



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA

(MACFAST)

689101

www.macfast.org

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mar Athanasios College for Advanced Studies Tiruvalla, hereinafter referred to as MACFAST is a brainchild of the great visionaries of the Syro-Malankara Catholic Church, who had foreseen the need for an educational institution to impart value-based professional education in innovative and multi-disciplinary streams. During the dawn of the 21st century, the state of Kerala experienced an acute dearth of professional institutions to satisfy the demands of the booming IT sector coupled with the requirements of a liberalized economy. The much-hailed Kerala model of development, when compared to international standards, necessitated the establishment of higher education institutions in the private/ self-financing sector to meet the demands of the global market. As the number of seats and professional programmes in the Government/Government aided sector are limited, the students from the state sought admission outside Kerala. MACFAST was established as a self-financing institution by the Syro-Malankara Catholic Diocese of Tiruvalla, in 2001, mainly to address this social issue.

MACFAST is a prestigious post-graduate research institution in Kerala offering multidisciplinary programmes in the emerging areas of Management, Technology, and Biosciences. The college is affiliated to Mahatma Gandhi University, Kottayam, sanctioned by the Government of Kerala and approved by the AICTE. The founder of the college is His Grace Dr. Geevarghese Mar Timotheos, (Former Metropolitan Bishop of the Syro-Malankara Catholic Diocese of Tiruvalla). The college is owned and managed by the Corporate Educational Agency of the Catholic Diocese of Tiruvalla registered under the Societies Registration Act 1955 with His Grace Dr. Thomas Mar Koorilos, Archbishop of the Diocese of Tiruvalla as the Patron and Rev. Dr. Philip Payyampallil as the President. It is a minority educational institution within the meaning of Section 2(g) of the National Commission for Minority Educational Institutions Act 2004. The college is located at Tiruvalla, an active commercial township in the Pathanamthitta district of the Central Travancore region of Kerala. The multistoried structures stand amidst the green backup creates an ambience suitable for teaching, learning, and research. The college was accredited by NAAC with A Grade in the first cycle of accreditation in 2016.

Vision

“To be a global icon in quality education, research, innovation and entrepreneurship for a sustainable future.”

Mission

“To provide a conducive learning environment that nurtures and develops young people as value-driven, professionally competent and responsible global citizens.”

Objectives

- To create future leaders and innovators by providing an academic ecosystem of new ideas and thoughts
- To provide transformative education to the young minds by imparting the required knowledge and skill sets to face future challenges independently and impartially.
- To empower faculty members and to provide an inclusive environment for academic excellence.

- To foster competency to develop scientific temper that addresses global demands.
- To collaborate with Higher Education Institutions of excellence for nurturing and strengthening the stakeholders.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Visionary Management
- Governing Board and Academic Council with eminent luminaries.
- Multidisciplinary PG programmes in emerging areas
- Research Centre for School of Biosciences
- Well experienced and committed faculty team
- Students from diverse backgrounds including international students
- State-of-the-art infrastructure
- Locational advantage of easy access by road and rail
- Decentralised and participative management
- ICT enabled blended learning
- Well stacked library with remote access facility
- DSIR recognised Scientific and Industrial Research Organization
- MOUs and linkages with organisations of national and international reputation
- Quality Audits - Academic, Administrative, Gender, Environmental, Green and Energy Audits
- Clean and Green campus
- ISO Certified institution.
- Vibrant and responsive community extension programmes
- Effective mentoring and counselling mechanism
- Industry-Academia Connect through MACFAST Innovation and Corporate synergy (MICS)
- On-campus Incubation Centre -Start-up Kendra for You (SKY)
- Vibrant support services to students, teaching and non-teaching staff
- Skill Development Programmes to enhance the competencies of students
- Career guidance and placements through MACFAST Corporate Relations
- Campus Community Radio (Radio MACFAST 90.4)
- Herbal garden with more than 300 rare species of plants
- Publication of Multidisciplinary Research Journal (Journal of Science Technology and Management, ISSN: 0974-8334)
- Effective usage of non-conventional sources of energy (Solar, Biogas & STP)
- Equitable access to education by providing scholarships and fee concessions to economically marginalised groups
- Committed PTA and Strong Alumni Network

Institutional Weakness

- Absence of financial support from government
- Lack of flexibility in curriculum designing
- Paucity of adequate number of research centres and approved research guides

- Limited international tie-ups

Institutional Opportunity

- College with potential for an autonomous institution
- NBA Accreditation for MBA and MCA Programmes
- Greater number of start-up companies on campus
- Boom in the demand for professional manpower
- Strengthening of consultancy services
- Undertaking interdisciplinary and need-based research

Institutional Challenge

- Delay in the announcement of examination results by the affiliating University
- Slow growth rate of the industrial sector in Kerala
- Resource mobilisation from corporate houses

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college offers multi-disciplinary post-graduate programmes in the emerging areas of Management, Technology, and Biosciences. The curriculum is framed by the University affiliated and implemented by the college through a blended mechanism of teaching-learning process that includes traditional methods, ICT enabled sessions, and modern learning management systems. The institution emphasizes providing diverse learning experiences along with the practice and skill development components embedded in the curriculum.

Before the commencement of the academic year, the Academic Calendar is prepared and it outlines the timeline regarding curricular, co-curricular, and extracurricular activities including the conduct of CIE. The institution encourages faculty members to prepare their study materials and upload them to the study archives of the college. Apart from the lecture methods, case studies, projects, and seminars are also used as additional learning methods.

