the course selected for study . The college has augmented its resources for students for a creative niche through adequate promotion of their abilities and uniqueness through its innovative **Incubation Centre**. A systematic **Feed Back System** enhancing Quality Sustained Education.

The institution instils the responsibility of undertaking projects, **internships, field visits and awareness building measures** as a part of their curriculum as well as an extension of a bright career through valuable time invested for gaining hands on experiences through skill oriented certificate courses which has augmented additional enrichment to the syllabus for rich dividends in the empowerment of women who have crossed this portal of higher education.

Teaching-learning and Evaluation

The institution stabilises a framework for a long term habitualization of excellent teaching- learning methodologies, amongst its learners. The Moto *Duc in Altum* symbolizes the deep effort the institution places in inculcating the fire of knowledge acquisition among learners. The University of Calicut approves the Academic Calendar and syllabus for its affiliated Colleges which sets broad roadmap on the progression to be charted for the learners. The **Staff Council** in tandem with **IQAC** enable a well spread **Action Plan** that immerses the students on their academic schedule enriched with add-ons, certificate courses, co-curricular and extracurricular activities. The College registers an academic prowess achieving over 90 % success every year with A+ and Ranks in various Programmes.

 The young learner's classroom activities are handled innovatively through efficient teaching community who replenish with professional interactions and refreshers from academic bodies to sharpen their teaching endeavours with proficiency. The students stand to benefit with creative, technical and innovative teaching methodologies adopted to make the teaching and learning process a pleasure. The tailor-made teaching

programmes in addition to their syllabus takes into account, the advanced learners and the slow learners to achieve the goals to be pursued.

Walk with a scholar programme (WWS) and the Student Support Programme (SSP) as well as the **Additional Skill Acquisition Programme (ASAP)** all government sponsored initiatives work wonders to enlighten and enhance learning skills and widen their horizons of knowledge. The remedial, monitoring and similar progressive initiatives are also relevantly followed up by the institution. The **Mentor – Mentee** initiative chains the learning process effectively.

The college promotes experiential and student centric learning approaches that has paid rich dividends in holistic achievement of our wards. The institution has a transparent available mechanism with both **internal and external evaluation** as per University guidelines. **The grievance - redressal mechanism** is robust and allows students to benefit from any discrepancy. The students are motivated through innovative digital learning initiatives of MHRD. **The massive open online courses** too are encouraged to open new frontiers of education for young learners and faculty to keep abreast in the field of teaching -learning

Research, Innovations and Extension

The institution avows to ensure the faculty of the institution to maintain the highest level of quality in terms of the teaching and learning process. The faculty take adequate measures to ensure timely quality enhancement for effective teaching. The management promotes an ambience for the faculty to enrich their repertoire of teaching skills to augment student learning outcomes through Research and Academic Extensions. The knowledge creation activities to widen the horizon of knowledge for both the faculty and students are encouraged in the campus through seminars, workshops and lectures by experts on diverse topics to facilitate knowledge expansion and exploration of new technologies in order to improve the quality of imbibed understanding. The Faculty and Learners attain ample recognitions and Awards from various universally Recognised Institutions and Authorities. The keen effort initiated by the faculty in pursuing Doctoral Programmes, **Major and Minor Projects**, presenting and publishing **Research Papers and Books** in National, International and Regional echelons ensure quality sustenance of the prevalent innovative ecosystem.

Innovative research for the benefit of the society is the key element of outlook for the institution. The institution thrives to fulfil its mission through elaborate extension activities in local community and adopted villages. The students are primed to be responsible citizens through experiential opportunities in serving less privileged and collaborating with local authorities to create an eco system for a seamless transfer of new trends of awareness to the local community. The institution professes to be a **pillar of support for the community** through natural calamities especially as the state was ravaged for two consecutive years by unprecedented deluge.

The College through incubation centre facilitates the exclusive student skills in diverse areas for their experiential learning. Young learners are equipped with transferable life skills and is visible through Student **Entrepreneurial Student Social Service Programme** organised since the inception of the institution. Through

the progressive success in **Swachatha Mission, Unnath Bharat Mission, Social Extension Activities, Gender Sensitisation Programmes, and Research to Society Initiatives etc**. the institution transfers humanitarian Values which are treasured lifelong. The institution stands for the holistic development of the young learners.

Infrastructure and Learning Resources

The institution has 18.18 acre campus with a built up area of 18819.03 square meter which houses the academic and residential related areas of the higher education portal. The college is located on the state highway linking Chavakkad with Waddakkencherry that touches the National Coastal Highway. The heritage building built over six decades stands testimony to the visionary zeal of the management to expand the horizons of education especially to the marginalised. The institution has around 73 class rooms equipped to accommodate **digital technology** for teaching and learning. The college has a **1500 pax Auditorium with 20000 watts Sound System** and a **175 pax air conditioned Theatre cum Conference hall**. **A Seminar hall of 200 pax** is available. Apart from this the college has a number of **Convertible Seminar halls** that will be available for seminars and workshops.

The institution has a well established Central **Library** with INFLIBNET facilities. The Administrative sector is modernised by integrating digitalisation and automation in a variety of functions including **MIS facilities**. The College **Resource Centre** is a free hub of acquiring knowledge for the Students. The college has a spacious area to accommodate co curricular activities with excellence. An **Indoor Stadium**, **Ball Badminton court, Archery Pit, Basketball, Track for athletes, Synthetic Tennis Court** are available for promoting the athletic and sports aptitude of the Students . The college offers physical training facilities through **Fitness Centre** in the campus. The college infrastructure accommodates **Canteen, Chapel, Hostel, Special Comfort Zone for Divyangan, incubation Centre, Health Care unit, Homeopathic clinic** etc. for students. The college has **Residential Complexes** for the faculty of the institution.

The **Tissue Culture Lab, Mushroom Culturing Unit, Laboratories, Language Lab, Heritage Museum, Zoology Museum and an Hi-tech Editorial Suite** for media purposes are available within the campus. The institution's **1500 Coconut Grove**, the endemic tree canopy, **,** dots the campus along with innumerable mango trees. The college is a flush of blooms with well maintained gardens ornamented with **1000 potted plants** of diverse species that gladdens the heart of the beholder awakening creativity and has become a motivation for conducive learning.

Student Support and Progression

The institution promotes social and gender equity in the society through its professed mission of providing inclusive education to women of the South Malabar most reserved part of the District of Thrissur. The college has consistently extended its higher education portal to students with diverse caste, creed and socio economic status for the past six decades. On to its **66th year of operations in the locality** Little Flower College has grown to become one of the most sought after institutions in the state. The college provides the best possible support to the students in their activities.The institution has academic calendar that sets out the time table and the necessary action to ensure that the students are enriched in their acquisition of knowledge frontiers with ease. The institution has around 40 clubs and cells that hone the skills and creativity of the students to be abreast of the hyper - connected world. The college has garnered recognition in the field of academics, sports and arts as well as in the sphere of citizen responsibility. The institution has strived to provide equity in all

aspects especially in the inclusive financial succour extended to the less privileged student's endeavours. The **5435 Students have gained scholarships** from Government and Non Government agencies including free ships and scholarships from the Institution. Holistic development of the students is assured through **Skill Development Programmes, Personal Counselling, Career Guidance and Grievance and Redressal Cell. Students also benefit through parallel support system like NET, PSC, IAS, Bank Coaching etc.** that enrich them towards professional accomplishments. Students are trained to explore their inner talents through **various cultural and sports events with more than 5793 students participating**. Students achieve laurels in academic and co curricular competitions held in National and International levels also participate in **Republic Day Parades** at New Delhi. **Students Welfare Association** is a strong vein protecting the students at their needy moments. The Alumnae encourages the advancement of the institution through various academic and welfare measures through financial and human support as per requirement.

Governance, Leadership and Management

The institution is the educational wing of the Franciscan Clarist congregation, Assisi Province, Thrissur. The management runs more than a hundred Charity Homes, Rehabilitation Centres for the elderly and mentally challenged women of the locality in Thrissur and Palaghat Districts of Kerala. The College has its initial initiative as **primary and secondary education in pre independence period in the locality of Guruvayur** before the college was established in 1955. The institution has consistently recognised the importance of being able to educate women to enhance the empowerment of the society. The college is governed by a trust headed by the manager who vests the authority of the college in the Principal. The college Principal in coordination with the **Staff Council and IQAC implements the Action Plan** of the institution. The institution has the support of the UGC and the State Government along with the management, IQAC, College Student Council and PTWA ensuring the effective strategies supported through e-governance in achieving the best possible outcomes.

The institution has regular **Administrative and Academic Audit System** for evaluation of its functionality. The institution follows a three tier external and internal audit mechanism. The institution advocates **transparency in all its financial and academic responsibilities**. The College organises **Professional Development and Orientation Programmes for all the teaching and Non Teaching Staff regularly every year on a 100 % record attendance** on the second Saturday of July. Awards are distributed for best performance in academic activities for the students.

IQAC enhances quality sustenance initiatives to gauge the scale of excellence. The faculty sustains quality by attending Refresher Courses, Online and Short Term Courses for aspiring towards global expectations. The excellence of Faculty Members is honoured during the Merit Day function. **Sadhguru Award** is endowed to the Best Teacher every year as an inspiration and acknowledgement for excellence. The College implements decentralised leadership and participatory team work of various bodies in its quest for excellence. The **Abhayam Bhavana Nirmanam** project, home for the needy was accomplished through the Decentralised Participatory Management process. The funds garnered for the progress of the institution are expended with efficiency.

Institutional Values and Best Practices

The institution avows to stand out from the crowd with its distinctive institutional values and practices that encircle the society and the nation for its unalloyed commitment for the united progress in to the future. The

institution ensures women empowerment and gender equity as its cardinal institutional practice. The institution places much emphasis on the intrinsic and extrinsic values that mould excellence in the young learners with transferable knowledge of the citizen rights and duties towards the nation. The institution has an environmental ambience that inculcates the importance of safe guarding the environment for the sustainable future. The institution promotes the green canopy project with ample hands on experiential student exposure opportunities.

The Institution extends environmental concerns through solar electrification and energy audit to gauge the impact of human activities and augment conservation methods for mitigating the impact of climate change. The State confronted two consecutive years of deluge as vagaries of climate change that today disaster management too is a major factor to be reckoned. The Institution has instilled LF values amongst its young learners that place the emphasis on the nurture of the environment as a crusade for the future of mankind. The College collaborates with **Clean Kerala Company Limited (Govt. Undertaking)** to flag off an Electronic waste campaign within the students. Green Audit conducted by the Students in collaboration with **Nature's Green Guardians Foundation** brought a conclusion of campus green facilities and green Initiatives. The Departments and the Institution hand in hand retain the green around with much meticulous initiatives. The college assures a struggle free campus for **Divyangjan** and they are also enhanced through skill oriented training inventiveness.

The two best practices **Empowering Women Excellence**, **Facilitating Social Consciousness towards ecosensibility** through **Franciscan Green Canopy** initiatives and **We Grow with You**,the Social Initiatives, sketch an ecosystem of excellence through Social and environmental extension activities and awareness campaigns. The New age Mantra of skill orientation **Madhyam- Kaushal Prajnya** has its marking specifically by the initiatives of the Department of Multimedia, assuring and promoting Digitalised women empowerment as a unique and distinct signature trait of our Institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	LITTLE FLOWER COLLEGE
Address	Little Flower College Puthenpalli P.O Guruvayoor
City	GURUVAYOOR THRISSUR
State	Kerala
Pin	680103
Website	littleflowercollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sr. Philomena C F	0487-2556957	9074107462	0487-2555220	lfcollegegvr@gmail.com
IQAC / CIQA coordinator	Julie Dominic A	0487-2550134	9495422979	0000-000000	juliedomanic@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes minoritycertificate.pdf
If Yes, Specify minority status	
Religious	Religious
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	01-07-1955

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University Of Calicut	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	02-06-2011	View Document
12B of UGC	02-06-2011	View Document

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

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

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	Yes

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	27-05-2016
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	Little Flower College Puthenpalli P.O Guruvayoor	Rural	18.1585	16702.4

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Plus Two	English	45	38
UG	BA,Economics	36	Plus Two	English	66	61
UG	BA,History	36	Plus Two	English	66	65
UG	BSc,Mathematics	36	Plus Two	English	53	43
UG	BSc,Chemistry	36	Plus Two	English	48	42
UG	BSc,Zoology	36	Plus Two	English	41	37
UG	BSc,Botany	36	Plus Two	English	41	38
UG	BSc,Computer Science	36	Plus Two	English	41	30
UG	BA,Functional English	36	Plus Two	English	33	18
UG	BA,Malayalam	36	Plus Two	Malayalam	28	25
UG	BA,Multimedia	36	Plus Two	English	28	9
UG	BSc,Physics	36	Plus Two	English	53	31
UG	BCA,Computer Applications	36	Plus Two	English	53	28
UG	BCom,Commerce	36	Plus Two	English	66	57
UG	BVoc,Tourism And Hospitality Management	36	Plus Two	English	50	17
UG	BVoc,Pharmaceutical Chemistry	36	Plus Two	English	50	19
PG	MA,English	24	Degree	English	22	20

PG	MA,Economics	24	Degree	English	15	12
PG	MSc,Mathematics	24	Degree	English	25	24
PG	MSc,Chemistry	24	Degree	English	16	15
PG	MSc,Zoology	24	Degree	English	16	16
PG	MSc,Botany	24	Degree	English	16	16
PG	MA,Malayalam	24	Degree	Malayalam	23	19
PG	MA,Multimedia	24	Degree	English	21	15
PG	MCom,Commerce	24	Degree	English	28	26
Doctoral (Ph.D)	PhD or DPhil,Malayalam	36	Post Graduation	Malayalam	16	6

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				3				44
Recruited	0	0	0	0	0	3	0	3	3	40	0	43
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				54
Recruited	0	0	0	0	0	0	0	0	4	50	0	54
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				24
Recruited	3	20	0	23
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	0	10	0	10
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers

Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	2	0	2	13	0	17
M.Phil.	0	0	0	0	1	0	0	5	0	6
PG	0	0	0	0	0	0	1	22	0	23

Temporary Teachers

Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	50	0	54

Part Time Teachers

Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	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	1	0	1
PG	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**
	1	0	0	1

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
Certificate / Awareness	Male	0	0	0	0	0
	Female	11	0	0	0	11
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	8	0	0	0	8
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	6	0	0	0	6
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	291	1	0	0	292
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	1643	9	17	0	1669
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	0	0	0	0
	Female	82	94	91	102
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	3	2	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	327	325	315	392
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	91	83	88	90
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	190	192	186	202
	Others	0	0	0	0
Total		693	696	680	786

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
718	711	690	619	506

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
25	25	25	25	19

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1887	2004	1861	1563	1453

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
550	507	499	525	333

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
611	742	583	491	444
File Description		Document		
Institutional data in prescribed format		View Document		

3 Teachers

3.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
99	97	101	92	79
File Description		Document		
Institutional data in prescribed format		View Document		

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
99	97	101	92	79
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 76

4.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
100.58	246.07	443.33	265.69	303.01

4.3

Number of Computers

Response: 198

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The Curriculum core of the educational activity augments the requirements of the College and its stakeholders. The implementation of Curricular practices pivots on the need **based strategies of the global society.**

Curriculum Planning and Documentation

- The Yearly **Academic Calendar** reflects the plan of action based on University norms.The **IQAC** in tandem with the **Staff Council** and **Education Council** prepares the annual schedule of work allotment with various curricular and co-curricular activities to be implemented.Each faculty member maintains **a Teacher's Diary** with Year/Month plan schedule as well as daily recorded activities, to keep the target in view.The **Principal reviews the teacher's diary** at the end of every term to consolidate the progress.The curricular activities promoted and supported by **ICT enabled techniques** facilitate more thrust **to quality sustenance**.   The IQAC and Staff Council coordinate all the curricular and co curricular activities including Associations, Clubs and Units for synchronized accomplishment of curriculum planning and documentation.
- **The Annual University Academic Calendar frameworks the Time Table of activities, within the College.** The University stipulated working days is strictly adhered to, while lost working days compensated on Saturdays.**The UGC-HRDC Calendar** for the year helps the faculty to plan ahead to suit individual needs ensuring correct rollout of the College Academic Calendar**. The Academic Council, Board of Studies, Viva Voce, Practical Boards and Evaluation Camps** provide an opportunity for the faculty to interact with members of other institutions **sharing innovative curriculum delivery**.

Curriculum Implementation and Enrichment

- The Management and the Institution provide **Faculty orientation and motivation Programmes** every year.The Institution provides **adequate infrastructural** facilities to Faculty and Students for better synchronization of teaching and student retention process.The management ensures the participation of **faculty members' curricular enrichment programs** both within the college and in other institutions for seamless and effective Curriculum delivery.**The University of Calicut**, to which the College is affiliated, remodels **the syllabus** regularly **as per global standards**.Therefore the Curriculum is streamlined and the transactions are enacted in a systematic way. The regular **annual feedback** ensures the process of evaluation and the delivery of the Curriculum to be **effective and strategic.**
- The process of assessment **of effective Curriculum delivery** is highlighted for accuracy and transparency.The preliminary Curriculum **transaction point** is the annual **academic plan.**A **strategically prepared Time Table** of each Department for the Students and the Faculty ensures

efficiency.**The Head of each department** assigns the work schedule for all **Curricular and co-curricular activities** of the department to chalk out an easy delivery and execution.**Regular departmental staff meetings** before semesters to discuss the syllabus to be covered, external and internal assesment making it student transparent.**The management** ensures uninterrupted Curriculum implementation through its excellent **infrastructural support** and timely filling up of staff vacancies.**Consistent interaction with the stakeholders** like parents, alumnae, social welfare institutions, industries and experts of various fields help in a flawless implementation and **proficient establishment of the curriculum** as specified by the statutory agency/university.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution functions in accordance with the **University academic calendar** in the formulation of the college calendar scheduling the working days, holidays, fee structure, rules and regulations which is distributed to the faculty and students.Teachers plan and organise the learning units for each term as per the calender and record it in the Teacher's Diary. The Class Representatives maintain the learnt Units in **the Class Diary** issued by the College in the beginning of each academic year.

Adherence of Academic Calendar

- **The staff council** comprising of the Principal and the Heads of the departments plan **the academic** and **non-academic** activities and **internal evaluation** schedule of the year.The teachers are briefed of the action plan through **staff meetings** by the **IQAC.**The Principal and the Academic Council prepare **work allotment list** for the teachers for each academic year which is **published on the staff notice board**.The activities are planned and executed by the faculty in charge in accordance with this.The Staff Council schedules a **general timetable** for the entire college and assigns periods for **core, common, complementary courses, value education, tutorial** and **association activities**.

Internal Examination Schedule

- The conduct of **internal examinations** is managed by the **Examination Committee** which schedules the timetable in accordance with the academic calendar**. Two internal examinations** are conducted for a semester -- first internal is conducted at the **departmental level** and the second internal examination at **the college level.**The return of **evaluated answer script, publishing of internal grades, issuing of progress card, the class PTA are done effectively.**The **internal assessment** of both **the UG and PG** Programme takes place in accordance with the **rules of the university.**The **attendance**, an important parameter in the internal assessment is marked regularly by the **class in charge** and is submitted regularly for **verification.Seminars, assignment topics,**

research projects and innovative academic presentations are assigned to the students and are valued and graded by the teachers in due time. The classroom performance of the students are assessed and enhanced from the initial stages through **bridge courses, peer learning and remedial coaching, certificate courses, etc**.The **internal examination grades** are uploaded to the **University website** by departments as per University's academic schedule.

- The **IQAC** spearheads the **academic** and **non-academic** activities by collecting the year plan of every department and **monitoring its timely implementation.** At the **Departmental level**, the Head of the Department, in consultation with the staff, sets **the time table**, **divide the duties** and **learning units** to be taught in **each semester**, plans the teaching learning activities and internal assessment strategies.**One tutorial hour per week**, managed by the class tutor, is held for effective personal and academic interaction, leading to effective guidance and support to weak students. The **Anti-Ragging Cell, mobile squad, grievance** - **redressal cell** and other **clubs and cells** focused on environment, social service and women empowerment function in the college as per university guidelines.

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

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

    1.**Academic council/BoS of Affiliating university**
    2.**Setting of question papers for UG/PG programs**
    3.**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
    4.**Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective

course system has been implemented

Response: 100

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

Response: 25

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

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 37

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
16	6	6	6	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 16.12

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

2018-19	2017-18	2016-17	2015-16	2014-15
599	214	184	385	53

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

Integration of Relevant Issues

The College strives to **supplement and integrate** into the curriculum prescribed by the University to attune it with the goals and objectives of the college. **The college envisions** Trust in God, Eco sensibility, Fraternity, Truthfulness and Social Commitment (**TEFTS**) **as core values** of the institution. The Institution plans and organizes various Programmes to ensure the integration of University Curriculum with the institutional goals and objectives that are based on the **universal values of Professional Ethics, Gender, Human Values, Environment and Sustainability.** Each department is entrusted to chalk out action plans for each academic year based on the integrated values to supplement the curriculum.

Method Employed for Integration

- The college follows the Curriculum fixed by the University of Calicut, to which the college is affiliated.The **Curriculum is enriched** by encouraging students to organize and attend **projects, seminars and workshops.** Their quality is enhanced through Projects,assignments,power point presentations,seminars and Quiz Programmes.Moreover, Certificate courses are also provided by the college to equip the students with the demands of dynamic job market.Under the **Career Guidance and Placement** and **Training cell** courses on **Soft skill** development programmes are provided.
- The **Teresian Centre for Career Excellence** is the pivot on which the students are enriched on career options through training and awareness for fruitful employment.The various **Clubs and Cells** of the college functions, towards the attainment of an ambience contributing to **enhancing Institutional values**.Students are also provided with **Life Guidance** course to equip them to meet the challenges in life.**The NCC, NSS, CSS, Women Development Cell, Bhoomithra Sena Club, Franciscan Green Canopy**, initiatives to maintain a green campus
- Moreover, the institution adheres strictly to the policy **of 'Plastic free Campus' and 'Eco-friendly Campus.'Segregated Waste management** system is prevalent for environmental Sustainability.At present the nation as whole is confronted with various social issues like **Gender**

Discrimination, Women Abuse, Environmental issues, Human rights violation etc. The college is keen on making sure that various contemporary issues/topics are integrated into the curriculum so that **students become responsible citizen** and **contribute to nation building**.

- The institution enlarges the scope of the curriculum by **sensitizing students** to such issues through **celebration and observation of certain significant days** such as Independence Day, Republic Day, Ozone Day, Human Rights Day, Gandhi Jayanthi, Blood Donors Day, Alzheimer's Day, Women's Day, Elder's Day, Children's Day, Environmental Day, Hiroshima Commemoration Day, Martyr's Day, World AIDS Day, etc.

- Besides the above, there are certain conventions and long established practices that contribute to holistic development of students.The highlights of this **solemn occasion** include the handing over of **a lighted lamp** to all out going students to symbolize enlightenment**The Principal's message, Patron's Day and Students Entrepreneurial Social Service week** proffer students excellent opportunities to imbibe the highlihted **Little Flower Values.**

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 13.93

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
109	113	98	80	58

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)

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

Response: 35.98

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

Response: 679

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: E. None of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

> **1.Feedback collected, analysed and action taken and feedback available on website**
> **2.Feedback collected, analysed and action has been taken**

3.Feedback collected and analysed

4.Feedback collected

5. Feedback not collected

Response: E. Feedback not collected

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 85.41

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

2018-19	2017-18	2016-17	2015-16	2014-15
693	696	680	786	575

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

2018-19	2017-18	2016-17	2015-16	2014-15
888	842	825	875	611

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 74.37

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

2018-19	2017-18	2016-17	2015-16	2014-15
366	368	345	400	291

File Description	Document
Average percentage of seats filled against seats reserved	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The students of an educational portal are the **life and sparkle of a campus**. Their academic performances substantiate the yardstick of an institutional success. The institution places care and support for the caliber of each student that elevates their academic quality to a globally accepted level. The formative assessment is sustained throughout the course. Academic progression is assessed through **Internal examinations, seminar/assignment and other classroom activities**. Entry level assessment is done with a **Pre Knowledge Test** which identifies advanced and slow learners.

Measures taken for Continuous evaluation:

- Internal and External examinations

- Assignments, seminars and class room performance

- Extra Curricular activities, sports, arts

- Achievements in extension programs – NCC, NSS, Social extension

Programmes to support weak students are:

- Scholar Support Programme.(State Govt. initiative)

- Career Guidance and counseling.

- Remedial coaching, peer learning and special mentoring.

- Personality development and leadership training programmes.

- Volunteering exposure in various national/international events like seminars, workshops, fests, green auditing etc held at the campus.

- Coaching and workshops on English language and communication and for competitive exams.

- Participation in all extracurricular activities.

Programmes to support advanced students are:

- Walk With the Scholar (State Govt. initiative)

- Career and goal oriented counseling.

- Peer learning and discussions.

- Exposure at various competitions outside the campus.

- Check list of books and resources.

- Opportunity to assist the faculty in academic and non academic activities.

- Coaching for competitive exams.

- Publication of academic and creative articles in various publications of repute.

- Participation in proficiency increasing programs.

- Participation in job fairs inside and outside the campus.

- Interaction with eminent personalities.

- Endowments, Scholarships and Proficiency prizes

General evaluative activities:

- Tutorial sessions are provided to all students by the class in charges for their general development. Weekly value education classes are held to improve the moral and ethical caliber.

- The Library provides latest subject reference books, journals, books on many competitive examinations and career-oriented courses, **INFLIBNET and e – journals.**

- The Departments have formed self study groups with a strategy of **"Teach while you learn" t**o effectively channelize the learning skills of advanced learners for the growth of the peer group.

- Awards, scholarships and endowments have been instituted by the College, well-wishers and Departments for encouraging and motivating students to excel in curricular and co-curricular activities.

- The score card of a student serves to bring into focus the student – centric action to be initiated by the staff, parent and the Institution.

- As part of the **"Faculty at Home"** Programme, teachers visit the homes of students for the follow up our learners at home.

- A healthy rapport is maintained with the parents or guardians of the students so that their academic, learning practices at home is also monitored.

- T**he Equal Opportunity Cell e**nsures democratic accessibility of all facilities at the college.

- **Madhyam –Koushal- Prajna,** is the experiential fineness practice that we adopt to empower and arm our students with digital and communicative literacy. This ensures competent and equipped batches of students leaving the campus every year.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 19:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

Teaching learning system adopted has undergone a sea change where the teachers play the role of facilitators and mentors to direct the students towards independent learning. Skills for enhancing participative and experiential learning are innovatively shaped through student centric methods :

Classroom learning innovations:

- Student Centric Interactive lectures
- Group discussions, debates, Spelling contests, Neologism, quiz competitions are organised.
- Conceptual contribution of students during classes is encouraged.
- Seminars on topic related to the syllabus

- Case studies as assignments
- Practicals and viva sessions
- Minor projects /assignments/manuscript making etc are assigned to the learners.
- Brainstorming sessions improve quickness of thought and response
- Crisis Management System and Problem solving methods are promoted through activities
- Academic courses are tuned to Critical Thinking
- Students are assigned role plays and drama staging sessions out of the General English curriculum.

Institutional level student centric activities:

- All departments organize seminars, workshops, exhibitions, study tours, Internships, Industrial Visits, Academic Extensions, Projects, Survey etc. Volunteers are trained for specific duties like the conduct of the official function, registration, anchoring, arrangement and conduct of paper presentation sessions, food and refreshment etc. This enhances their organizational skills and confidence.
- Arts Festival, on stage competitions, fresher's day, farewell function, college day, Patron saint's day and Principal's day, days of significance creates a liberated platform to exhibit their various histrionic and artistic talents.
- The college union, which acts as the epicenter of the student activities, is a seminal example of the student centric system adopted.
- Students are encouraged to participate in various creative, intellectual and artistic competitions/events held at various institutions far and near the college. The winners of all competitions are grandly honored at the Merit Day function.
- The government initiative **Additional Skill Acquisition Programme** has instilled a mass movement for enhanced soft skills to promote employment.
- NCC, NSS, Women Cell, ED Club, Bhoomitra Cell, YOGA, Driving Class, Karate, Incubation Centre etc. inculcate experiential learning among students.

Various other methods are adapted to encourage interactive and collaborative learning among the students. Blogs, FM Programmes both within and outside participation hone their creative aptitude immaterial of their choice of course for study. The college encourages new generation technical tools like massive open online courses that offer a golden opportunity for both students and faculty to keep abreast of trending fields of study to enhance their skills. Field trips and study tours give the students the impetus to absorb experiential learning.

The **Career Guidance and Placement Training cell** of the college organize a number of innovative Programmes catering to the ever transforming façade of the job market pioneering employment opportunities for our students.Campus placements have opened fresh avenues for better prospects of the students.

File Description	Document
Upload any additional information	[View Document]
Link for additional information	[View Document]

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The **new age of advanced information technology** has opened up sea of opportunities for the faculty to enhance and enrich the teaching process. All our faculty members make the maximum use of the available technological advances to aid better comprehension and ease the boredom of learning among the students. Information and Communication Technologies make it easier for the faculty to instruct the students and at the same time allows students to collaborate amongst themselves for better retention. The magical power of managing individually the learning curve engrosses the students to explore the ICT way of learning. The communication between the faculty through **informal platforms with the students** allows more effective exchange of ideas that will be stress free. The technology – assisted learning tools are changing the face of education, they have transformed the classroom learning environment to blended online learning experience. The collaborative potential to share and create enhance the e- learning experience which encourage self paced and self directed learning. Peer interaction during the resource access and topic discussion vibrates their creativity for better learning ambience. This introduces the students to more web based tools for productive learning experience. The **digital learning increases the student faculty engagement** and motivation for a better harmonization of the new era technological advances along with the traditional classroom setting in knowledge generation. The college is striving to combat the challenges confronting the marginalized section in the digital divide that is a game changer in the context of revolutionizing the teaching- learning continuum across the spectrum of higher education. The Institution entrusts itself to be in pace with the **trending global scenario** along with a care and concern for the limitations that may express itself as challenges to be overarched.

Innovative avenues in Information Communication Technology used in the teaching process:

- **Social media platforms** are used to keep in touch with the students and parents for timely updates.

- Fruitful academic doubt clearing sessions and discussions are made through ICT platforms.

- Teachers attend online faculty development courses and MOOC courses under the MHRD and the various universities in India to enhance their erudition and teaching skills.

- Students are encouraged to attend student specific **MOOC courses** of their choice to augment their learning.

- Subject specific visual presentations in the form of documentaries, movies, theatre representations, scientific and educational videos etc.

- The e-notes available at the **UGC e PG Pathshala website** are provided to the students and they are encouraged to visit such Government approved educational sites to enhance learning.

- Assignments and project drafts are encouraged to be sent through mails to reduce carbon footprints.

- Most teachers use power point presentations and the INFLIBNET supports better teaching learning experience.

- Multimedia Department proffer the needed opportunities for a **digital edge to most of the**

departments of the institution.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 19:1

2.3.3.1 Number of mentors

Response: 99

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

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

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality /

D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 16.06

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

2018-19	2017-18	2016-17	2015-16	2014-15
16	15	15	16	13

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 8.84

2.4.3.1 **Total experience of full-time teachers**

Response: 875

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Continuous Internal Evaluative mechanism

The **Continuous Internal Evaluative mechanism** of the institution is **transparently robust.** The holistic and harmonious evaluative blending of the academics, co curricular and extracurricular yardsticks temper the internal assessment system which is the hallmark of the Institution.

The mandated **University academic calendar** which is uploaded in the website at the beginning of every academic year lists the details of working days, holidays, examinations etc. is followed in tandem with the evaluative mechanism of the Institution.

Teachers plan and organize the learning units for each term as per the calendar and record it in the **teachers' diary.**

Preplanning of the learning units help the teacher **to teach effectively** and in a time bound manner.

The **Staff council** comprising of the Principal and Heads of the departments plan the academic and non-academic activities and internal evaluation schedule of the year.

The teachers are briefed of the **action plan** either through departmental staff meetings or through general staff meetings.

The **frequency and mode of internal assessment** are planned and executed by the faculty in charge in accordance with the scheduled list.

The Departments are entrusted to conduct internal examinations. The examination committee collects the scheme and question papers from each department in time and conducts examination efficiently.

The IQAC also plays an important role to organize the academic and non-academic activities by collecting year plan of every department and by monitoring its implementation.

At the Departmental level, the Head of the Department sets the time table, assigns various duties to staff members, divide the learning units to be taught in each semester and in consultation with other faculty members plan the teaching- learning activities and internal assessments.

The continuous evaluative assessment of the students is based on student's attendance, performance in the class based activities, Pre knowledge tests, MCQs, Open book tests, quizzes, evaluative tests on LSRW, seminars, and submission of assignments, records and reports.

The grades of Internals exams, attendance, seminar and assignments are published after the scrutiny of the head of the department and the head of the institution. The transparency is ensured by publishing the internals and verified by the students. Attendance register is submitted to the college office in time, Student seminars are conducted during class hours in front of the peer group and is graded based on presentation skills, content cognition etc.