The college has only limited academic flexibility. The institution can opt only the elective courses offered by the University. The curriculum is further enriched through experiential learning in the form of industrial visits, project-based learning, and add-on courses. For inculcating value system among the students, the college has taken efforts for integrating cross-cutting issues on gender, environment, human values, and professional ethics.

The college follows a steadfast system for obtaining feedback from the stakeholders. The results of the feedback are considered as one of the important parameters for implementing corrective measures.

Teaching-learning and Evaluation

As an institution offering only Post Graduate programmes, emphasis is given to integrating skills and

knowledge from multiple sources. The institution has a team of qualified and well-experienced full-time faculty members. The enrolment of students is based on the regulations and guidelines of the Government of Kerala, Mahatma Gandhi University, and other regulatory bodies. The students are admitted to various programmes ensuring transparency, inclusivity, and equity. The participative method of the teaching-learning process is made effective through the use of ICT-enabled classrooms. Student-centric teaching methodologies such as case studies, group discussions, practical training, outbound experiential learning, etc. are also used in the teaching-learning exercise. The learning levels of the students are continuously assessed. Advanced learners are encouraged to have joint publications, project-based learning, and online certification courses. Slow-learners are provided with remedial coaching to enhance their learning levels. An effective mentoring system is also implemented in the college.

The institution adheres to the Academic Calendar to execute its activities. Details of POs, PSOs, and COs are communicated to various stakeholders and are published on the official website. The Examination Monitoring Committee deals with the conduct of examinations and redresses the grievances if any, reported by the students. The college has a track record of securing top ranks consecutively in various programmes and maintaining high pass percentages over the years. A feedback system is implemented as a corrective mechanism for ensuring the quality of teaching, learning and evaluation process.

Research, Innovations and Extension

The college has a policy to promote research, innovation, and extension activities. The college has a regular practice of organizing national and international conferences and webinars with the participation of eminent scientists for inculcating interest in research activities. The college has well-equipped laboratories along with an updated library and computer facilities for undertaking advanced research. The college has undertaken several research projects under the financial support of State and Central Government agencies such as DST-SERB, KSCSTE and NMPB. The faculty members have undertaken research projects of Rupees 43.1 lakh during the assessment period.

The innovation ecosystem in the college encourages the students and faculty members to undertake entrepreneurial and skill-enhancing engagements. The college organized 51 workshops and training sessions on entrepreneurship, research methodology, Intellectual Property Rights. Faculty members published 64 research papers in SCOPUS/SCIE/UGC CARE listed journals and 115 book chapters /seminar proceedings during the assessment period.

The college has secured 14 awards and recognitions for extension activities from the Government and Government recognised bodies during the last five years. The institution also conducted 58 extension activities with the participation of 92 percent of the students and organized 32 collaborative activities under research, faculty exchange, and student internships during the period. The institutional ties with various national, international institutions, other Universities, industries, and corporate houses have been strengthened with 24 functional MOUs during the assessment period.

Infrastructure and Learning Resources

The College has a state-of-the-art infrastructure to facilitate an effective teaching-learning process and fulfil the requirements of the regulatory bodies. It has two adjacent campuses with architecturally designed multi-storied buildings comfortable for academic endeavours. The facilities provided for teaching-learning activities include

technology-enabled classrooms, seminar halls, well-equipped laboratories, well-stacked library, and a herbal garden with a rich depository of medicinal plants.

The library has 38,875 volumes of books and 11,294 titles. It is automated with the latest version of KOHA, an Integrated Library Management Software, and has 16 International journals, 54 National journals, 47 Magazines, 3670 Bound Volumes, and 13 Daily Newspapers. The library has 21893 e-journals and 200000 e-book collections. The computer lab of the college is equipped with the latest IT infrastructure like Intel core i5 systems; firewalled 100 Mbps leased line internet connection with a Lenovo Think system Server machine interconnected with CAT 6 cabling.

Facilities provided for extra-curricular activities include separate spaces for yoga, indoor and outdoor games, gymnasiums, and a well-furnished air-conditioned auditorium. The college has separate hostels for men and women with comfortable living conditions.

During the last five years, initiatives have been taken for the expansion of the Library, Computer Lab, Solar Power Plant, installation of Elevator, Rainwater Harvesting system, expansion of CCTV network, renovation of Fire and Safety Equipment, and purchase of new college bus, etc.

The College has a maintenance policy and the estate supervisor is in charge of timely maintenance of the infrastructure to provide a congenial learning environment.

Student Support and Progression

The college has an effective student support system that evolved over the years based on a structured administrative policy. Merit Scholarship, Loyalty Grants, Scholarship for Economically and Socially Backward Communities, Fee Concessions and Special Concessions during the COVID-19 pandemic are provided to the students. The SC/ST/OEC students are receiving e-grants from the government.

To promote global competencies, the institution is offering training programmes for improving soft skills, communication skills and ICT skills along with guidance for competitive examinations and career counselling. The students are given the opportunity to interact with Nobel laureates and delegates from foreign universities to inculcate research culture and seek career opportunities abroad. Regular domain-specific and placement training programmes are offered to the students for gainful placements. MACFAST corporate relations office arrange on-campus recruitment drives and job fairs for providing placement opportunity for the students.

Representation of students is ensured in academic and administrative bodies and in organising co-curricular and extracurricular activities. The NSS unit and different clubs operating on the campus provide ample opportunities for the students to improve their leadership abilities and enhance their social commitment. The college has a strong alumni network that facilitates bridging the academia-industry gap through interactions and experience sharing. They also significantly help in providing employment opportunities for the students. The college has framed a policy for addressing all sorts of student grievances and Internal Compliance Committee addresses all grievances including sexual harassment and ragging.

Governance, Leadership and Management

Governance, Leadership and Management of the college envisage the fulfilment of its vision and mission

through value-based quality education. The institution follows a democratic method of governance and encourages a decentralized and participatory management system as has been depicted in its organogram. The strategic long-term plans and major academic, administrative and financial decisions are taken at the annual meeting of the Governing Board and Academic Council. The college has a three-tier management system which consists of Governing Board and Academy Council, the Council of Heads of the Departments, and the Administrative Council. For facilitating E-governance an ERP system was developed and maintained jointly by a team of faculty and students. The system is being continuously enhanced to meet the requirement updations of the college.

The HR policy of the institution ensures the personal growth and development of staff members through a justified process of recruitment, selection, and appointment. In addition to the welfare schemes, monetary support and incentives are given to faculty members for attending FDPs and for research publications. A multi-layer appraisal system is in place for the evaluation of the performance of both teaching and non-teaching staff.

The financial planning, budgeting, and auditing are based on the broad guidelines of the Administrative Council. The IQAC has a proactive role to ensure quality through institutionalizing the quality assurance strategies and periodical reviews, implementing teaching-learning reforms, collaborating with other institutions, participating in NIRF and quality audits. It encourages regular interactions with the stakeholders to facilitate internal quality assessments and the implementation of appropriate corrective measures.

Institutional Values and Best Practices

The institution has a tradition of maintaining a value system, undertaking social responsibilities, and incorporating its distinctiveness through green protocols and best practices.

The college adopts various measures to ensure gender equity and the safety of the students. The women's cell and grievance redressal cell ensures the security and equal opportunity issues of the students and staff. A Green Policy has been framed to maintain the campus as environment friendly. The college has installed a 130kW Solar power plant and Biogas plants as renewable sources of energy. LED Bulbs and sensor-based energy equipment are also used for the conservation of energy. A waste management system is implemented to safeguard the environment. Rainwater harvesting facilities, open-well recharge and Sewage Treatment Plant are used to conserve water. Green, Energy and Environmental Audits are conducted regularly to analyze and evaluate the energy utilization on campus.

To accommodate the needs of differently-abled people, the college has provided ramps, elevators, wheelchairs, parking facilities, and washrooms. Different programmes are organised to create an inclusive environment and sensitize the stakeholders to their Constitutional rights and responsibilities. The Ethics Committee monitors adherence to the code of conduct of the institution. Commemorative days, events and festivals of national and international importance are celebrated every year.

The Green Mission and the MACFAST Knowledge Scheme are the best practices of the college. The college has a distinct programme – "Care the Society, Serve the Society" that helps in inculcating human values and social responsibilities among the students.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES
Address	Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST)
City	Tiruvalla
State	Kerala
Pin	689101
Website	www.macfast.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Cherian J Kottayil	0469-2730303	9605536290	-	principal@macfast.org
IQAC / CIQA coordinator	Ligo Koshy	0469-2730301	9496550768	-	iqacordinator@macfast.org

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate highlighted.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-11-2001			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	Mahatma Gandhi University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	30-06-2021	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	National Institutional Ranking Framework
Date of recognition	11-06-2020

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST)	Semi-urban	8.8	20144.59

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
PG	MBA,Department Of Management Studies	24	Under Graduation	English	120	119
PG	MCA,Department Of Computer Applications	24	Under Graduation	English	120	93
PG	MSc,School Of Biosciences	24	Under Graduation	English	20	18
PG	MSc,School Of Biosciences	24	Under Graduation	English	20	8
PG	MSc,School Of Biosciences	24	Under Graduation	English	20	20
PG	MSc,School Of Biosciences	24	Under Graduation	English	20	4
PG	MSc,School Of Biosciences	24	Under Graduation	English	20	13
PG	MSc,School Of Biosciences	24	Under Graduation	English	42	42
PG	MSc,School Of Biosciences	24	Under Graduation	English	20	2

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				15				31			
Recruited	1	0	0	1	11	4	0	15	8	18	0	26
Yet to Recruit	0				0				5			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				34
Recruited	18	16	0	34
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	7	3	0	10
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	7	3	0	1	7	0	19
M.Phil.	0	0	0	1	0	0	0	1	0	2
PG	0	0	0	3	1	0	7	10	0	21

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

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		1	4	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	229	0	0	3	232
	Female	367	1	0	0	368
	Others	0	0	0	0	0

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	2	5	3	1
	Female	5	3	6	7
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	1
	Others	0	0	0	0
OBC	Male	14	21	23	14
	Female	50	56	56	40
	Others	0	0	0	0
General	Male	57	51	82	79
	Female	94	104	110	116
	Others	0	0	0	0
Others	Male	0	0	1	1
	Female	3	4	3	5
	Others	0	0	0	0
Total		225	244	284	264