Assignments are graded based on the timely submission and on the relevance of its content. The published internals are uploaded to the university website. These internal grades are entered in the mark list issued after the end semester examinations.

Student grievances are registered with the concerned teacher or HOD. The dynamic assessment mechanisms employed in evaluating independent learning, synthesis of classroom erudition and external observation skills of students, reflected through seminar and assignment presentations are transparently evaluated.

File Description	Document
Link for additional information	View Document [View Document]

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

Response:

The Institution conducts Internal Examination as decided by the IQAC and discussed in the Staff Council and informed to the faculty through Departmental meetings. The schedule of the exams are then informed to the students.

Streamlining the Internal Examination system to tackle student grievances:

Induction Programme: The newly admitted students are familiarised with the Internal Evaluation Mechanism along with the University Exam Schedule.

Internal Examination Cell: The Examination Cell conducts timely examinations after completing the syllabus as per the recordings in the teachers' diary along with the assurance of the Head of the Department.

Student Preparatory Schedule: The students maintain a track of the syllabi through the class diary and interact with the faculty on necessary updates to complete their academics and projects on time. Adequate preparation time is allocated before the Internals.

Student Scaffolding Initiatives: The student challenges are adequately supported through Remedial Teaching, Tutorials, Peer learning, Class Mentoring and Government Initiatives like Student Support Programme and Walk With a Scholar.

Proficient Addressal of Potential Student Grievances:

Publication of Internals : After the timely conduct of internal examination as notified , the paper evaluation by faculty is undertaken with due care and diligence. The marks awarded and the answer scripts are scrutinized by the students to their satisfaction with any inadvertent errors rectified. The marks are entered in the department before its published through the head of the department under the final scrutiny of the principal.

Forum for Redressal : The published marks are displayed on the students notice board for further scrutiny and rectification before being uploaded into the university website for compilation. The efficient and transparent time – bound grievance buster method is adopted. The internal marks awarded by the institution is registered in the final result of each semester of the student.

The Three Tier Student Grievance Cell : The formal cell consists of the Principal, Vice principal, Head of the Departments. The residual individual grievances if any are handled with care and sympathy to be redressed as quickly as possible to the satisfaction of the members concerned. The student is advised to approach the Tutor and then the cell of the Department consisting of the Head and two faculty members to

activate the cell.

University Level of Grievance Redressal Mechanism : The University level external examinations are held under the external examination board of the institution as approved by the University. The invigilation is supervised by the committee with external invigilation squad checks at random. The institutional faculty are mandated for the invigilation. Grievance related to the university examinations have to be submitted to the university as per the university rules. The students are encouraged to avail all facilities to improve their scores through improvement / supplementary exams held per schedules announced just after the announcement of results. The opportunity for revaluation and scrutiny of answer scripts of the external examination is possible on payment of a fee.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

The Institution which is the part of the social milieu offers **programmes sanctioned by the University of Calicut**. The broad framework of the **National Policy on Education** and **Global Standards** are incorporated in the University Curriculum. Accentuating the knowledge and learning process is the fulcrum of higher education. The collective effort on the part of stakeholders to broaden the horizon of learning is an ongoing effort of our institution. The future of education is visualized as **skilling the potential human resource** that is in our hands today for transformation of the nation building strategy. All participatory mechanisms are tools to shape a new dawn in higher education. The different programmes offered by the university have goal oriented outlook on the outcome of the course.

The University provides the **assigned syllabus** for each course of study and the systematic progression of the provided curriculum is presented in the Staff Council and perused by the IQAC Team and the Head of the Departments and communicated to the faculty members through the distribution of the copy of syllabus as the initial step. An **inter-disciplinary** discussion is set forth prior to the implementation of the Syllabus by the HOD and faculty members of each Department. The students are informed about the syllabus and curriculum patterning by the Principal to the newcomers and their parents on the day of admission and a follow-up is also initialized on the Induction day of the course. The vision and mission of the institution also supports the fulfillment of the curriculum offered by the University. The College maximizes the effort of fulfilling the promise of lifelong educational values amongst our students through various additional programmes like Add Ons, Certificate Courses , Vocational Programmes, Community College to penetrate the grassroots of the society in implementing the Mission and Vision of our Institution.

The college strives to institute the below mentioned steps for the assurance of competent outcome:

1. **Humane Values** of the institution established in vision and mission catered through value added Programmes.
2. Support women empowerment, self-sustenance, national integration through celebrations of **Significant Days.**
3. Equipping **ethical and moral values.**
4. **Institutional Values** like Trust in God, Eco Sensibility, Fraternity, Truthfulness and Social Commitment are oriented among the faculty and students.

The students realize the meritorious aspects of the course through various extension activities, orientation Programmes, interactive sessions, career guidance and counselling, seminars and workshops by various Departments etc. The institution also aims to update the students with new horizons of knowledge in order to identify novel areas of study related to the basic Programme.Programme and course outcomes as per the prescribed curriculam of the University of Calicut for all Programmes offered by the institution are stated and displayed on college website

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

The teaching learning process and assessment chart the growth of competence of the students in both curricular and extracurricular and are merged with Academic and Innovative accentuation.

Holistic Action Plan : The action plan of each department is accompanied with Ethics and moral instruction classes, Tutorial sessions, innovative discussions like research forum.

Competency through Competitions : The Departmental activities, various student oriented competitions conducted by the departments

Assignments and Seminars : Continuous evaluation is processed through internal examinations in all semesters. Class test, assignment submission, seminar presentations conducted by each department and the final evaluation report published during each semester is also accounted. The evaluation result is informed to the parents through PTA meetings and open houses conducted regularly.

Recognition and appreciation : The institution takes special effort to recognize and appreciate the spontaneous achievement of the intended outside classroom learning outcomes by the students. The diversified ambience of learning empowers our graduates to face the world with equanimity. Self awareness and Self confidence, the two pillars of strength, are promoted through multi –faceted

engagement with the society for shaping the future of the world.

Awards and Endowments : The best out going student Award, Merit Awards, endowment for the toppers, prizes for toppers of value education, prizes for the toppers of each semester etc., are awarded by Alumnae Association, Retired teachers Association, PTA add to the recognition of the merit. The excellence of the Departments are also credited and acknowledged with awards distributed on college Day, Social and send off, Department Association meets etc.

Systematic Internal and External Evaluation Process: The syllabus based curricular section is planned and executed by the members of the faculty assuming maximum output of results. Systematic submission and approval of seminars, assignments, projects and the apt declaration of internal assessments lead to a continuous evaluation and progress of each student for maximum outcome. The institution acknowledges and appreciates student excellence.

Nonacademic Learning Outcome : The nonacademic learning outcome planned by the college provides enough opportunities for the students for the all-round development. Work allotments related to the intended nonacademic learning out comes is given to teachers at the beginning of each academic year and are executed with the help of class/union representatives.

Zero Hour Policy : To carry out many of the activities special hours are scheduled without affecting normal working hours. Tutorial hour/NCC/NSS/CSS, Interior decoration/ Career guidance/campus ministry Programmes are scheduled on Tuesdays and Moral Instruction/catechism classes on Wednesdays.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 91.81

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

2018-19	2017-18	2016-17	2015-16	2014-15
567	677	528	439	422

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

2018-19	2017-18	2016-17	2015-16	2014-15
611	742	583	491	444

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.84

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

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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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 8.16

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1.10	7.06

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

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

Response: 7.07

3.1.2.1 **Number of teachers recognized as research guides**

Response: 7

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 28.21

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	2	9	11

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
16	16	16	16	14

File Description	Document
Supporting document from Funding Agency	[View Document]()
List of research projects and funding details	[View Document]()
Paste link to funding agency website	[View Document]()

3.2 Innovation Ecosystem

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

Response:

Innovative Eco System of the Institution

The Institution is a space that spearheads an **ecosystem for innovation** amongst the faculty and students to enrich the social, scientific and cultural atmosphere of the society. Innovation as a goal for personal and collective excellence is pursued by the Institution for maximizing the potential ability of the students and faculty despite various challenges confronted on the pathway to realize the objective of creation of initiatives to propel the community to think in an integrated manner.

The programmes in the stream of science engages the pupils to think laterally that can benefit the society on the whole incorporating scientific temper and to eliminate the cobwebs of unempirical decision making to develop science for the benefit of mankind.The Arts stream engages the faculty of Imagination to create a better and **humanitarian world** that is **Inclusive** and sensitive to **Gender Parity**.

Lab to Layman: The Institution takes quantum care to establish scientific thoughts to counter unscientific and laborious methods to improve efficiency and the quality of the utilization of natural resources in and around the college. The College initiates programmes in the locality and in adopted villages like measuring the PH level of water and soil, effective waste management, like pipe composting, vermin compost production and sale, Eco sensitization programmes, Organic and pesticide free vegetable and

grain production, training of the locality in LED Bulb manufacturing and distribution to the needy. Eco friendly practices at home and hearth, sea erosion mitigating projects , health and hygiene practices. The knowledge transfer of new scientific thoughts and innovations are made available at our locality.

Research for Societal Benefit : The Major and Minor projects , Research Publications, Seminars and Workshops, Expertise Lectures, Research Dissertations and Ph.D Thesis, Students Research Forums for innovations, Debate Clubs, Governmental and NGO Projects for the benefit of the society.

Incubations for innovations : The latent talents of our students are allowed to bloom in our Incubation Centre that is the preliminary steps to scale the ladder of innovation. The diverse programmes offered in the college foster the ability of creativity, practical skills in transforming knowledge.

Entrepreneurial Skill Development : The collaborations forged with industries and corporate firms expose the students in the nuances in innovative inventions and skills in financial emancipation of women.

Innovations for gender Equity : The college prioritises women in all endeavors for equity and empowerment to assume her place in society with grace. The Clubs and cells of the Institution creates innovative space for women to utilize her inborn multifaceted and multitasking talents.

Academic Experiential Learning : The Institution inspires the Departments to undertake opportunities for academic experiential learning for internalizing the concepts absorbed during knowledge transfer. Study tours, Internships and Industrial Visits fine tune their ability to benefit the society.

Nation Building Promise : National Integration through **Significant days** observations like **Gandhi Jayanti, Constitutional Day, Independance and Republic Days** instill the rich tradition of acknowledging ones past to promote the future in a creative and innovative ecosystem.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 17

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

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	2	1	3

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2.29

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 16

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 7

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)
URL to the research page on HEI website	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.12

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	1	0	2

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

3.3.3 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: 1.68

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

2018-19	2017-18	2016-17	2015-16	2014-15
60	30	25	18	24

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

Social Extensions sensitizing Holistic living

The Institution has assumed the mantle of dispenser of knowledge and care to the neighbourhood community for the **past six decades.** The college is located at the epicenter of pilgrimage of all major religions catering to diverse students inclusively. The challenge to liberate women through education and empowerment has been met head on by this Institution as stated in its vision and mission. The rural background of most of our students and the locality has embarked the college on to a road of qualitative extension activities both by the management and initiatives of various clubs and cells of the Institution. The college has **22 Departments and 26 programmes** with a **2000** student campus.This includes **Vocational programmes** and a **Community college** benefitting the women of the locality. The college has adopted Aduputy village in Kunnamkulam Municipality and Moopan Colony in the municipality of Guruvayur for direct implementation of diverse knowledge transfer through our students for the transformation of the locality and enriching students in holistic development.Little Flower College is the only college under the Municipality of Guruvayur.The college organizes extension programmes mandated and voluntary under the aegis of the Muncipality of Guruvayur.The strong management , Staff and 40 Clubs monitor the social commitment activities.The nationally important schemes are carried out successfully by our students.

The Ministry of Human Resources and Development extension schemes like **Unnat Bharath Abhiyan , Swach Bharat Abhiyan implementation graded this institution as the best college in the state and**

150th across the nation. The college has **5 adopted villages** in connection with the Unnat Bharat Abhiyan.The environment friendly campus boasts of a green canopy and a well laid- out infrastructure with adequate safe guards in being plastic free and conserve water and energy..

Eco – sensitization values of Franciscan sisters are imparted to students as values through initiatives like **"We grow with you"** and **Franciscan Green Canopy** along with **Student Entrepreneurial Social Service** a unique practise for the past six decades to share with the less priviliged through student entrepreneurial efforts offering impressions to be held on young minds throughout their lives to be messengers of social commitment and new spaces of eco-sensitive community..

The **National Service Scheme** and The **National Cadet Corps** are harbingers of hope in the locality they embark on missions rebuilding homes and roads as well as soil erosion mitigation, anti plastic movements , RRR protocol at our coastal neighbhourhood.Awareness campaigns and Rallies on health and hygiene and disease prevention and detection camps are regularly held within and outside the campus.The adopted villages have literacy campaigns and remedial awareness class by our students.The socially committed activities like B**lood Donation camps, Red Ribbon club initiatives,** geriatric initiatives like the **Pagal Veedu and Palliative care** are undertaken to heighten the awareness of empathy in students for the needy among the society. The humane values of resilience and intergrity are the hallmark vetted by external sources on our students as they move on in life exemplified in student progression by employers.

File Description	Document
Paste link for additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 184

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

2018-19	2017-18	2016-17	2015-16	2014-15
79	20	25	30	30

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 88.78

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

2018-19	2017-18	2016-17	2015-16	2014-15
1750	1980	1524	1320	1250

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 126

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

2018-19	2017-18	2016-17	2015-16	2014-15
33	39	25	19	10

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 27

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	1	4	4	11

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

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Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Little Flower College, Guruvayoor, ascends the heights of intellectual competence, humanitarian values and social accountability. To assist the courses run by the college, a well furnished infrastructure sufficient to meet the necessities are made available. The college campus covers an area of **18.18 Acres with a build up area of 18819.03 square meter which** includes various Departments, Administrative Block, Library, Canteen, Leisure Tower, Comfort Rooms, Health centre, Homeo clinic, Hostel, Fitness Centre, Indoor Stadium, **International level synthetic fenced court for lawn tennis**, Auditorium, Conference Hall, Computer Centre, Seminar Hall, Conference Hall, Class rooms, Research Centre, Residential Complex etc. Infrastructural connectivity is maintained through **61.25 MBPS Internet Leased Line** connectivity, Intercom facility and Public Address System.

Policy of institution for creation and enhancement of infrastructure that facilitate effective teaching and learning

- Expansion of infrastructure to cope up with the timely advancements.

- Renovation of worn out buildings.

- New buildings are constructed to meet the needs of new courses.

- Maintenance of college building and the well knit green abode.

- Upgradation of technological resources to augment teaching-learning.

- Spacious and well maintained classrooms with adequate facilities.

- Clean campus with proper waste disposal and management system.

- Eco sensibility and physical health sustained through space for recreation.

- Spiritual enhancement and self reflection shored up irrespective of caste and creed through an inviting chapel.

Infrastructure Facilities

There are 79 ICT enabled classrooms/seminar halls/laboratories with sufficient space along with conventional teaching aids and lecture platforms. Each department has smart classrooms.

Auditorium

The college auditorium which was constructed in 1980 in our silver jubilee year, has a capacity to accommodate more than 1500 students at a time with digitalized 20000 watts Sound System equipped with 10 Yamaha DSR 112, 1 Yamaha DSR 115, 2 Yamaha DBR 12 and 4 Yamaha DXS 18.

Conference Hall

An Air conditioned digitalized Conference Hall with 200 pax is a Convertable Theatre .space as per the need of the day.

Seminar halls

There are around 10 seminar halls with audio visual facilities with seating capacities varying from 200 to 100. They are used for conducting Conferences, Seminars and Workshops and for various Association activities. A College is equipped Language Lab for 40 students to help the students hone their communication skills.

Green Canopy

The 18 acre college and residential campus is a well maintained coconut and mango groove guarded with **1000 coconut and mango trees** in and around the infrastructure and dotted with **1000 potted plants** placed strategically to enhance the green around. The college infrastructure also supports a botanical garden, a Cactorium, a green house, a herbal garden, an eco- park, Butterfly Garden, Victoria Park sponsored by **Alumnae members**, Jesus Corner, Water view Park, Mushroom Culturing Room, Vermi compost Unit, Aquaponics, Water Harvesting system, Vertical Garden, Herbarium etc.

Museums

The Zoology Department houses a spacious museum with collections marshaled over the years. The museum preserves specimens from more than 1000 animal phyla and curios. The History Department owns a Heritage Museum with handsome collection of antiques. The museums are open to the neighbouring educational institutions annually exhibiting these rare specimens for advanced community benefit.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Creative Zone for Health and Aesthetics

Students are the apex of our institution, excellent support is given to them in promoting their Sports, Games and Cultural Activities. The interest of the institution in this policy is implemented by various Departments, Clubs, extension activities, competitions etc. Many training Programmes are incorporated in the institution for the students with the help of experts.