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college has always strived for a multi-disciplinary and holistic approach in offering academic programmes, designing Add-on programmes and organizing extracurricular activities.
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	<p>The academic programmes offered by the college are in the disciplines of Management, Technology and Biosciences which integrate the professional, technical and scientific learning ambience. Students of different departments are encouraged to undertake minor/major projects in multidisciplinary/interdisciplinary areas. They are also encouraged to form teams with the representation of all the disciplines in organizing sports, games and other extra-curricular activities. MACFIESTA is a national level festival organized jointly by students of all departments having competitions based on interdisciplinary subjects. The research forum of the college provides an academic platform for the students and faculty members to present and discuss contemporary issues of interdisciplinary dimensions. The college has the potential to accommodate multidisciplinary /interdisciplinary programmes subject to the approval of the sanctioning authorities.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The implementation of Academic Bank Credits depends on the rules and regulations of the affiliating University. However, the preparedness for implementation is practised by the college through partnering with NPTEL as an active local chapter since December 2015. The students and faculty members are encouraged to enrol in the courses provided by the SWAYAM platform. Among the 1965 candidates enrolled for the courses, 183 candidates have become toppers with an ELITE certificate during the past five years. The institution is prepared to maintain a digital repository of credits earned by students from various courses subject to the rules and regulations of the affiliating University.</p>
<p>3. Skill development:</p>	<p>For promoting global competencies and developing holistic individuals as envisaged by NEP the institution is offering training programmes for improving life skills and ICT skills. The life skills include communication skills, organising skills, leadership skills, interpersonal skills, team-building skills, crises management skills, problem-solving skills, decision-making skills, social skills and emotional intelligence along with guidance for competitive exams and career counselling. These skills are developed through Orientation programmes, Youth Empowerment and Skills Plus (YES+) programme. Outbound Experiential Learning</p>

	<p>(OEL) activities, Placement training etc. Faculty members use Role Play and Case Study methods to develop problem-solving skills and team-building skills. MACFAST Innovation and Corporate Synergy (MICS) is an initiative of the college for integrated development of students, better association with the corporate sector and for encouraging student entrepreneurship. The objectives of MICS are: (1) To establish an academia-industry interface (2) To create employability enhancement for students (3) To improve entrepreneurial spirit among students (4) To provide opportunities for social entrepreneurship.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Efforts have been taken by the college to integrate the Indian Knowledge System in the teaching-learning process and in organizing programmes for promoting art, literature and culture. A course on business ethics in the curriculum of the MBA programme focuses on the relevance of Indian ethos in business and creating awareness among the management students regarding their heritage, culture, human values and social commitment. The curriculum of the M.Sc. Phytomedical Science and Technology includes the fundamental principles of Ayurvedic pharmacology and other Indian traditional systems of medicine like 'Siddha' and 'Unani'. It also promotes the study of medicinal and aromatic plants in India. The college celebrates International Mother Tongue Day on 21st February every year to promote the existence of multilingualism in society. International Yoga Day is also celebrated on 21st June every year with day-long activities related to yoga, 'pranayama' and meditation. The campus community radio of the college, Radio MACFAST 90.4 broadcasts a series of programmes portraying the culture and heritage of Kerala as a regular practice of integrating the Indian knowledge system for a better understanding of oneself and others. These programmes include 'Paithrukum', 'Mitharom', 'Kappoli' and 'Ragalayam' for popularizing heritage sites, folk songs, traditional dances of Kerala, and ragas of Karnatic and Hindustani traditions respectively. The radio also broadcasts 'Viswa -darpanom', an episode depicting the uniqueness of the world-famous GI-tagged metal mirror of the heritage village of Aranmula, Kerala state.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Steps have been taken by the college to implement an Outcome Based Education Framework for the</p>

	<p>programmes offered. The students are given a conceptual understanding of programme outcomes, programme specific outcomes and course outcomes through the orientation programmes conducted at the commencement of classes for the new batches. These outcomes are placed on the official website and at prominent places in each department of the college. Faculty members are well aware of the preparation of lesson plans and question papers in accordance with Bloom's Taxonomy and OBE. The implementation of OBE in tune with the spirit of NEP, which promotes the practice of constructive alignment between outcomes, learning activities and assessment tools depends on the directions of the affiliating University.</p>
<p>6. Distance education/online education:</p>	<p>The college is promoting online education along with offline mode. The students can access the study archives for the materials uploaded by the faculty members. They can make use of the digital library and access e-resources through the learning management system of the college. During the COVID-19 pandemic, the college has increasingly used digital platforms for engaging classes, submitting and evaluating assignments, conducting examinations and organizing seminars, conferences etc. The college is equipped with updated and adequate IT infrastructure, for conducting online programmes.</p>

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
221	200	220	224	215
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
600	571	542	507	540
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

2020-21	2019-20	2018-19	2017-18	2016-17
199	206	205	185	184

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
247	289	237	245	276

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

2020-21	2019-20	2018-19	2017-18	2016-17
42	48	48	46	52

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
47	48	48	52	52

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 22

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
602.27	541.82	559.02	445.31	436.17

4.3

Number of Computers

Response: 188



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 goal of an academic institution is to produce radiant minds who would contribute to the progress of society, for that curriculum remains the lifeblood and determines the quality of the academic programmes. With this end in mind, the college offers Post-Graduate programmes in Business Management, Information Technology, and Biosciences. The college is affiliated with Mahatma Gandhi University and is bound by the curriculum designed by the University. The college gives emphasis on the holistic development of students. For ensuring the effectiveness of the curriculum delivery system and the documentation process, the college has developed a structured and collaborative approach involving Planning, Implementation, Evaluation, and Follow-up phases.

Planning Phase

The IQAC in consultation with the Heads of the Department design an Academic Calendar at the beginning of each year. Faculty members formulate lesson plans and add-on programmes to equip students for better employment / higher education. The lesson plans are prepared by incorporating Bloom's Taxonomy and are in tune with the outcome-based education. The attempt here is to awaken the curiosity of the student, train them to think rationally and scientifically and enable them to face the unfamiliar. The departments also prepare a timetable that is integrated with the master timetable of the college, to ensure timely execution of all activities.

Add-on programmes are designed to offer the students a global perspective through an appropriate methodology of learning and interaction with faculty members, peers, and industrial experts. Detailed information about the programmes, syllabus, and teaching plan are informed to the stakeholders.

Implementation Phase

The institution adopts a blended mechanism that includes traditional methods, online learning, as well as collaborative approaches, including modern learning management systems for effective curriculum delivery. This includes ICT-enabled sessions and online platforms like Zoom, Google Classroom, Google Meet, etc. Lecture notes, slides, and question banks are made available through an online platform. The college also offers a Book-Bank scheme that ensures the availability of textbooks as per the University curriculum for all subjects. Students are directed to register for online courses like NPTEL, Coursera, edX, etc. to help them acquire additional knowledge and skills from renowned National and International universities.

Evaluation Phase

Periodic assignments, presentations, and internal assessment tests are used for the proper evaluation of the

performance of students and thus validating the effectiveness of the curriculum delivery system adopted.

Follow-up phase

IQAC evaluates the curriculum delivery system and documentation process through the academic audits conducted annually. The suggestions and recommendations are forwarded to the concerned Head of the Department for further follow-up.

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 Academic Calendar provides a framework of all the schedules of curricular, co-curricular, and extracurricular activities for the academic year. The Academic Calendar is published in the student's handbook and on the website.

The Continuous Internal Evaluation (CIE) is conducted strictly as per the parameters specified by the affiliating University. The parameters include the performance of the students in the internal assessment tests, attendance, assignments, class participation, and seminars. The internal assessments are conducted as per the schedule given in the Academic Calendar. The department conducts internal assessment tests according to the pattern of University examinations. During the COVID-19 pandemic, the continuous evaluation process is switched to online mode. A time-bound evaluation of internal assessment tests, assignments, and seminars are made by the faculty member concerned and prepare a report of the continuous internal evaluation of each student. The internal marks are published and the grievances, if any, reported by the students are timely addressed. The internal marks and the attendance report are communicated to students and their parents. The Head of the Institution ensures strict adherence to the Academic Calendar including the proper conduct of CIE.

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

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: 9

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 32

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	11	6	7	5

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

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:** 60.66**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
286	341	244	322	472

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:**

The college has a strong lineage of providing a dynamic and updated curriculum by incorporating add-on and value-added programmes. It has always focused on environmental issues, and on improving human values and professional ethics. For inculcating value system among the students, the college integrates curricular and co-curricular activities to address crosscutting issues on Professional Ethics, Gender, Human Values, Environment and Sustainability. The efforts taken by the college for integrating the crosscutting issues into the curriculum are narrated below.

Professional Ethics

A course on Business Ethics discusses critical aspects of the ancient Indian Epics and its relevance in modern management. It helps to enlighten the students about the ethical principles in business, work ethos, duties and responsibilities of professionals. The modules included in the curriculum provide a philosophical outlook on professional ethics and teamwork for maintaining positive energy that can manifest into higher productivity, job satisfaction, a healthy and cohesive environment in the workplace.

Gender

The Women Cell provides a forum for discussion and deliberation on a wide range of issues such as sexuality and gender. The cell organizes webinars/ seminars on gender bias, stereotyping, gender equality and women's rights. The course on entrepreneurship included in the curriculum discusses the role, scope

and opportunities for women entrepreneurship in India.

Human values

The course on Business Ethics focuses on creating awareness regarding the relevance and role of Indian ethos in business. The course also discusses and analyses relevant case studies related to ethics and values from the business world. This helps to develop the personality of the students with understanding and regard for their heritage, culture, human values and social commitment.

Value-added course on Communication Skill Development

The Communication Skill Development Council has designed a value-added programme for enhancing the soft skill of students and moulding them into competent professionals. The major objectives of the programme are:

- To develop listening and responding skills
- To improve writing skills
- To improve the presentation and public speaking skills
- To improve self-confidence

Environment and Sustainability

Value-added programme on Environmental Science

The programme primarily focuses on making the students aware of environmental issues and sustainable development practices. The objectives of the programme are:

- To inculcate a scientific approach in observing their surroundings, enabling them to formulate creative questions and to suggest sustainable solutions.
- To create a better understanding of the ecosystem and biomes.

The course on Environmental Management included in the curriculum focuses on the framework of the natural environment, conservation of natural resources, waste management and sustainability.

The NSS Unit and Forestry Club emphasise organizing activities/ seminars/ webinars in the area of environment and sustainability. The forestry club also focuses on sensitizing the student community to the importance of forest wealth and its conservation.

Strict adherence to Green Protocol is implemented for maintaining the campus as plastic-free. The college frequently organizes awareness campaigns and invited talks on Biodiversity and Environment protection.

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

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

Response: 30.83

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

2020-21	2019-20	2018-19	2017-18	2016-17
57	61	73	74	68

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
Any additional information	View Document

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

Response: 79

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

Response: 474

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: A. All 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

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

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: 68.93

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

2020-21	2019-20	2018-19	2017-18	2016-17
319	264	284	244	225

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
402	410	398	362	362

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: 75.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
155	151	152	150	135

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 institution has well-planned strategies to address the issues of diversity in students' learning levels. Initial cues of the student's learning abilities are obtained from their marks/grades in the qualifying examination. Bridge courses are conducted at the beginning of all the programmes to prepare them for the academic curriculum. The Institution assess the learning levels of the students in terms of both academics and soft skills. In the case of academics, the marks of the internal assessment tests and in the case of soft skills, the performance in various extracurricular activities are considered for the assessment. Special programmes are organized for slow learners and advanced learners.