Cultural activities established in 1955

The College promotes cultural activities to foster the bond of sharing, simultaneously the student's latent talent for creative excellence is encouraged by celebrating fine arts, festivals and significant days. In order to conduct various activities like Fine Arts Festivals, Significant Day Celebrations, Festival Celebrations, Social and Sendoff, Club Activities etc, the College uses the Auditorium, Conference Hall, Seminar Halls, Leisure Tower, Incubation Centre, Class Rooms. The verdant green campus promotes the right ambiance for art and aesthetic exploration.

The College promotes **Incubation in various cultural talents** of our students through Fresher's Day where the talents are on display to be fine-tuned for further Cultural interactions. The College has an established **Female Traditional Chenda Percussionist Group, Students Band, Orchestra and Symphony** under the aegis of the incubation centre. Various traditional dance forms like Margam Kali, Oppana, Thiruvathira Kali, Mime, Drama, painting, sculpting, art and craft making, fashion designing etc. are trained and skilled for competitions and entrepreneurial outcomes. **Yoga and Karate practice** sessions are provided in the Campus for healthy and holistic living.

Sports and Games established in 1955

We cannot think "sports" without thinking of competition, without competition sports becomes simply play or recreation. Competition provides opportunities to the students to realize their potentialities and drawbacks and finally help them to improve their own performance. The Dept.of Physical Education established in 1955, in fact the College has the first women only Tennis Court under the 400 strong Colleges of University of Calicut. Today this institution has continued to keep up with the times by introducing an **International level Fenced Floodlit Synthetic lawn tennis court of** 7**500 square feet** . The Department provides ample opportunities for our students to take part in competitions like District, Inter-collegiate, Inter- District and Inter – University level. Special dietary requirements, sports uniform and materials are sponsored by the management and the **Kerala State Sports Council.**

The College has excellent facilities for various sports and games like **Tennis, Table Tennis, Ball badminton, shuttle badminton, Archery, fencing** etc. **Regular coaching** is given for these events in the campus. The College is always proud of the excellent performance of its students in sports and games. We have quite a good number of national players in various items.

Fitness Centre established in 2011

To promote health and hygiene of the students there is a fitness centre in our college. A wide range of equipments are accessible for the staff, students and other women of the locality.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 39.47

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 30

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 76.74

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

2018-19	2017-18	2016-17	2015-16	2014-15
141.81	213.85	135.9	23.25	22.94

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Integrated Library Management System

The institution   a part of our Heritage building (Main Block) has a total area of 5743.45 square feet of physical space that has a main Arts Library of 3273 square feet and a Science Library of 2015.97 square feet and an e- Resource area of 454.48 square feet and accommodates around 200 students at a time. The Library has 51 tables for convenient reading and reference and 159 shelves for stocking books and magazines along with Newspaper browsing. The Library is open for both Faculty and Students from 8.30 am in the mornings to 5 pm in the evenings.The Library is open for all during the vacation from 9 am in the morning to 4pm in the evening . The Library works on all days except Sundays and Government Holidays.

 The Little Flower College Library has an advisory committee. Usually library committee meetings are held twice in an academic year. Meetings are also held when there are changes and new developments to be implemented, final decisions are taken only after discussions in the library committee meeting .The library committee is composed of the following members

1. Principal
2. Librarian
3. Heads of various departments
4. Student representative

Library Automation

Library is fully automated with KOHA, Book Magic respectively since 2010. **ILMS Software KOHA (installed – 2018)** provides a very user friendly interface for searchingdocuments in the library and their issue-status. Library facilitates Web – OPACprovide remote access tousers.

1. Name of ILMS software :- Book Magic, Koha
2. Nature of automation(fully or partially):-Fully
3. Version:- 17.11.10.000
4. Year of automation:- 2010 to 2018, 2018

Features of KOHA

It is the first Open source library automation software.

Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50,

SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and

technologies, while supporting existing workflows and tools.

Library Service Type	Total	
	No.	Value
e-journals	6000	0
CD & Video	1533	0
Library automation	1	500000
Text Books	60780	1496981
Reference Books	5654	607180
e-books	3135000	5000
Journals	71	120905

Services provided at the Library:

The Library follows the Open Access System.

Login passwords are provided to users for assessing UGC INFLIBNET-N-LIST resources and Ebook.

14 Computers are providing E- resource facilities for users and 13 computer for administration purpose.

D-space Digital Repository (institutional documents, questionnaire, etc.) which is available in LAN.,Reprographic facility.

Reading promotion Activities are organized for Students and Staffs.

AURA is the reading club, which serves as a platform to empower the students to champion library activities. The students in the club are given opportunities to network with their peers. The library club aims to inculcate the love of reading to all the staff and students of the college.

Conduct of Book Exhibition and orientation Programmes for users.

Infrastructure of the Library (last 5 years)

Installed JAWS software to enable use by visually challenged students.

Installed 1 servers Koha, D-space and Moodle/e-book respectively.

Internet bandwidth having 200Mbps

E-Notice board showing new arrivals and events.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

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

Response: 4.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
.85	15.18	3.17	1.24	1.07

01-07-2021 05:29:15

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 3.93

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

Response: 78

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

 Institution Information Technology

 The College makes use of Information Technology in all its sphere of activities. The institution is Wi-Fi covered with **61.25 MBPS Internet Leased Line** connectivity to ensure easy facilitation of Information Technology. To cope up with the new technology, all students and teachers are facilitated to make use of computer and internet facilities.

Our institution has 262 Computers, 21 Laptops,1 multifunction color copier machine, 2 photocopier machines,23 Multi Function Printers,18 Printers, 34 Projectors, 6 Scanners and 7 Smart Boards. All the Departments have computers and internet facilities and has a smart class room each. Computer access is available to the staff and students. Besides the Departments and Internet Cafe, there are other spaces for browsing such as library, office etc. The College has licensed software including Microsoft Server 2016 - 1nos,Microsoft Office -100 nos, Microsoft Windows 7 or above – 161 nos, Antivirus for all systems, KOHA, TOTAL Campus Solution software facilitates admission, attendance entry, Message Software to update parents regarding student affairs & progression and to disseminate notifications for staff, and 2 E-Notice Boards.

Plans and Strategies to upgrade IT infrastructure and Associated Facilities:

Institution plans to bring the networking to all the computers in the college. Admission, Assessment and functions related to administration are executed with the help of technology. Students are encouraged to make power point presentations for their assignments and use technology to access resources for their projects.

ICT Resources and computers Aided Teaching/Learning materials:

The University curriculum is structured so as to integrate ICT increasingly. All UG and PG Programmes include projects, seminars and assignments. At the institutional level, the students are expected to make the maximum use of technology in the preparations of these projects, seminars, presentations and assignments. Students browse internet to access journal archives and collect study materials. e-Text is made available.

All the main Departments have one smart class room. As a part of open course offered by departments for UG course Information Technology is made applicable. Eg: Dept of Functional English offer film study as open course. IT facilities in all Departments are upgraded as per the requirements. Each Dept. has LCD projector and students and faculty use IT facility for paper presentations.

National Knowledge Network Connectivity:

The institution avails access to N-LIST through INFLIBNET facility from the year 2010. Library is automated with KOHA. ILMS Software KOHA provides a very user friendly interface for searching documents in the library and their issue-status. Library facilitates Web – OPAC remote access to users. Students and faculty can avail its facilities. The institution is keen on becoming a part of the National knowledge.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 10:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 59.96

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)**

2018-19	2017-18	2016-17	2015-16	2014-15
139.11	317.05	33.23	49.55	19.72

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

All the policies and plans of the institution are based on the ultimate aim of attaining the vision and mission of the College. The academic outcome envisioned by the University and the society is also taken into account while making plans and policies. The administrative and academic structure works as a unit to monitor and evaluate the plans and policies. The hierarchical organization headed by the Management and the governing body entrusts the Principal, who activates the IQAC, Staff Council, Education Council to facilitate the delegation of duties and responsibilities aiming upon perfection in execution of the policies.

The Principal, with the assistance of the Vice Principal and IQAC monitor the task of allocation, coordination and supervision of the execution of policies. The IQAC and the staff council evaluate execution of the action plan regularly as detailed work schedule prepared at the beginning of each academic year. The periodical meetings review the implementation of the action plan and take measures to bridge any omissions made. The periodical committee meetings, Annual General Body meeting and the Annual day offer a platform to present, discuss and report flaws in the implementation of the action plan. The progress of student-learning and development is assessed regularly through test papers, internal assignments, peer teaching etc.

The Manager visits the institution every year and has an interface with the faculty to motivate and encourage them

- Staff meeting is regularly held at College level to formulate, execute and evaluate the activities.

- The management and governing body plays a crucial role in deciding the minimum marks for admission and finalizing the selection list for management seats.

- The staff interview is conducted in the presence of the manager, in accordance with the government policy and University regulations.

- The faculty is given the benefit of quality improving seminars and workshops.

- Elaborate measures are taken to inculcate research culture among the staff and Student.

Decentralized Governance is accomplished by bestowing the required autonomy on all Units in the organizational structure so as to instill responsibility and accountability and allow the freedom to execute duties effectively.

Each Department is invested with administrative autonomy as is required for effective functioning and as may be available in an affiliated Institution. The Heads of Departments are responsible for task allocation, monitoring and evaluation. They are constantly in coordination with the Principal and constitute the major part of the College Council. The Departments meet formally and informally to discuss work distribution, evaluate their performance, take remedial measures and prepare action plans for future development. The IT facilities of the Campus are maintained by an efficient team of technical experts who oversee the maintenance and digital support system.

Besides the purpose of administration and academics, there are various other Committees, Cells, Units, and Clubs that are formed to facilitate the co-curricular, extracurricular and extension activities of the College. Each of them is managed by nominated committee members comprising a coordinator, joint coordinator and other members who oversee the activities.

We have well trained permanent and temporary staff in different categories under the College Bursar for a regular and effective maintenance and running of the facilities, infrastructure and equipments including cleaning of the campus.

Permanent arrangement has made for regular service to calibrate and repair various items and equipments in the labs. Replacement is also done in case of irreparability. The green canopy of the campus are

maintained through regular irrigation, pruning and weeding. The college has regular water supply (with 3 tanks, 5 wells). There are 4 water coolers in the campus to meet the requirement of drinking water. Uninterrupted power supply is maintained with the use of generator. To avoid instrument damages due to voltage fluctuations sufficient number of stabilizers and UPS are installed. To attend the problems regarding equipments, an electrician and plumber is available in the campus 24 hours.

A new 5 storied building with a plan for three more has been constructed to reduce the space constrains adding a new dimension to the profile of the institution. The multistoried building is disability friendly providing elevator facility for the Divyangyan members of the campus for easy access. The exterior and interior of all the buildings both heritage and new are maintained yearly with appropriate measures like painting the built up areas and deweeding of the garden as per need. The 18.18 acre Campus has a surrounding wall gated with a 24 hour watch sentinel. Most of the facilities are accessed by women of the locality through the Community College established in the campus as a post accreditation initiative. The Homeopathic Clinic and the Fitness Centre also benefits the local community.to maintain health and well being.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 51.74

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
726	980	688	1017	1007

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

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

Response: 11.57

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
212	200	268	199	138

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    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
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 66.24

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

2018-19	2017-18	2016-17	2015-16	2014-15
1097	1563	1314	903	969

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

5.1.5 The Institution has a transparent mechanism for timely 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: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 1.95

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

2018-19	2017-18	2016-17	2015-16	2014-15
19	26	7	5	4

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

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 133.22

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 814

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)

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

Response: 22.38

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

2018-19	2017-18	2016-17	2015-16	2014-15
40	25	5	3	2

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

2018-19	2017-18	2016-17	2015-16	2014-15
106	83	26	23	17

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

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

Response: 40

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	10	6	10	2

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

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

Response:

Student Representations in Administration

The Institution is **one among the 400 affiliating Colleges** of the University of Calicut. The university permits **parliamentary format** for student election with rules and regulations for the smooth conduct in all its affiliated colleges. So the selection procedure of the College union is parliamentary. The elections are colourful and cerebral with no party affiliation except individual charisma, effective communication and loads and loads of team spirit. A mandated day by the University with a strict time schedule marks the election day in all its affiliating colleges , some of which are held with student political party in fray. The **College union** thus elected are through a formal and solemn Investiture ceremoniously handed over the official charges to plan and execute the aspiration of the students as well as the institutional obligations to keep the college in the forefront in all the academic ventures, curricular, co-curricular and extra curricular platforms through efficient and diligent administration. The college union constitutes the following office bearers-

The **Chairperson** who holds the highest office is directly responsible for her team and to the Principal. The Chairperson assists the chairperson in all her deliberations in the implementation of the programmes. The **General secretary** and **Joint secretary** organize and pan out efficiently to benefit each activity for the welfare of the students and college. The **Fine Arts Secertary** who is in charge of all the cultural programmes both within and outside the college plays a vital role in the vibrancy of the student

community. The **Student Editor** takes care of the annual magazine a culmination of the creative expression of the students and faculty. The U**niversity Union Council members** are the bridge between the college and the University union at the headquarters. The **General Captain** is in charge of all sporting talents of the campus and in close coordination of the physical education department showcases the students talents in sports both within and outside the campus.

The student's union is very active; it organizes seminars, awareness classes, cultural activities and various competitions. We have student representative in various academic and administrative bodies. They are as follows:

The **Student Council, Magazine Committee,** IQAC, **Departmental Associations** and **various clubs**, **CGPT**, **AICUF**, **Anti Ragging Cell**, **Students Grievance Redressal Cell**, **The Library Club, Social Service**, **Alumnae**, **Discipline Committee, Hostel committee** etc.

Competitions sustain interest and also provides thrill, satisfies one's urge for recognition and dominance. Competition provides opportunities to people to know their own status in relation to others; realize their potentialities and drawbacks and finally help them to improve their own performance. So the **Dept . of Physical Education** provides ample opportunities for our students to take part in various level competitions like District, Inter-collegiate, Inter- District and Inter – University level Competitions.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 58.4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
75	52	73	47	45

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[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:

Strength and Support of the Alumnae

The Institution takes pride in the integrated outcome of its wards , who remain a **part and parcel of this family for a lifetime**. The bond usually is stronger as the years go by. Since the **College is registered under the Society Registration Act** the Alumnae is not separately registered. We have a strong and large number of alumnae scattered all over the world. The association offers ordinary, **Life and Patron memberships** for the outgoing students and the faculty of the College. The **Annual Reunion of Alumnae** both in the department and in the College are held as per convenience with a Chief guest from the distinguished Alumni. The expertise of the Alumnae in their chosen field of success comes handy to implement some projects of their capability within the campus for the benefit of the current students. Major issues like climate change and disaster management are supported wholeheartedly by the Alumnae. A good number of old students are appointed as faculty, with 20 Permanent and 25 Guest Faculty during the year.

The Retired Roses

We have a forum for retired staff, called **ROSA**. Each year there is a gathering of ROSA members which include a mini outing also. Rosa arranges a get together, together with the present faculty at the occasion of the retirements. The landmarks across the campus testify to the alumnae engagement in the fruitful success of this institution for the past 6 decades.

The Regular Alumnae contributions of the years:

- **"Merit Day"** celebrated for honouring rank holders and Ph.D holders

- Special prizes are awarded to the **top scorers** mementoes to the retiring staff

- Conducts **cultural events** in connection with special occasions.

- **Alumnae contribution** to the department to support poor students.

- **High achieving alumnae** are invited to inspire the present students through orientation programmes and aspiring talks

- Each department conducts family gathering occasionally in connection with the retirements

- Alumnae contribution to the department to support **poor students**.

The Major Alumnae contributions for the past five years:

- **Energy conservation** initiatives like installation of LED Lamps in the campus

- The Alumnae contributed to the construction of **a five storied building** with a provision for **five more in future.**

- Alumni contributed **chairs to the auditorium**, **Bench and Desk to Classrooms, Book shelf to Library** and **Research Centre**

- A **digitalized Sound System** to auditorium and renovated the Alumni sponsored **Garden.**

- Contributed **two telephone booths.**

- Provided **3 Coolers and 4 Solar Lamps**

- **Coaching classes** for NET/SET, Training Programmes for Job Interviews and Competitive Examinations etc. are provided free of cost to the Students.

- Contributed **100 seminar chairs**

- **Alumnae Garden**

- Set up an **enquiry cabin** at the College

- High achieving alumnae are invited to inspire the present students.