Slow learners

Remedial Classes: Based on the marks secured by the students in the internal examinations remedial classes are arranged for slow learners. These classes are arranged after the regular working hours and individual attention is given to the students. The improvements in the learning levels of the students who have attended these remedial classes are assessed by the course instructor and the progress is reported to the parents.

Personal Counselling: Students who need extra care and attention to improve their learning levels are identified with the help of course instructors. Regular counselling sessions are arranged by the class in-charges and mentors to such students.

Communication classes: Special attention is provided to the students to improve their levels of language fluency and confidence.

Blended Learning: Special efforts are taken by the faculty members to integrate ICT-enabled teaching by preparing lecture notes, slides, question banks, multiple-choice questions, etc, and uploading them to the online study archive. The students can access the contents at any time.

Advanced Learners

Add-on Programmes: These programmes are offered to equip the students with advanced knowledge in various disciplines.

Online Certification Courses: The students are given the facility to register for Massive Open Online Courses (MOOC) offered by Swayam, National Programme on Technology Enhanced Learning Project, (NPTEL), Coursera, and edX.

Training for competitive examinations: Students are given training for appearing in UGC/CSIR/ARS/GATE/NET examinations.

Research Culture: Students are encouraged to participate and present papers at various conferences, workshops, and seminars. They are given guidance to publish their research articles in the “Journal of Science, Technology and Management” (ISSN 0974-8334) published by the college and in other reputed journals.

Recognitions: Scholarships are given to Class Toppers and University Rank Holders are awarded Gold medals and certificates at the Graduation Ceremony organized by the college.

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: 14:1

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:

The institution adopts different student-centric methods for enhancing the learning experiences.

Experiential Learning

- **Minor and Major Projects/Internship Programmes:** To enhance research aptitude and professional skills, students are encouraged to undertake minor/ major projects/ internship programmes in reputed institutions.
- **MACFAST Innovation & Corporate Synergy (MICS):** MICS facilitates future aspirants in bridging the gap between academia and industry by organizing interactions with professionals and unleashing their entrepreneurial talents by establishing start-ups.
- **Practical Training:** Students are trained in Mushroom cultivation, Tissue culture, Water Analysis, Software development, Share trading, etc.,
- **Intercollegiate Competitions:** Students are encouraged to organize and participate in intercollegiate fests to enhance their managerial skills and leadership quality.
- **Industrial and Institutional Visits:** The college arranges regular industrial and institutional visits for the students to get a better insight into organizational functions and exposure to modern technologies.

- **Association with Professional Bodies:** The students are encouraged to participate in the activities of various professional bodies like the Computer Society of India (CSI), United Nations Academic Impact (UNAI), and ReACT-Antibiotic Stewardship and Prevention of Infection in Communities (ASPIC).
- **Entrepreneurship Development Club:** The College has a Technology Incubation Centre (SKY – Start-up Kendra for You) and Entrepreneurship Development Club (EDC) that allow students to foster innovative thinking.
- **Training Programmes:** The College conducts various training Programmes like soft skills training and aptitude training for capacity building and skill enhancement.
- **Expert Lectures from International and National Scientists:** The institution conducts national and international conferences, webinars, and workshops, with scientists of international repute such as Nobel Laureates and Fellows of the Royal Society as resource persons.
- **Outbound Experimental Learning (OEL):** OEL Programme provides an opportunity to develop managerial competencies among the students.
- **Sensitizing with Environmental issues:** The students are sensitized to environmental issues by the forestry club through forest visits, bird watching and campus bird surveys.

Participative learning

- **G. N. Ramachandran Science Club:** The G. N. Ramachandran Science club of the college is organizing conferences, seminars, and webinar series for providing a platform to students for discussing recent developments in Science and Technology.
- **YES Plus (Youth Empowerment and Skills Plus) Programmes:** The students are given the opportunity to participate in the YES Plus Programmes organised in association with the Art of Living Foundation, Bengaluru which blends ancient wisdom, yoga, pranayama (breath control), and meditation, fused with contemporary intellectual exchanges, music, and games.
- **Joint Publication:** Research articles co-authored by faculty and students are published in reputed journals.
- **Food Fest:** Participation in a Food fest organised by the School of Biosciences enable the students to enhance their knowledge about a healthy and well-balanced diet, nutritive value, therapeutic uses, and value-added products.

Problem-solving Methodology

- **Software Development:** Software is developed jointly by the faculty members and students to address real-life problems. Six android applications were developed to help District Administrators in their COVID-19 control measures.
- **Case Studies:** Case studies pertaining to business management are analysed to improve the decision-making capabilities of the students.
- **Business Plan:** The students are encouraged to prepare and submit business plans and conduct feasibility studies.

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 teaching-learning process of the institution is augmented using ICT enabled tools. The classrooms of the college are fully enabled with Wi-Fi (Wireless-Fidelity), LAN and equipped with LCD Projectors and Interactive Boards. The entire campus including the hostel is Wi-Fi enabled (24X7) with multiple internet service providers to avoid internet downtime so that the online resources can be accessed hassle-free.

Faculty members use interactive boards, LCD Projectors, various online platforms such as Zoom, Google classroom & Edmodo etc for ensuring the teaching-learning process is more effective. This enables the institution to conduct online classes, especially during the COVID-19 pandemic period for the following:

- Audio-video enabled interactive sessions
- Share presentations, notes, and practical demonstrations
- Schedule submission of assignments
- Conduct examinations
- Monitor, evaluate and grade online assignments and examinations
- Communicate relevant messages to the students.