- Provided **financial support t**o the students residing at backward areas of living.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs	
File Description	**Document**
Upload any additional information	
Link for any additional information	

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The College assays the primary vision of the founders' dream of an equitable world for women. The **vision and the mission** of the institution reflect in the student's mettle in confronting the challenges on her progress to empowerment. The long march of **six decades of the institution** to educate women to lead her from hearth to society has been momentous. The need of the hour for the institution is to step in with the times to take up the responsibility in creating **integrated and innovative women** capable of resilience and competence scaling the ladder of success in the changed world. The technological advancement of the society has thrown open the door to a plethora of opportunities and accountability to be transferred to the learners. The mission of the institution portrays the institution's unique characteristics in terms of addressing the needs of society; the students it seeks to serve; the institution's tradition; value orientation and visualization of the future for the betterment of the world.

Motto

Duc In Altum

The institution transfers the Motto Duc in Altum(launch out into the deep) to the students to empower themselves to strive, to seek and to find the truth in all their endeavors and not to rest till they have accomplished their desired goals.

Vision

Be a Centre for Excellence in Education; scientific-technological and communicative caliber; moral -spiritual and eco-centric values.

Mission

Strive for a wise, humane, righteous, perfect world of empowered women with Little Flower Values.

Little Flower Values

Trust in God

Eco sensibility

Fraternity

Truthfulness

Social commitment

Sculpting empowered women through excellent Education; Scientific-technological and Communicative caliber

The institution recognizes women empowerment as its central mission and toils tirelessly to usher holistic students into the world as proficiently sensitive to humanity, academically excellent and socially empowered. The academic and non-academic scenario to which the students are accustomed to, mould them into enlightened citizens with the potential of crafting a socially **dynamic future generation**. Substantial effort is initiated to chisel out the talents and aspirations of the students and to make them enter the mainstream as brave and successfully upright citizens. All the outgoing students are encouraged and supported to take up higher education and to uphold the values imbibed.

Social Commitment and eco-centric living

The **Franciscan vision** of an **Ecofriendly** world is a core value of this institution. The social commitment through eco friendliness is the mantra of this campus.The institution provides essential training and orientation through various associations and club activities as well as social extensionprogrammesto equip them with empathy and inclusive conceptual skills. The NSS, NCC, CSS,UnnathBharathAbyan, Swachtha Mission,WasteManagement and e-waste Procurement programmes, Plastic free Mission, Reduce, Recycle, Reuse Philosophy through SWAP Shops, Red Ribbon Club,BoomithraSena Club, Nature Club, Palliative Care Unit, Career Guidance etc., create sense of accountability and leadership and a sense of commitment to the society.

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

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

Response:

The Institution has an effective leadership **vested with the Principal** who is the visible leader to implement the vision of the management equipped with experience in the field of education for more than 6 decades. The commitment to the society embarked them to establish **inclusive education for women** that laid the foundation of this Institution. The Institutional practices and policies on the ground level involve a **team spirit** of mutual respect and integrity with a **participatory schedule** that is achieved with power to pursue a goal to its logical conclusion. **Decentralized Governance** is accomplished by bestowing needed **autonomy on all Units i**n the organizational structure so as to instill responsibility and accountability and allow the freedom to execute duties effectively. The strategic plans for an academic year are planned out by the **IQAC** in consultation with the Principal along with **staff council** and the **Education Council.** Duties and responsibilities for the staff are charted by the Principal as work allotment for the year in consultation with the different Councils. Each Department is invested with administrative

autonomy as is required for effective functioning and as may be available in an affiliated Institution. The **Heads of Departments** are responsible for **task allocation, monitoring** and **evaluation**. They are constantly in coordination with the Principal and constitute the major part of the College Council. The Departments meet to discuss work distribution, evaluate performance, take remedial measures and prepare action plans for future development. The College recognizes the **primacy of participative management** in the **effective functioning** of the institution. The Governing Body constitutes the Manager, who vests the authority in the Principal. The Principal forms the Administrative Centre of the College to whom the core council of IQAC and Education Council furnishes information.

Besides administration and academics, there are around **65** Committees, Cells, Units and Clubs that are formed to facilitate the co-curricular, extracurricular and extension activities. Each of them is managed by nominated committee members comprising a coordinator, joint co ordinator and other members.

Case Study on Decentralised Participative Management

The National Service Scheme of the Institution under the University of Calicut has a well-structured unit that incorporates the involvement of students in extension activities in and around the campus. The university initiated a program **"Abhayam Bhavana Nirmanam"** for all its affiliating colleges. The Governing body of the college took up the project and was undertaken by the NSS unit in collaboration with the civic bodies of the locality like the Municipalities of Guruvayoor. The college decided to extend a helping hand to the neediest recipient of the college for this benefit. The beneficiary was Smt. Lily Babu(Wife of Babu Thalakkottukara), a homeless daily wage worker at the college, for whom the NSS unit constructed a house within a three year period from 2017-19.The management contributed Rs. 1.5 lakh including construction materials for the project. The effective leadership of the Principal, pragmatic decentralization through NSS and the commitment and participative management of the NSS volunteers of our college resulted in this heartfelt moment.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Little Flower College has a **well-planned perspective** for development. The development plan is formulated for a period of five years and necessary up gradation and directional changes are made according to changing circumstances. The major and permanent aspects are taken into account with stakeholder participation and suggestions that holds the promise of excellence in the Institution. The ultimate aim is to **nurture young girls** into truthful, ecologically sensible, socially committed and

technologically advanced citizens. The College has a well formulated strategy to maintain and uphold its cherished values. The **annual action plan** of the College is so formulated as to the **effective development and deployment** of the strategies. The action plan is also consistently modified and upgraded with respect to the current social and cultural scenario and according to the needs of the stakeholders. The qualitative development of the faculty and the students is given uncompromised significance. Curricular and extracurricular activities are held on a large scale to maintain and improve student quality. A well-stocked College library is always open for the faculty and students for their research activities.

The institution strategizes a number of **long and short term perspectives** to strengthen the overall improvement of the institution keeping it on par with global standards. The Institution has been in the field of Education for more than eight decades with a strong patronage from the society especially for Women. The College management is a forerunner in women education since 1940's in this notified reserved Malabar area of Thrissur District far away from the city.

Strategy to meet the infrastructural challenge

The College faced the question of introducing new generation courses five years ago to give a cutting edge to the education imparted to women of Malabar to fast pace the women on to global standards. The deficit in built up area in existence in the campus was inadequate to meet the demand from the society. The management took a firm decision to introduce **a new building** without compromising the heritage structure of sixty years. The unalloyed backing of our stakeholders, philanthropist, artists, corporates, Industrialists set us on our journey to equip our students with **a new five storied building** with plans afoot to improve the structure as per the need arising in future. The tremendous support of our stakeholders through a series of meetings and discussion tables both official and unofficial to chalk out a plan for implementation was simply inspiring. The students and their parents of the last five years especially our Old Students Association **OSA** and Faculty Alumni **ROSA** stood firmly to back us with suggestions, cultural activities to garner funds, also to step in contributing their mite for fruition of this grand project that stands testimony to the team spirit and commitment to the society.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

 Little Flower College recognizes the primacy of **participative management i**n the effective and smooth functioning of the institution. The **internal organization** of the institution is structured to ensure the

allocation of duties and responsibilities in accordance with designation, potentials and efficiency. The fundamental legal head of the institution is the **Governing Body** (Board of Trustees), which consists of **Manager, Principal**, **Vice Principal, Junior Superintendent** and **three senior teaching staff.** The Manager acts as the representative of the council and delegates authority to the Principal. The Principal is the key representative and is responsible for the progress and smooth functioning of the College and acts as the linking agency connecting the College with the affiliating University, the Government and all the other agencies. The Principal is the academic, administrative and financial head of the College who assigns the staff council to carry forward the functioning of the college. The **IQAC** and the **Academic and Administrative bodies** furnish internal information to the Principal. As the next step, the different councils co-ordinated by the IQAC are set into motion and submits detailed annual action plan in accordance with the strategic plan. The IQAC forms the epitome of participating management as it includes representatives of the faculty, students and stakeholders. The action plan is consolidated by the IQAC according to relevance, importance and feasibility and is placed before the Staff Council for approval. On approval it is declared in the year plan.

The draft strategic plan for the academic year is planned out by the Principal in consultation with the Vice Principal and the Education Council. This plan is handed over to the academic and non-academic Staff by the Principal. Duties for the staff are also formulated by the Principal in consultation with the different councils and the staff is grouped into different academic and non-academic councils.

The students act as a strong hold in decision making through their representatives in College union and student council under whose banner comes class representatives, club leaders and association representatives.

IQAC is the axial agency acting for internal quality assurance and enhancement.

The Junior Superintendent heads the administrative wing and supervises the smooth functioning of the ministerial activities.

The Department Heads supervise and provide instructions for the accomplishment of the activities of respective Departments responsibly.

The Librarian (Grade I) and library assistants ensure the satisfactory dissemination of the intellectual resources.

The College Union is a dynamic organization through which the student community acts, expresses and matures.

The supportive staff consisting of the Administrative Staff, security personals play a major role in smoothening and accelerating the College activities.

All the information gathered is distributed by the Principal to teaching faculty, students and administrative faculty through the various representatives. **Teachers** have a consultative status in deciding matters regarding curriculum, teaching learning process, assessment and extracurricular activities.

PTA and Alumnae constantly observe, support and facilitates the activities through participation and feedback. An active broadcasting system of notices, announcements and meetings work to inform the dynamic body of the institution.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The Higher Education portal symbolizes the epitome of success in academic ladder. The Institution considers its Faculty and Ministerial Staff as valuable assets to be protected, groomed and enriched to flourish in professional and personal growth. The Faculty is the foundation for the development and success of the institution. The management takes measures to augment the welfare and wellbeing of the staff. The ecosystem of the institution supports health and fitness in both mind and body. Regular orientation, motivation, counselling and fitness sessions are provided for the Staff by the Management to ensure their wellbeing for an excellent productive outcome. The teaching and non-teaching staff is benefitted through a faculty welfare association to take care of their unforeseen emergencies. The **Faculty and Ministerial staff** of this Institution is a part of the **Little Flower Family for life. ROSA** is the benchmark in the effective bonding and welfare measure that takes care of a faculty post retirement with

equal concern. Annual get together, tours and the banquets supported by active staff of the institution is integral to the façade of the Institution.

An annual colorful Staff Day, Guru Vandanam Day, Principal's Day and other significant days are celebrated with vigor to forge a healthy bond of team spirit. The inspiring ambiance surrounding the campus itself is a boost for their efficient performance. The various steps taken for staff welfare are:

Highlighted Faculty Welfare Association Initiatives

Academic Excellence through National and International Seminars, workshops, exhibitions, symposiums or other events in their respective disciplines for which the college supports in :

- availing the funds of various agencies.

- Sadhguru Award for a best performing teacher is given annually.

- Professional Growth for societal benefit through Major and Minor projects, to pursue higher research options like MPhil and PhD, to attend and present papers at various knowledge portals in national and international levels, to produce research papers and creative publications, Orientation and Refresher participation at Universities.

- Global Exposure in Expert lectures by resource persons from across the world in relevant challenges confronted by the faculty.

- Incentives for research activities as per the norms of authorities concerned, (CPE, UGC etc.)

- Induction classes to introduce the faculty to syllabus revision,new assessment methods and other significant changes.

- The non-teaching staff is periodically given counselling and training classes on office administration and ICT to improve performance and training in MS Office and salary computation.

- On campus residence facility is provided for women staff.

- Advance payment of salary for guest faculty and management appointed staff on request.

- Reservation of seats for children and wards of the faculty under management Quota.

- Free use of College infrastructure for research purpose.

- Financial help given for construction of houses for non-teaching staff.

- Being an aided College, the salary and welfare scheme of faculty and supportive staff are paid under the norms of UGC and the State Government. Other than government approved insurance

provisions the management provides additional support to the staff through faculty welfare

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

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

Response: 1.64

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**

2018-19	2017-18	2016-17	2015-16	2014-15
4	3	0	1	0

File Description	Document
Upload any additional information	
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	

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

Response: 2.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	1	1	2	1

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File Description	Document
Upload any additional information	<u>View Document</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<u>View Document</u>

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 11.1

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
23	11	8	5	6

File Description	Document
Upload any additional information	<u>View Document</u>
IQAC report summary	<u>View Document</u>
Details of teachers attending professional development programmes during the last five years	<u>View Document</u>

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

Response:

A **self-appraisal system** functions in the College to help the faculty to have an introspective evaluation. The system works in four sections namely **research activities**, **consultancy** and **extension**, **involvement in evaluation d**uty, **teaching experience and qualification.** The **feedback** collected from the students is given equal weightage in this assessment. The student feedback form is distributed among and collected from the students with due confidentiality and the information gathered is scrutinized by the Principal or the representative of the management. An appraisal of each staff member is formed from a collective scrutiny of all the different aspects taken into consideration. Short comings, if noticed, are made known to the faculty concerned by the Principal. Steps for improvement and rectification are conveyed with due discretion and decorum. The timely and efficient completion of academic and non-academic duties assigned, adoption and time bound submission of major and minor projects, attending orientation, refresher and other faculty development and quality enhancement programs are encouraged and they also play a major role in the appraisal system. Proper guidance is provided by the management to overcome any

drawback.

A systematic feedback and appraisal system is in existence for the non-teaching staff also. Feedback is collected from the faculty, students and peer members on the performance of each ministerial staff member and proper guidance is given in case of any drawbacks noted. Any complaint concerning the performance of any staff member is immediately taken into consideration and proper action is taken to remedy the defect and improve performance.

The management and the Principal holds regular meetings to take of stock of the appraisal of the staff members and an analysis of strengths, weaknesses, opportunities and challenges of each section. Meetings with the heads of the departments and that of various clubs, cells and units provide a platform for open discussion and self-appraisal.

The **IQAC** plays a major role in communicating the strengths and flaws of the system through its regular appraisal and supervision of all criterion based institutional activities. The Academic and Administrative Audits provide a platform for self- appraisal and opportunities to improve.

The **teacher's handbook** maintained by each faculty member allows them to keep tab of all their activities, lesson plans and other curricular and co-curricular aspects. The students diary maintained by the class monitors also act as appraisal systems wherein performance of both teachers and students can be traced and analyzed.

The **Appraisal of faculty members** at the time of promotion by a screening committee appointed by the university also serves the purpose of introspective analysis for the faculty and the report submitted for promotion itself serves as a record of the self-appraisal.

The management, Principal and the Junior Superintendent are always ready to entertain the various needs, grievances and problems of the staff thus creating a convenient ambience that would encourage acceptance of negative feedback and the readiness to change. The progress of the staff member after appraisal and communication of feedback is observed and acknowledged.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College, through a number of mechanisms makes sure of the productive and effective use of the financial resources available. The council mandated to monitor the source and utilization of financial resource constitutes the Governing Body, IQAC, Staff Council, Purchase Committee, the Finance and

Accounts Department, which functions under the Junior Superintendent. The financial requirements of each section of the College is analyzed and prepared annually by each and every unit that includes various Departments, Clubs, units, cells and the library. This requirement form is then transferred to the Governing Body through the Principal and the Staff Council. The Governing Body in consultation with the various authorities allocates funds on its own accord and is distributed through the Bursar after due entry in the stock register and scrutinized by the Principal.

The Institution is supported financially by the management and the Government both the State and the Centre. The finance and accounts sections deals with the financial aid received by the Institution that is allocated from the UGC, Government and other funding agencies according to statutory norms. The College being a non- profit institution with high aspirations for **inclusive education** faces financial crunch as one of its major challenges. A Master plan on financial receipts and Utilization of resources is prepared annually to ensure proper execution of finance generated from Management, Central Government, State Government and Well-wishers. The fee structure is as per Government rules. The Institution adheres to the **AAA format** for its audit. The Internal and External Academic and Administrative Audit are conducted as stipulated by the rules.

The College is proud to receive funds like **College with Potential for excellence f**rom MHRD, along with funds for **Vocational Courses like the B.Voc** and for the uplift of the local Community through the **Community College**. The received financial resourcesare diligently audited under the supervision of the members of the Planning Board and Purchase Committee.

Auditing Agencies:

- **Internal audit** conducted by the auditing committee appointed by the Management

- **External Audit** by AG's Office and Deputy Director of Collegiate Education, Thrissur.

 The institution meticulously audits the finance and accounts operations through its **internal audit system** appointed by the **Management**. The audit cell consists of a Chartered Accountant deputed by the Manager. The AAA Audit in the College during a baton change of the Head of the Institution was witnessed thrice during this assessment period in 2014-16, 2016-18, 2018-19 was successfully completed. The **External Audit** is done by **Indian Audit and Accounts Department, Thiruvanathapuram** and **Deputy Director of Collegiate Education, Thrissur**. The AG's Audit is done once in 10 years and the last one was in 2016-17 and the completion report received during this assessment period in 2018.