The college has a web-based study archive through which the students can access learning materials like lecture notes and PPT/PDF presentations shared by the faculty members. The students are also directed to use the e-books and e-journals available in the library.

Amrita Virtual Lab, a computer simulation tool, is used by the School of Biosciences to demonstrate experiments to the students and enthuse them to conduct experiments virtually.

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: 14:1

2.3.3.1 Number of mentors

Response: 42

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: 95.56

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: 29.32

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	15	14	10	10

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: 6.64

2.4.3.1 Total experience of full-time teachers

Response: 279

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:

The college gives utmost care to managing the Internal Assessment by following the guidelines and procedures issued by the affiliating University. The Heads of the Department convene regular meetings of the faculty members to discuss the conduct of the Internal Evaluation process in an unbiased and transparent manner. The parameters of the Internal Evaluation System are communicated to the students in the orientation programme organized at the commencement of the academic programme.

The Examination Monitoring Committee ensures transparency and timely conduct of the internal evaluation process. A minimum of two internal tests including the model examination is conducted in each semester. The internal examinations are conducted as per a pre-determined schedule given in the Academic Calendar. The detailed timetable, seating plan and list of invigilators are prepared by the faculty member in charge of examinations. The schedule of the examination is informed to the students sufficiently earlier and is published on the notice board. The question papers are prepared by the faculty members concerned in tune with the syllabus content and keeping in view the perspectives of Programme-specific outcomes, and course outcomes. The question papers are kept under safe custody of the Heads of the Department ensuring the confidentiality of the examinations.

All the examinations are conducted under CCTV surveillance. During the COVID-19 pandemic, the examinations are conducted in online mode through LMS. The instructions for the examinations and uploading the answer sheets are intimated to the students. The parents have also informed the status of the online exams.

The valued answer sheets are returned to the students with remarks. A progress report detailing the percentage of attendance and marks of the Internal Examinations is communicated to the parents. The performance of the students is also discussed during PTA meetings.

The internal marks are published on the notice board and grievances of the students if any are duly addressed.

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

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

Response:

The college has a transparent and unbiased mechanism for redressing the grievances of students in the conduct as well as evaluation of internal/external examinations in a time-bound and efficient manner. The students can submit their grievances either directly or through the online grievance portal of the college.

Grievance related to conducting of examinations: Students can report grievances if any related to the conduct of internal examinations to the faculty member in charge of examinations and that related to external examinations to the Chief Superintendent. The grievance related to the internal examinations, if not redressed at the level of the faculty member in charge of examinations, is forwarded to HOD and to the Grievance Redressal Committee. The grievances related to both internal and external examinations if not redressed at the college level, the students can report the matter to the University.

Grievance related to evaluation: After the evaluation of the answer script of internal examinations, the marks are published on the notice board and the students are allowed to review the valued answer scripts.

The students can report the grievances if any related to the valuation of answer scripts to the course instructor within 7 days from the date of publishing of the internal marks of the concerned course.

The college has a system to address the grievances at the following levels;

At the level of the Course Instructor- The grievances regarding the internal marks are resolved by the course instructor if the grievance raised is genuine.

At the level of Heads of the Department- The grievances which are not settled by the course instructor can be forwarded to the HoD. The HoD in consultation with the course instructor will review the grievance and suitable steps will be taken to redress it.

At the level of the Grievance Redressal Committee- The grievances if not settled at the level of HoD shall be forwarded to the Grievance Redressal Committee of the college with the Principal as the Chairman. The students can present their grievances before the committee. The committee addresses and settles the grievances after reviewing the reports of the HoD, the Course Instructor, and the student concerned in an unbiased manner. The decision of the committee will be informed to the students.

The students can report the grievances if any related to the valuation of external examinations, directly to the University or through the online Grievance Redress Portal of the University.

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

2.6 Student Performance and Learning Outcomes

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

Response:

The college offers multi-disciplinary programmes at the postgraduate level. The Programme Outcomes (POs) and Course Outcomes (COs) are designed by the affiliating University. In compliance with the industry requirements of the specific domains, PSOs are being framed by the concerned department after discussions with faculty members and other stakeholders. These outcomes are extensively notified through various means such as college Website, Departments, Laboratories, Computer Labs, Orientation Programmes, Faculty Meetings, PTA Meetings and Alumni Meetings

At the beginning of each semester, the students have to undergo an Orientation Programme in which a special session is earmarked for creating awareness among them about the POs, PSOs, and COs relevant to the academic Programme. In addition, while addressing the students, the course instructors make the students aware of the outcomes.

The outcome statements enable the faculty members and the student to fruitfully implement the goal-setting process in teaching-learning exercises more effectively. Thus, the potential and prospects of the selected Programme of study and the efforts required for achieving the outcomes will be realized by the students.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	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 attainment of Programmes Outcomes (POs), Course Outcomes (COs), and Programmes Specific Outcomes (PSOs) are the indication of the success of teaching and learning processes. The college has employed both direct and indirect evaluation strategies to measure attainment.

Direct evaluation methods are based on the guidelines set by the affiliating University. Indirect evaluation methods mainly depend on feedback obtained from different stakeholders. The strategies employed by the institution are listed below.