SL.NO	AUDIT AUTHORITY
1	**Director of Collegiate Education**
2	**Accountant General of Kerala**
3	**Internal Audit Group**

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 201.7

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

2018-19	2017-18	2016-17	2015-16	2014-15
30.75	47.12	64.66	1.6	57.57

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

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

Response:

The College is a Grant in Aid Minority Institution in the field of education for eight decades with concerns from primary level to higher education institute. The college being NAAC Accredited UGC aided Institution it receives its major financial assistance from the State Government. The Institution adheres to all state and national policies in relation to all financial resource mobilized. The mobilization of funds for Infrastructural development is sourced through the UGC through initiatives that has placed our college on the national map. The excellent **NAAC Accreditation** in our second cycle blessed us with an **CGPA of 3.52** that propelled us forward with most of the funding as we secured the College with Potential for Excellence from the Ministry of Human Resources, New Delhi. The **NIRF** initiative of the MHRD increased our visibility among stakeholders in the Ranking of 49th position in 2017. The physical upgradation of the Institution is handled by the management supported by the state and center. The UGC funded courses for skill and vocational knowledge through Bachelor of Vocational Degrees **(B Voc) and Community College** has uplifted and empowered the women of the locality.

The **Minor and Major** Research Projects and **Faculty Development Programmes** funded by the UGC and other Governmental Agencies and undertaken by our staff have augmented the academic amenities within departments and library while enriching both the Faculty and Students. Under new initiatives in higher education by the state Government, programmes for students like **WWS, SSP and ASAP** brings in funds for student mentoring. The self-financing courses in the college have the mode of the fee being collected as per the university guidelines and the expenditure for human resource to be sourced from the fee fund after meeting the University formalities. The **UGC funded Seminars** have made visible impact

on our faculty and students who stood to gain immensely through international and national exposure provided by the acclaimed experts who have visited our College. The **Unnath Bharath Abhiyan** scheme fund of the MHRD was utilized in five adopted villages . The **MP and MLA funds** received and utilizes as per norms. **Philanthropists and well-wishers** also augment the financial resources. The optimum utilization of the funds provided for augmentation of infrastructure and Academic excellence are ensured through proper internal and external audit of the college.

The internal audit mechanism for the maintenance and augmentation undertaken by the management ensures proper input of resources at apt points that is prioritized as per need for better utilization of the financial and physical funds garnered by the Institute for its crucial role it plays in social intervention in the society. Any deficit in the fund available for the various College activities is supplemented by the **Management** as far as possible to mitigate the time delay for endorsing quality in the education imparted to the students. The institution has been included in the latest NAAC -UGC Paramarsh initiative to coordinate accreditation activities in aspiring non accredited colleges.

File Description	Document
Upload any additional information	[View Document](#)
Paste 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

Response:

FACULTY QUALITY SUSTENANCE PROGRAMME

The Institution mandates the Internal Quality Assurance Cell of the College to strategize the quality augmentation to be implemented as per the democratic discussions through various platforms with the Principal, the Management, the staff and students. The IQAC has through the years established a forum for quality sustenance for the faculty through a three pronged strategy to be taken up at the Institutional, Personal and Departmental level. The Institution has taken up the initiative to consolidate the availability of funds to enrich the quality of the faculty entrusted to impart education to the next generation. The institution assures all support both qualitative and monetary so that the faculty equip themselves through active participations at various forums that enhance the academic credentials through their presence at National and International venues. The faculty has through this quality motto promoted the initiative by achieving the **FLAIR Programme** funded by the state Government to carry their research outside India. The IQAC has promoted the idea for paper presentation by the faculty through the funds of the UGC. The Personal achievements are recognized by the Institution with accolades at public functions in the campus. They are encouraged to create linkages with quality initiatives to improve the existing academic ambience with more quality infused for achieving global standards. The Inter -Departmental paper presentations each

month are a source of knowledge sharing welcoming discourse amalgamation.

RESEARCH INITIATIVES FOR THE INSTITUTION

The Institution felt an acute need to keep up with the retirement of faculty for the past years as the state policy mandates early retirement. The young appointments promised new visions and energy at all sphere of activity but the thrust of research to sharpen the delivery of teaching learning mechanism and the enrichment and satisfaction at individual was flagged by the IQAC and the promotion of the faculty enrichment through doctoral and postdoctoral possibilities were discussed. The Principal and the Management spearheaded the movement to establish the Institution as a hub of research. The off Centre of Dravidian University ceased to function as per the changed circumstances of the rules of the UGC was to a certain   extend mitigated through the inauguration of the **Centre for Research** under the **Department of Malayalam** of the University of Calicut which is our affiliating University. The Departments in the Institution are encouraged by the Principal and Management as envisioned by the IQAC to equip each member of the faculty to go in Research at the earliest to fill the void at the earliest to establish Centers of Research under each Department. The strategies adopted by the Institution through open and democratic forums of discussion as proved by our transformation . The research initiatives of the faculty through the stellar role of the IQAC have institutionalized quality practices. The students of the institution have benefitted immensely from the research initiative and the faculty sustenance program visible in their research projects and papers being accepted by national institutions of strategic importance.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Little Flower College has successfully completed two cycles of accreditation with much enthusiasm and aspiration with a dedicated team of committed faculty in an ecofriendly ambience to propel this institution to the pinnacle of success. Both the cycles valued the institution as a prestigious and well reputed women's College of long establishment. They have endorsed that the Institution maintains high standards of discipline with humanitarian values instilled in the students. The multi – cultural student diversity of this institute has produced enviable academic performance and talent expositions. Our stakeholder cooperation visibly felt during the accreditation process has garnered great appreciation from the evaluators.

Technology Flexible Teaching And Learning

Recommendation for quality enhancement in teaching learning adopting new technologies to breach the barrier of adeptness and efficiency was taken up for implementation. The IQAC was in the forefront to take up the challenge to initiate the faculty and students to orient to new ways of teaching and learning through aids available as tech tools. The Management Information System and the Automated Feedback System application has spearheaded the movement to digitalize the learning teaching environ that has made qualitative support to the traditional teaching already in vogue. The young entrants to the field of teaching has given a fillip to the quality enhancement programme to scale the ladder of adaptability to implement the advanced tech tools as a measure to assure more retention and flexibility in our students. Theintroduction of Smart boards in most of the classrooms along with the practical awareness on the nuances of its operation has had atremendous impact on both the faculty and students on the reachability of technology into their classrooms. The penetration depth of student mobile usage and social media applications too are garnered to potentially augment the principle of green enabling campus by reducing the carbon footprints through paperless interactions. The projects, assignment corrections, online instructions have visibly proved itsusefulness in the implementation. The e-content sharing and discussion platforms have the engrossing attention of our students along with the usual chalk and board method. The e- Padashala initiative of UGC, MHRD has uplifted the content availability for many postgraduate courses, loved both by the faculty and students for their in depth analysis and the ease of sharing the content defying space and time. The power point presentation of faculty for teaching and for competitionentries among students has emerged as a clear winner as an all-weather companion in their journey of learning.

Enhancement of Institutional Visibility

The IQAC took up the challenge of envisaging a global and national alliance benefitting the institute that is catering to multicultural student diversity with an excellent step through a conscious effort to cultivate an array of Memorandum Of Understandingswith a number of institutes of strategic importance for strengthening the visibility level of the college at national and international levels. The inherent challenges of providing empowerment to a genuine group of young learners who have faced deprivation on many fronts in their life are truly ennobling. The Institution has down the memory lane standardized the quality of education to our wards to ensure a fitting absorption into the mainstream educational progression of the students. The Institution embarked on a qualitative improvement in connecting linkages and collaborations of which some worked out into Memorandum Of Understanding with industrial, corporate and governmental agencies of national importance to help our students to assimilate the emerging thoughts and creative atmosphere prevalent all over the world. The initial steps formulated by the IQAC were to go in for Autonomy and be entitled to be a College with Potential for Excellence. The dream of being acknowledged as an Institution with **College with Potential for Excellence** in 2016 thrilled us. We enthusiastically looked forward for Autonomy which did not materialize due technical issues and is pending for approval. The stupendous opportunity provided by the Ministry of Human Resources and Development New Delhi to develop the **STUDY IN INDIA** Programme a international student admissions in our Institution in 2018 has opened the door for International collaborations that has set the ball rolling for a fruitful standardizing of Teaching Learning resources at global level. The Institution as

per the **IQAC** directive implemented a plan to organize a series of national and international seminars and workshops that enabled the faculty and students to enrich themselves on the directional outlook on many outcomes on the academic programmes. The IQAC backed initiatives to address the loopholes pointed out in the earlier cycle with diligence and dedication has paid rich dividends. The Associations, Clubs and Cells provided ample opportunities for the students to have the needed exposure in **competitive programmes** at diverse platforms in and out of the campus to mould their perspectives. The students developed their wings to attend and secure innumerable prizes from various competitions at **national and state levels** to hone their newly acquired penchant to face the challenges squarely with confidence and resilience. The expertise of professional resource persons from around the globe and from institutions of strategic and national importance made great impacton the young minds to raise their caliber of problem solving and critical thinking and to grow and evolve into capable and **strong women to assist nation building.**

File Description	Document	
Paste link for additional information	[View Document](#)	

6.5.3 Quality assurance initiatives of the institution include:

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

Response: A. All of the above

File Description	Document	
Upload e-copies of the accreditations and certifications	[View Document](#)	
Upload details of Quality assurance initiatives of the institution	[View Document](#)	
Upload any additional information	[View Document](#)	
Paste web link of Annual reports of Institution	[View Document](#)	

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

The Institution is a higher education portal that upholds **Gender Empowerment** as its **premier goal** .The establishment of this College in 1955 is a **six decade** crusade to instill **the undeniable rights for women** through an **inclusive education** for all in the locality.

Promotion of Gender Equity Promise

- The journey of activities with the **Vision and Mission** of the Institutional values embedded and endorsed by our stakeholders has been extremely successful.
- **Gender Parity** the underlying principle of being equal in all spheres and space timeline for all especially for women is exemplified in this **Institutional practice**.
- The Institution embarked on educating women for **a just and equitable society** as it is women who play the crucial role of **upbringing the young of the society**.

- The social commitment through this educational aspiration has fulfillment as we recognize the **stellar role of our alumnae** in many coveted positions across the nation and the world.

Measures Initiated for Gender Equity

- We have **22 Departments** that cover **Vocational streams** and also a **Community College** that networks with the locality honing their academic and vocational skills and dreams of enabling a **continuing education** alive**.**
- **The Management** of this Institution began vocation in upliftment of women and girl child through its educational activities in this **notified reserved area of Malabar** , the **exclusive girls** only education in **1940's from primary level** onwards and later extended this commitment to **the young women** of the society to fructify inclusivity in education for women.
- The Institution mandates through its **Vision and Mission to foster gender equity** and **gender sensitization** awareness in curricular activities through **Certificate Courses, Add Ons** and **programmes** that highlight care and concern extended to their **safety and security**.
- The **Institution inculcates values** also addresses their **emotional health and personality development** through counseling available in the campus on all working days.
- The Faculty and women of the locality availed the services of a **daycare center and a professional health care center** every working day.
- The co -curricular facilities for **sports** through **indoor and outdoor courts** for **Badminton ,Tennis** (including a **Synthetic Court for Tennis**), **Archery , Tracks for athletes** and a **Fitness Center** with workout machines .

- **Yoga sessions** takes care of the health of the students.
- **Self Defense methods** imparted through **Karate** classes also in **collaboration** with the Police **Department**. .
- **The eco-system to acquire skills** that **translate into empowerment** are consciously embraced for their wellbeing.
- The **transferable skills** of **Driving** are enabled within the campus.
- Gender Equity and Sensitization principles,Cyber Security awareness imparted by expert resources from various spectrum of the society through **lectures, workshops** and **seminars.**

The Legal Society, **Department of Gender Studies**, **University of Calicut**, the **Police Department**,**nearby Municipalities** of Guruvayur, Chavakkad and Kunnamkulam offer innumerable programmes to broaden the scope of **Women with Dignity Campaign**

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

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

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

Response: A. 4 or All of the above

File Description	Document
Any other relevant information	View Document

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

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

Response:

The Institution's **18.18 acre campus** has a planned design to accommodate innovative flexible adjustments in its functioning to **manage the resources safely and useful reuse** along with **socially committed disposalto upend the carbonfootprints**.Theageoldknowledgeof**keeping one's house in order** for collaborative progress of humanity has been carried over in this Institution for more **than six decades.**

Solid Waste Management

- The Institution houses academic buildings, recreational areas, hostel, residential complex, health complex with a **well operational drainage system for solid waste** management within the campus.

Liquid Waste Management

- The **liquid waste source** on the campus is diverted for beneficial purpose of **irrigating the coconut grove of more than 1200 trees.**

Waste Segregation

- The Institution **segregates the waste generated into organic and inorganic**
- .The **biodegradable wet waste** generated are utilized for **biogas and vermin compost organic manure.**
- The **Non- degradable waste** like plastic based sanitary products are gradually being **replaced with ecofriendly materials** through our **green girl project** in the Institution.
- The **dry waste** like paper is handed over to **scrap dealers** to recycle.

Triple R Policy

- Today the Institution is on the pathway to **reduce reuse recycle philosophy** of the green protocol and has established methods to generate less plastic and paper using biodegradable and renewable materials for use within the campus.
- The Institution being an Arts and Science College, it avoids **generaing bio-medical waste.**
- **The Franciscan Canopy** has an umbrella of programmes within the campus for the optimum environmental benefit.

E- Waste Management

- is an initiative of the Institution to be **E- Waste conscious**, as per the instruction of the Government. The College collaborated with **Clean Kerala Company Limited (Govt. Undertaking)** to flag off an Electronic waste campaign. Students in the campus took up the process to their homes and neighbourhood for greater awareness and the larger good of humanity. The E-waste collection centres constituted at departmental level generated an enthusiastic response from our students and neighbourhood to this novel initiative for green environment.

Water Recycling System

- The Institution has a **well-organized water recycling system** conserving water available through natural sources like rain and ground water to preserve it for the future. The **rain water harvested** through pipes and channels is collected in **a 30 cent pond.**
- The effective **perennial stagnant water body** ensures a well **replenished ground water table** the campus and neighbourhood.
- **The aquaculture enterprise** of the campus uses the **aquaponics technique** for water recycling to conserve water.

Hazardous Chemicals Management

- The Institution through its science laboratories handle **hazardous chemicals** which are safely disposed through **deep pits** with adequate **measures to prevent leaching** in campus.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: A. Any 4 or all of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Any other relevant documents	[View Document](#)

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

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

Response: A. Any 4 or all of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance

and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The Institution is an **amalgamation of multi-cultural** student diversity with **variant socio-economic demography**. The **Vision and Mission** of the Institution upholds constitutional directives to provide **inclusive education** within the campus.

Cultural Inclusiveness

- The distinct **socio- cultural practices** of **multi-ethnic students** allowed to flourish through various significant celebrations in the campus creating **a cultural harmony.**
- The students have the **freedom t**o carry on their **beliefs and rituals** and to **appreciate of those around them**.

Regional and Linguistic Inclusiveness

- The Institution caters to student diversity that criss crosses the length and breadth of Kerala as well as **from Lakshadweep and India**.
- The **Linguistic** and **dialectical** peculiarities **are embraced cordially** exuding a **colourful and integrated ambience** within the campus.
- The Institution **promotes a week long** activity calendar in promoting **linguistic inclusivity** of reading among students every year.
- The Institution andthe**management spares no effort**toensurehostelandthecanteensupporttheirculinary**needs with inclusivity**.

National Integration

- The **National Integration Celebrations** and **culturally significant rituals and festivals** occasions for attuning the students for mutual respect and understanding.
- The Institution even **facilitates visits to the jail inmates** adding a dynamic **perspective in inclusivity** to the students.

Religious Harmony

- The Institution stands witness to a **triad** of **pilgrimage centers** of three major religious beliefs within a radius of four kilometers.
- The College leads in observing culturally harmonious celebrations like **Onam, Christmas, Ramdan**, **Holi and Diwali** with gusto.
- The religiously backed Utsavs of all beliefs have local holidays declared by the Institution.

Socio- Economic Inclusiveness

- The Institution encourages the students to pay **visits to old age homes and orphanages** government and non-government organizations during festive **times to share the joy of the festivities** with the less privileged and marginalized of the society.
- The satisfactions the students gain in sharing their joy with marginalized from the mainstream

society are **the lessons** that they may **throughout their lives.**

- World compressed through easy accessibility due to advance of technology , automation of humanitygrapples with the massive changes of climate change, ravagesdisharmony so creating **an oasis of peace and harmony** despite of the diversities in culture , religion, linguistic, communal , socioeconomic variation is **a hallmark of true citizenry**.
- The Institution extends helping hand to the society through **a volunteer brigade** during the state calamity of **a devastating deluge in 2018 and 2019.** The Institution organized students **to clean and restore** hygiene in the localities **inundated by floods**.
- The Institution and the management replenished homes **with clothing** and **other essentials** to help them back to their feet.
- The Institution provides **freeships** and **scholarships** to students of **socio economically underprivileged** cutting across the **linguistic , regional or religious diversities** for the united progress of the nation.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

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

Response:

The Management's journey of **societal responsibility** of educating girl child in 1940's lead to the formation of this Institution in 1955 right after the formation of our Nation into a Republic. The **Constitutional values** are deep rooted and are transmitted to each successive generation with the same vibrancy and passion through a plethora of activities during each academic calendar.

Sensitization of Constitutional Obligation by Faculty and Students

· An awareness is created amongst students and Faculty through observation of the value oriented **Independence Day** and the patriotic fervor on our **Republic Day**   highlighting the **significance our duties and responsibilities** towards our Nation.

· The **secularism and human rights** too are discussion forums to instill **the pride of being an Indian.**

The reminiscence of **territorial integrity of our sovereign Nation** by the selfless vigil and sacrifice by the three wings of the Military, the physical guardians and protectors of our country whose martyrdom during wars and incursions on their exemplary bravery in defending the Nation for each one of us which is conveyed through the observation of **National Flag Day and Vijay Diwas** passing the torch of patriotism into the next generation.

The propitious legacy of observing these crucially significant days brings the concept of **the nation alive.**

The Constitution Day is observed with a flourish of activities by **organizing debates joint preamble recitation** and **a united oath taking** by the members of the faculty and students on the allegiance to uphold the Constitutional values. The Constitutional **obligations and duties** are **inculcated** through various **clubs and cell activities.**

National integration day and **Ekta diwas is observed regularly**

Sensitization of Rights, Duties, Responsibilities and Values

 The Legal rights as a citizen especially as women are highlighted through **women development cell** sensitization classes and awareness campaigns both within and outside the campus.

The Street plays and flash mobs enlighten both the students and the faculty along with the members of the public for **effective transfer of knowledge** on duties ,obligations and the rights to carry **forward responsible citizenry**.

The **Human Rights Day observation** convey the message **of human values** and **the rights of citizens**. The values of Human Rights and inclusivity of all genders especially **the third gender** are instilled through curriculum enrichment papers as add on courses and expert resource personal.

In addition to this **national level competition** for students like **Speak for India** contests that turn into platforms to exchange ideas as well as for **formulating new spaces for the betterment of the Nation**.

The **integration of the society for Nation building** is duty of each individual the Institution is proud to be a contributing citizen for moulding young women learners through the **auspices of a duty bound employees** on nuances of **human values**, **rights and obligation** to ensure a patriotic, inclusive, and a secular Nation

File Description	Document
Link for any other relevant information	[View Document](#)
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

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

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

Response: C. 2 of the above

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

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

Response:

The Institution finds time to provide **adequate enrichment** through **celebrations of national and international commemorative days, events and festivals** that bring out **the acknowledgement of forerunners** in all spheres of activity. The significant contributions to **the human progress** from all corners of the world offers great scope to inculcate the unique circumstances in **the timeline of mankind** to the scale ladder of success **to ease the complexity of life** .

Institutional Commemoration and Celebration Events

- The **National and International contributors** to the enhancement through viable practices are promoted in the Institution for experiential learning equipping the next generation **to combat climate change** and pollution with earnest effort.
- The Young learners revisit time tested values of yoga through **International Yoga Day**.
- **International Youth Day** to commemorate **Swami Vivekanada** for his inspirational messages to the World .
- **The Anti-Child Labour Day** had significant clutch of programmes highlighting the importance of saving children from exploitation unheeding the realization of the consequence of a lost childhood for the future of a society.
- The Institution celebrates the memory of **our former President Dr.S.Radhakrishnan** with the union to paying rich tributes to **their teachers and mentors** who are representational figures of the great philosophers.
- **The Father of our Nation Mahatma Gandhi Jayanthi Day** has the Institution undertake **Swactha activities** promoted both by the state and the center to commemorate the **iconic treasure of our Nation**.
- The **Ekta Day, Integration** , **Constitutional**and **Human Rights Day** too are Commemorated.
- **The World Population Day** and **World Doctor's Day, Women's Day, Senior's Day** highlighted to heighten awareness concerning the debilitating effect of exploding population as well as on the stellar contributions of the health community to keep women and senior's safe and sound.
- **World Conservation Day** and **Ozone Day** and widens the platform for discussion on the effects of climate and the conservation measures to be adopted.

- of the **Onam i**s celebrated with great enthusiasm.
- The state formation Day **Kerala Piravi** ' has the Institution arrange forums debate and symposium.
- **Postal Day Forest Week** , **Tourism Day** and **Reading Day** are harmoniously commemorated.
- **Arts festivals** and **International Film fest** engage our student in keeping touch with the world in their campus.
- **Alzheimer's Day**,**World Red Ribbon Day, Blood Donation Day , World AIDS and Anti Narcotic Day** for societal commitments, promoted to raise awareness on the care and concern to be extended to the people.
- The Institutionobserves **Festivals of Regional and Religious diversities** to create awareness on the valuable contributions to our rich heritage.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)
Link for any other relevant 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:

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

The **Franciscan Clarist Congregation** backed management embodies **eco sensibility in its core values**. The institution imparts eco sensibility as a part of their curriculum in addition they are provided with insights through **experiential learning initiatives** The Institution promotes its Institutional values in responsible citizenry through **Eco sensible social consciousness** inculcated through hands on practices**.** The Institution focuses **on two best practices** that benefits the society and aligns with **its proclaimed mission and vision** that is institutionalized through **practices and initiatives** that are carried forward by the members of the college. They are:

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- **"We Grow with You "** – a Social Initiative
- **Franciscan Green Canopy** – a Green Initiative
-

The college moves on **the pivot of the LF values TEFTS**. The **Trust in God, Eco sensibility, Fraternity** and **Social Commitment** epitomizes the Institutional thrust to uphold these cornerstones for the society which is distinct in its own way as it has been the **norm** in this Institution for more than **six decades**. The Institution **founded on the principle of Charity. Eco sensibility** and **social commitment**, are upheld with much vigour and resonates as **prioritized distinct LF values** through **" We Grow with You"** **Social Initiatives and Franciscan Green Canopy Initiatives** in the society.

"We Grow with You" – A Social Initiative

- **Facilitating Social Consciousness towards Society** through **"We Grow with You"** initiatives to chart an ecosystem of excellence for women **bridging responsibilities and commitment** to fellow beings.
- The Institition extended its wings of social commitment to the local woman of the locality to continue their educational and entrepreurial skills for the betterment of their livelihood through a **Community College** Initiative . The UGC Sponsored venture initially is now maintained by the college offering **3 diplomas and certificate courses** like Horticulture and Tally etc.
- The college has a long history of social initiatives besides the initial vocation of women education and the college is a testimony. The social inclusiveness to the challenged girl child through a 2 decade old **Victory Centre** offering certificate courses till 2016.
- The college has an **Assisi Social Centre** that offers job opportunities to the local members to augment their meagre income . It has a printing press and a tailoring unit providing quality services at subsidised rates

- The social commitment to the less privileged was expressed in a **construction of a home by the NSS Volunteers** during their **special camp** with **manpower input** from the part of the **students** with just **one head Mason** to design and direct their labour.
- **The NSS,NCC, WWS and SSP** are always in the forefront in all campaigns organized by the government, Non- Governmental and the Institution to extend their social commitment in highlighting **eco sensibility.**
- The extension activities included **whitewashing and painting** the **Government Homeopathic Clinic** , a work complete in three days, in the neighbourhood .
- The **citizen duty** of **supporting Cleanliness for Healthy India** the clarion call of the Central Government had initiatives by our students in the locality to broaden their outlook on ethics of teamwork and spirit of responsibility to the nation and the less privileged of the society .
- The students **undertake surveys** to **augment government initiatives to identify the health and social issues** to support the local authorities in their efforts for proper implementation of diverse programmes.
- The Institution on its part takes up **voluntary programmes** as **outreach mechanism** to instill the seed of cooperation and sharing of resources with the, marginalized and the less privileged among the society as a part of citizen duty in its neighbourhood.
- The Institution and **students** rose up to the occasion during the **deluge** that overwhelmed our state for **two continuous years** through volunteering their services to the district authorities offering their mite to mitigate the tragedy . The students **under took the volunteering services as requested of by the collector.**

- The Institution take care of inhabitants of various **old age and mental rehabilitation homes** through **food and clothing donations** sourced by the staff , students and by the management to augment the government efforts **to rebuild a new Kerala**.
- **The Institution** volunteered **to clean up homes ravaged by flood waters** in the affected areas. Campaigned to **flag down health issues** and advised adequate sanitation and hygiene measures to combat diseases as a fall out of the flood.
- The Institution **under took surveys to estimate losses** incurred during the floods in cooperation with the **Municipality of Guruvayur** and **submitted report** to the authorities.
- The Institution   promotes the **integration of the nation** in its **multipronged** approach to keep its citizens safe and sound through diverse activities **for Nation Building**.
- The **college observes all significant days** and pledges initiatives to raise the level of awareness in the local community on their duties to preserve their health through **Road Safety Campaigns** , **HIV, Alzheimer** etc.
- **Eye donation and Blood Donation**, are encouraged. Blood Donation is an ongoing **annual feature** organised every year in collaboration with **Amala Medical College Hospital**.
- The Institution volunteers contribute to the **hair donation** campaign for the **cancer patients**.
- The Institution also engages itself to be resourceful in **Energy Conservation Campaigns** in the locality.
- The Institutional support nation building through **rallies to highlight national events like the FIFA U-17 Games** under the **aegis of the Ministry of Youth Affairs, New Delhi**, held at the State.
- The Institution **campaigned for Blood Group Detection** survey for **blood group directory** of local authorities.
- The **monsoon related disease awareness** and **safety inputs** to the locality as climatic shifts are disrupting human existence in a big way .
- The **Unnat Bharat Abhiyan of the MHRD New Delhi** spearheads mission to raise the awareness to **counter cholera, malaria,dengue and other vector borne diseases** to local public. Students turned into messengers in **transferring knowledge to the community**.
- The Institution was again selected to head the **UBA (Unnath Bharath Abyan Scheme) of the Central Government** by **adopting five villages** to implement extension schemes which helped to **expand their outlook** on developing the skill for **care and crisis management**. Around **800 of our students** worked for **100 hours** during their summer internship under **Unnat Bharat Abyan Scheme 2018 of the Government of India.**
- The **Swach Bharat Abhiyan** and the **Unnat Bharat Abhiyan** Schemes have received noted accolades for its activities from the MHRD .
- The Clean India Campaign Swach Bharat had a tremendous impact that we were the **only college in the state to figure top 150 Institutions** in the Nation
- The students helped **to eliminate social evils like drugs** and other **substance abuse** through effective rallies and extension lectures to benefit the public.
- The Institution a spreads **skill training in computer hardware ,software and vocational skills** to members of **adopted villages** and to the **physically challenged inmates** of the **Victory Centre** imparting training in vocation as per the state syllabus.
- The Institution adopts **Miss a Meal Scheme** every **first Friday of a month** to feed the poor of the streets at **the temple town of Guruvayur**.
- The Students held **food fest within the campus** to raise funds for extending **aid to the less privileged**.
- The **Student Entrepreneurial Social Service Day** that has been in existence for **more than six decades** as an innovative bench mark in extending help to the needy.

- The Institution provides **hope for hopeless aged population** of the locality through volunteer services during day time in the project **PAKALVEEDU**.
- The Institution provides **care and support to children** through its day care centre facility **THARATTU**, a relief to working mothers of the locality and to our staff.
- The Institution provides **extension services** with the support of the authorities at the **local sub Jail at Chavakkad** augmenting the Government resources to help inmates be **inclusive for rehabilitation**.
- The **thrust area** of the Institution is to be a **centre of hope for the locality** and **priming** students to be **responsible citizens**.
- **Facilitating Social Consciousness to the Society** through **"We Grow with You"** initiatives to chart an ecosystem of excellence for women.

Franciscan Green Initiative -a Green Initiative

The **Franciscan Green Canopy** has its essence in **the institutionalized values** which the students undertake with enthusiasm and vigor through Governmental and Non- governmental agencies.The **eco sensible values** are propagated consciously through various activities undertaken by the students both **within and outside** the campus.

The Franciscan Green Canopy Initiatives included a number of Eco friendly Projects undertaken by the students **within the campus** like

- **A Study Spider species Diversity** in the College campus
- **A Study of Insect Diversity** in the **Butterfly Garden of Little Flower Butterfly Garden**.
- **The Faculty and Students** have Signature **Minor Projects** and **Doctorates , Documentaries and Publications of Books and Research Papers** on Eco sensibilities like **Ecological pertinence on psycho – social contour** of young learners, **Climate Change** in Literature and **Franciscan vision** on Nature and Environment and its interpretation in three different generation**.**
- Ecological Cultural Semantics , A compendium of 40 Research Papers of Faculty and Students.

The Franciscan Green Canopy Eco friendly projects outside the campus were taken up on topics like :

- Effect of Hydrological parameters on **Icthio-faunal diversity** of **Chettuva estuary**,
- Comparative study on **species diversity of Spider Fauna and their Webs.**
- Changing patterns **in fish assemblage in Kole lands,** distribution of Rhopalocerans.
- **Projects related to Sacred Snake Groves** and the eco cultural significance.
- The long history **of Canoli canal a significant contribution of Lord O'Connolloy in the waterway creation for commerce.**
- Cinematic concepts **of Thinai of Sangam Literature**.
- Velur Agrarian **Fertility Myth and Buffalo ritual**.
- **Eco Sensibility** of migration of farmers in novels.
- **Suguthakumari's** vision on Environment**.**
- A number of studies on the various **medicinal plants and essential spices** that are relevant to **the**

wellbeing of mankind is carried through projects that are inhouse as well as outside campus both by students and Faculty like Extraction of essential oil from Gliricidia sepium leaves, **Antibacterial study of Cinnamomum**, Effect of incorporation **of Cassia Fistula**, curry leaf extract on oxidative stability of ghee, Occurrence of **sodium in milk** after CIP cleaning, Comparative study on vitamin C content in different samples of fruits and vegetables and kinetics of its thermal degradation, Phytochemical analysis, antibacterial and in vitro cytotoxicity study of **Azadirachta indica**, **carica papaya**, Biochemical constituents of **Dhanthapala leaf, bark and its oil** and Hibiscus tree, Extraction of essential oil from **ocimus sanctum**, Green synthesis of Silver nanoparticles from the leaf of **Spondias Dulcis** and Iron nanoparticles from the bark of **Wrightia tinctoria** (ROXB), Evaluation of fulvic acid complex through infrared spectroscopic analysis: a case study **in amaranthus seedlings**.

- **Projects undertaken to study on Quality assessment** of **public water supply**, Food **Adulteration**, uranium in drinking water wells of Kasaragod District, cyanide content in edible foods, study of Natural and artificial fruit juices, Estimation of ascorbic acid in fruits, **Antibacterial and invitro cytotoxicity studies**, Evaluation of different types of ASH materials for plant nutrients and silica, A study on the characterisation and seasonal variation of dissolved bioorganic compounds in mangrove ecosystem, **Absorption of cadmium** in mangrove soil of kerala ,A study on antibacterial and heavy metal removal efficiency of MnO2/ Ag composite,Use of **antioxidant modified silica in natural rubber**, Epoxidation of natural rubber seed oil and its application in rubber compounds,Extraction of nano cellulose from arecanut spathe, A study on comparison of carbon naotube and grapheme on natural rubber composites, **Evaluation of heavy metal** content in the vegetables grown under different nutrient management practices. Isolation of nanocellulose **from arecanut sheath** and preparation of natural rubber-nanocellulosecomposites

Aesthetic Conservation of Nature was performed through various activities like **Thakazhi's** short story analysis of life journey of farmers**, Oral Ballads on culture and environment**, **campus plays hosted to encourage the eco sensibilities** and **Environment Day Commemoration by Sapling Planting** , **PACHAPPU, 'Selfie in the Rain**, **Eco friendly Beauty Contest**, **Slogan making and Poster making, Poetry creation, Speech, Photography, Competitions , Interdepartmental Quizzes , Environmental Pledges , Eco friendly Exhibitions , 'Tree Poetry', Seminar and Expert Resource Awareness Programmes.**

Training in Agricultural Products within the campus like **Organic bio fertilizer manufacturing JAIVADHARA Project, Vegetable Gardening, Farmers Day** activities**, Organic Farming** by the NSS and other departments within the campus**,** Home Farming during Monsoon **VEETUVILA project, Tree planting and tree adoption programme the Green COVENANT,Swatch Bharat Fortnight Activities, Spinach For Blood Programme, Organic Manure Workshop on vermin composting.**

Eco –Sensitization Activities in the campus are organized with much enthusiasm. This includes programmes for **Swatchwada Pakwadha Observance, Earn a Living Incubation Centre Programme, , Paper Skill, Poster Competition for Wild Life Day, Bio Diversity Conservation Challenges and Opportunities of Kerala, All There is Between U and UV Programme, Eco File Making Programme, Identification of Fauna of the Campus, Swap Shop –RRR Program, Debate Competition on International Disaster Day.**

Anti Plastic Movements are organized within the campus and is a regular feature of the Institute for the past many years. The students are engaged in **Plastic waste removal and proper disposal** every **Tuesdays of a week**, impart of awareness on less plastic waste generation through **Pamphlet distribution** Campaign, **Anti Plastic Expos** and **Workshops on Paper Bag Making** were conducted by the NSS and other departments.

Awareness Programmes through Seminars, Expert Resource Personal who disseminate environmental updates. A KSCSTE sponsored **State Level** Seminars **Wetland** Conservation Day, Cognizance on **Biome Heterogeneity**, **Medicinal Plants** were held in the campus. A Grand **National Level UGC Sponsored Seminar And International Filmfest On Ecology** Was Held In The Campus With 16 Prime Guest Speakers And Ten Resource Persons On Diverse Aspects Of Ecology Discussed Threadbare Through Simultaneous Platforms For Two Days .

   The **Green Protocol and the Environment and Energy Protocol** has been instilled as policies and practices on the campus. The Green and Energy survey in the campus by our faculty and students under the expertise of Environmental Experts threw up a comfortable picture of our joint effort in reducing the carbon footprints **The Green and Energy Audit Report** has vindicated efforts of our management faculty and students bearing the flag of **eco sensible social commitment** with aplomb.The awareness created by experts on environmental issues in various spheres of society has **enriched the momentum of creating a green campus** in this institution.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	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:

TITLE

 The Institution lays immense thrust **on the unique and distinctive role** it shoulders for **Digitalizing**

Women Empowerment benefiting the society on the long run. The College has its own **distinct anthem** and **flag** an **emblem embossed, identity card** along with a unique style **of Little Flowerian greeting '** **Have a nice day'** to highlight its situatedness and belongingness in the sphere of its activity. The Institution has successfully **implemented** to equip our students meet challenge of the era through:

- Empowering Women Excellence through **Madhyam- Kaushal - Prajnya** .

OBJECTIVES

- The Institution takes pride in **strategizing and strengthening** long term perspectives that advocates **knowledge creation** among young learners.
- The Institution foresaw great future in empowering women in the **creative arena of multimedia** and **vocational courses** cutting the **barrier of gender** for enterprising career with skill development exploring diverse fields advancing career options with basic degrees.
- The College keeps alive the vitality of a **good vocation** for **women dropouts** due to multifarious reasons through a **Community college**.

THE CONTEXT

The Institution's **vision and mission envisages** technology proficient **skilled women power** to create pragmatic and **efficient workforce in the Nation**. The Institution promises through its institutional values to exemplify national integration.

- The **Madhyam-Kaushal-Prajnya a new age mantra** promoted in the initial years of this millennium to empower women in creative arena of multimedia. The advent of technology and quantum progress of communication methodologies heralded niches in the intricacies of new media to young women learners.
- The college took up **Skill India initiative of central government** in opting for **two UGC funded** Bachelor of **Vocational Courses** and **a Community college** which has been sanctioned to award **3 diplomas and 6 certificate courses**.

THE PRACTICE

-

The Madhyam - Kaushal - Prajnya ushered into the Institution as a **Major Research Project in Visual Media** which opened the gateway for **UGC funded Post Graduate Diploma** in **Virtual Communication and Creative Media in 2007** equipping our students and Faculty in the diverse methodologies in **new age Media**.

- The Infrastructural consolidation imparting this education created ambience for nuances in technicalities of Communication vibrant in the campus. The **formal Introduction** of **aided post graduate** course in multimedia under University of Calicut became an occasion for celebration **2013** as the **first aided new age multimedia postgraduate course in the state**.
- The beneficial cover of Multimedia extended warmth of having **infrastructural resource readiness** and **a competed pool of resource personal** that augment the Institution in **digitalization.**
- The Departments of Multimedia, Vocational Courses and Community College undertook the unique distinction of designing **the Curriculum for Multimedia**, **B.Voc Courses and Community College** for University of Calicut.
- The **Skilling Initiative** of **Central Government** through various courses primed in enriching students in soft **skills and entrepreneurial** outlook improving their basic degrees for rewarding career options.

- The UGC funded **Bachelor of Vocational course** in Pharmaceutical Chemistry and Tourism and Hospitality Management provide opportunity to make a career along with undergraduate degrees.
- The Institution was granted opportunity to begin **Community College** to support educational and **entrepreneurial aspiration of dropout women** helping them in continuing education **breaking the barrier of stagnation**.
- The regular students of the institution too are extended with the skilling initiative through **Certificate and Add on Courses** to heighten their proficiency for career options.

EVIDENCE OF SUCCESS

The **Madhyam - Kaushal - Prajnya** initiative had stellar success as evident in the various recognitions that have come our way for the past many years since the implementation of the goal of gaining **digitalization for women empowerment**.

- The Department of **Multimedia** consistently placed themselves ahead in their academics by **securing coveted ranks** at the university level.
- The **Faculty and the students** of the Multimedia have garnered national and state recognitions for their exemplary Media enterprises as **Photo designer**, **Video editors** and **Channel Creators**.
- The Department secures notable course **results and placements**. The career opportunities in **National and State Channels as freelance workers** justify the objective of the institution in **empowering women in new age media**.
- The **Community College** is a succor to the women in our locality to equip them in their aspiration to **gain economic empowerment**.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

The **best practices of the Institution** are an outcome of planning that the results to be **attained by the Institute are exemplary in nature**.The **premier goal of nation building** through quality, proficiency and social commitment assures **a benchmark** in the purpose outlined.The **challenges** of adequate **mobilization of manpower** and **limitations of time** constrain imposed by **tight academic schedule** as per the annual calendar **hinder** more **elaborate activities** for skilling and social extensions.The Students enjoy **the experiential learning** provided by the **best practices** where they stand to gain in the long run. The **career competition** and **limitations due to familial concerns** are the **long term issues** to be overcome with more **soft skilling** and **care and support** from **the Institution and the society** for the onward march of women empowerment.The **resources of manpower** and **finance to be utilized** can be preplanned for each academic year for an **even distribution** of the activities throughout the academic schedule.

NOTES

- The **Department of Multi Media created 9 Short Films** in collaboration.
- **MOUs** with **Entertainment Medias** with **73 projects** and **28 internships**.
- **Documentaries for external agencies** directed and **produced by noted experts** in the field.
- The **Vocational courses** have evidence of success in **the notable placements** of its graduates.
- The Institution holds annual **International Film Fest** in collaboration with **Chethana Media** for the past five years.
- The Students and Faculty have short films and **documentaries on current affairs to their credit**.
- The **faculty of the Department of Multimedia** has a **wild life photographer** on its rolls training

the students on **environmental conservation photography**, with a record of **more than 100 rare photographs** acknowledged through Newspapers and Social Media **on migratory birds.**

File Description	Document
Link for appropriate web in the Institutional website	\text{View Document}
Link for any other relevant information	View Document

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5. CONCLUSION

Additional Information :

- **Unnath Bharath Abiyan** initiatives are organised successfully in the adopted villages with awareness programmes and socially benefitted initiatives.
- Around **800** students participated 100 hour internship and certificate awarded by the MHRD for Unnat Bharat Abiyan.
- The only College selected by UGC in Kerala for the Swachatha Ranking in All India Level Grading in 2017 of more than 3000 colleges..
- Deposited DNA barcode of **Dayella malabarica** for the first time in **NCBI Gen Bank** with sequence accession number KY712426 by NCBI in 2017-18 by our faculty Ms. Swapana Johny, HOD,Department of Zoology.
- Dr.Jesy E.G secured World Championship Award for most Influential Experts in Pharmacognosy in 2018.
- National Level Certificates received from IMA for organising **Blood Donation** Camps and received IBA award.
- Initiated Biological data collection in various wards for the preparation of the **'People Biodiversity Register'** (PBR) of Guruvayur Municipality.
- The most prestigious Sadguru and Sadguna Award of the College awarded to **Best Faculty** and **Best Student** of the Year is recognised as appreciative attempt.
- The **Council of Principals of Colleges** in Kerala awarded the Institution Meritorious Contribution to the cause of strengthening quality culture in the higher education scenario of Kerala in 2015-2016.
- The **Outstanding woman in English language** for the contributionand achievements in English Language was awarded by Venusinternational foundation, Chennai in 2017 to Ms. Julie Dominic A.HOD,Department of English.
- Recognised by Guruvayoor Life Care Society for Inculcating **Social Commitment** for our Students.
- Appreciated by Guruvayoor Nagarasaba for initiating Vegetableand floral graden - in the Wards of the Muncipality.
- **Bharath Shikshak Ratan Award** to Sr. Moly kuttyKaniammpady, Principal in 2018-19.
- Ms. Silpa Anand S.commendationson **Wing Word Poetry** contest- New Delhi.
- Guruvayoor Municipality appreciated the initiative - **Setting of Mango Groove in Guruvayoor.**
- Sr. Teresa J. Heloise, from English in 2018and Dr.Justin from Sanskrit, Ms. Reely Raphael from English in 2019 were selected for the initiative **FLAIR** by Kerala State Government Higher Education Council .
- **Community College** was set to benefit the women in the neighbourhood in 2019.
- The college is currently headed by **Rev.Sr.Dr. Valsa M.A,** former head of the Department of History, contact no: 8943775595

Concluding Remarks :

The clarion call by our freedom fathers in the fore front of the Nation's independence to educate women for the liberation of the country was taken up with enthusiasm by all Indians who had a deep - rooted belief in the welfare of mankind. Little Flower College Guruvayoor took shape under this umbrella of goodness for women education in 1955.The weft and warp of existence ensured to aid the educational goals of the society for women. The multi- dimensional disadvantage of women both financially and gender wise found Little Flower

College the ideal destination **for satisfying their educational needs in a secure, competitive and healthy eco - system.**

The 18.18 acreage of the campus that covers Academic and Residential area for Faculty and Students offering students ample opportunity to acquire additional skills and experience along with the curriculum. The institution takes care to provide **Add On and Certificate Courses** to augment student's ability to enrich the fixed framework of the syllabus. The exclusively talented faculty members and dedicated Ministerial Staff stand as strong poles for consistent advancement. The University of Calicut initially instituted the Regular **PG and UG Multimedia Courses** at our Institution. The **Syllabus** of **B.VOC and Multimedia** Courses were designed for the University to equip students with adequate theoretical and experiential skills. The teaching - learning process accommodates both the traditional and digital learning environs for better quality of acquisition of academic knowledge. The government sponsored programmes like **Walk with the Scholar** and **Student Support Programmes** as well as the **Additional Skill Acquisition Programme**, **UBA, PARAMARSH** has created opportunities to integrate the learning experiences.

The institution has consistently recognised the importance of being excellent through **Faculty Enrichment Initiatives, Research Engagements, Refreshers and Online Courses, Major and Minor Projects** to ensure the future of the nation reflect in the quality output of our students. The Institution initiates **Social Extension Activities, Adopted Villages** and consistently promotes **Swachatha Mission** to sustain a vibrant and committed community to accelerate the pace of development in the locality. Women empowerment has confirmed to be the corner stone crucial down the road for this institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: 2018-19 / 2017-18 / 2016-17 / 2015-16 / 2014-15 16 / 6 / 6 / 6 / 3 Answer After DVV Verification : 2018-19 / 2017-18 / 2016-17 / 2015-16 / 2014-15 16 / 6 / 6 / 6 / 3

1.2.2 detail table — Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	6	6	6	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
16	6	6	6	3

1.2.3

Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
599	214	184	385	181

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
599	214	184	385	53

1.4.1

Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

1) Students

2)Teachers

3)Employers

4)Alumni

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: E. None of the above
Remark : Provided feedback report not related to curriculum which has not considered.

1.4.2	**Feedback process of the Institution may be classified as follows:**
	Options:
	1. **Feedback collected, analysed and action taken and feedback available on website**
	2. **Feedback collected, analysed and action has been taken**
	3. **Feedback collected and analysed**
	4. **Feedback collected**
	5. **Feedback not collected**
	Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website
	Answer After DVV Verification: E. Feedback not collected
	Remark : Provided feedback and action taken report not related to curriculum.
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**
	2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years
	Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
366	368	345	400	291

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
366	368	345	400	291

Remark : DVV has made the changes as per admitted extract of SC, ST , OBC and Others.

2.6.3	**Average pass percentage of Students during last five years**
	2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years**
	Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
567	677	528	439	422

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
567	677	528	439	422

2.6.3.2. **Number of final year students who appeared for the university examination year-**

wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
615	744	583	468	447

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
611	742	583	491	444

Remark : DVV has made the changes as per the report given By HEI.

3.1.1

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
53.79	135.34	12.811	10.77	14.21

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1.10	7.06

3.1.2

Percentage of teachers recognized as research guides (latest completed academic year)

3.1.2.1. **Number of teachers recognized as research guides**
Answer before DVV Verification : 8
Answer after DVV Verification: 7

3.2.2

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	6	2	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

8	3	2	1	3

3.3.1 — **Number of Ph.Ds registered per eligible teacher during the last five years**

    3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years
Answer before DVV Verification : 16   **3.3.1.2. Number of teachers recognized as guides during the last five years**
Answer before DVV Verification : 8
Answer after DVV Verification: 7

3.3.2 — **Number of research papers per teachers in the Journals notified on UGC website during the last five years**

    3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
13	18	9	4	7

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	1	0	2

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

    3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
66	61	46	36	85

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
60	30	25	18	24

    Remark : DVV has made the changes as per pro-rata basis of provided first page of books with ISBN numbers by HEI.

3.4.2 — **Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	7	6	1	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
96	38	40	46	51

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
79	20	25	30	30

Remark : DVV has made the changes as per pro-rata basis of provided report of activities by HEI.

3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1887	2004	1861	1563	1453

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1750	1980	1524	1320	1250

Remark : DVV has made the changes as per pro-rata basis of provided students report by HEI.

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
38	42	27	23	13

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
33	39	25	19	10

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 76
Answer after DVV Verification: 30

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
.85	15.18	3.17	1.24	1.19

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
.85	15.18	3.17	1.24	1.07

4.3.3	**Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. ?50 MBPS

	Answer After DVV Verification: E. < 05 MBPS Remark : Provided bill has not reflect speed of internet connection.
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical 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: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
13.18	14.16	14.04	3.67	44.52 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
139.11	317.05	33.23	49.55	19.72	 Remark : DVV has made the changes as per provided repair and maintenance, Computer maintenance, renovation work and Building construction duly signed by CA.
5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years** 5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
1325	1613	1665	903	969 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
1097	1563	1314	903	969	
5.2.2	**Average percentage of students progressing to higher education during the last five years** 5.2.2.1. **Number of outgoing student progression to higher education during last five years** Answer before DVV Verification : 828 Answer after DVV Verification: 814
5.2.3	**Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
42	26	5	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
40	25	5	3	2

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	13	8	20	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
12	10	6	10	2

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

    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:

2018-19	2017-18	2016-17	2015-16	2014-15
6	4	0	2	0

	Answer After DVV Verification :
	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>4</td><td>3</td><td>0</td><td>1</td><td>0</td></tr></table>

6.3.3	**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years** 6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>13</td><td>3</td><td>1</td><td>2</td><td>1</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>9</td><td>1</td><td>1</td><td>2</td><td>1</td></tr></table>
6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>26</td><td>14</td><td>8</td><td>7</td><td>6</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>23</td><td>11</td><td>8</td><td>5</td><td>6</td></tr></table>
6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)** 6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs) Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr></table>

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| 33.96 | 51.90 | 72.22 | 1.96 | 68.25 |

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
30.75	47.12	64.66	1.6	57.57

7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select C. 2 of the above as per code of conduct and report of professional ethics programmes provided by HEI.

2.Extended Profile Deviations

ID	Extended Questions
1.3	**Number of outgoing / final year students year-wise during last five years** Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
615	744	583	468	447

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
611	742	583	491	444

2.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
155.84	243.19	153.1	28.16	68.65

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
100.58	246.07	443.33	265.69	303.01

2.3	**Number of Computers**
	Answer before DVV Verification : 98
	Answer after DVV Verification : 198

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