Direct evaluation:

- The direct measures for the attainment of specific COs include marks obtained in Continuous Internal Evaluation (Internal Evaluation) and End semester examination.
- The parameters used for continuous evaluation include attendance, internal exams, assignment, seminars, internships, major projects and course-viva.
- In the MBA programme, each course carries 100 marks of which 40 marks are awarded for Continuous Internal Evaluation and 60 marks for End semester examination. The performance of a student in each course is evaluated in terms of the percentage of marks.
- In the MCA programme, each course carries 100 marks of which 25 marks are awarded for Continuous Internal Evaluation and 75 marks for End semester examination.
- For the Programmes in the School of Bioscience, a direct grading system based on a 7-point scale is used to evaluate the performance of students in Internal and External examinations.
- The overall evaluation of the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes are measured by considering the pass percentage and ranks secured by the students in University examinations.

Indirect Evaluation:

- **Feedback surveys:** The surveys are made accessible to students, parents, alumni, and employers through the feedback portal of the institutional website.
- **Interactions with the students:** Frequent interactions with the students by the course instructors, mentors, Heads of the Department and Principal ensures attainment of COs, POs and PSOs.
- **PTA meetings:** It helps to realize the perspectives of the parent's about their wards in the respective Programmes of their study.
- **Career progression of students:** The Programmes-wise data of students placed in reputed organisations through campus placements, progression towards higher studies and entrepreneurship depicts the attainment of COs, POs and PSOs.

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: 69.04

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

2020-21	2019-20	2018-19	2017-18	2016-17
45	220	205	166	169

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

2020-21	2019-20	2018-19	2017-18	2016-17
86	286	237	245	274

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
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 43.1

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)

2020-21	2019-20	2018-19	2017-18	2016-17
34.28	0	2	2.10	4.72

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](#)

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

Response: 2.38

3.1.2.1 Number of teachers recognized as research guides

Response: 1

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 40

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	1	2	1

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	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:

The college has a well-balanced ecosystem that promotes innovation and knowledge transfer with the following initiatives:

MACFAST Industry Interface (MII) was established to help future aspirants for the creation and transfer of knowledge through industrial visits and interaction with industry experts. MII was later reinstated as MACFAST Innovation and Corporate Synergy (MICS) to include more objectives that benefit the innovation ecosystem. Students can unleash their talents and achieve their dreams through mentorship programmes by successful alumni, experiential learning supported with internships, and campus to corporate connect programmes. For the budding entrepreneur, 'Startup Kendra for You (SKY)', a Technology Business Incubator (M-TBI) was instated to facilitate student entrepreneurial idea generation into technological innovations and provide knowledge support services in technical, legal and financial matters.

The institution also has an Entrepreneurship Development Club (EDC) for creating awareness regarding opportunities available for entrepreneurship. The students are encouraged to participate in government schemes like Young Innovators Programme and provided mentorship in association with KDISC. Interactive sessions with successful entrepreneurs, awareness classes and technical know-how programmes are frequently organised.

Faculty mentorship has led to the positive engagement of MCA students in a first of its kind innovative venture, 'MACFAST Information System' as the ERP software platform developed exclusively for the

college for effective stakeholder data management.

Students have also applied technological innovation for societal needs through the development of Android Mobile apps to help the District Administration and the Police department in their COVID-19 control measures and the smooth conduct of the Kerala Legislative Assembly Elections 2021. The android applications were directed towards:

1. Coordination of the disaster response teams: CMS (COVID 19 Monitoring System), COM-BAT (Corona Outbreak Management- Bringing action together)
2. Data collection of migrant labourers and expatriate returnees: MLRC (Migrant Labour Registration COVID19), and 'THIRIKE'
3. GPS tracking of quarantined citizens: CGFAS (COVID19 Geo-Fencing Alert System, Kottayam)
4. General Information regarding COVID-19: CLUE (COVID19 Live Updates for Everyone)
5. GPS tracking of security and surveillance cameras: Cam Tracker
6. Smooth Conduct of Kerala Legislative Assembly Election 2021: Alappuzha Police Election Directory

The Research forum successfully extends the knowledge transfer ecosystem by encouraging faculty to register for PhD through focused peer presentations, topic selection and problem identifications. The GN Ramachandran Science Club affiliated with Vigyan Prasar, Govt of India has initiated the programme called 'Monday Seminar' which allows the students to familiarize themselves with current research trends and to be actively involved in conferences or seminars. Students are also encouraged to engage in problem-solving through research projects as evidenced by student publications and poster presentations.

The national level fest, MACFIESTA promotes organizational capacity building in students as the events are completely managed by students. The students also process, prepare and exhibit food products in the Jackfruit –Mango festival conducted in association with YMCA, Tiruvalla as part of the experiential learning process. Several prospective entrepreneurs were given training for Chocolate and Cake making as part of the social commitment of the School of Biosciences.

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: 52

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

2020-21	2019-20	2018-19	2017-18	2016-17
28	5	3	9	7

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: 0

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

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

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 1.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	19	11	13	10

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:** 2.71**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**

2020-21	2019-20	2018-19	2017-18	2016-17
43	30	25	16	14

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:**

In conformity with the vision of the college, the institution has spearheaded several socio-relevant activities focusing on sensitizing students to the development of a sustainable future. Socio-welfare activities were organized by the NSS unit of MACFAST with a dedicated group of student volunteers through programmes like blood/stem cell/hair donation camps, orphanage visits, road safety programmes, medical camps, flood relief and cleaning campaigns, particularly at the Sabarimala Pilgrimage centre. The Njavanamkuzhy village adopted by the unit was provided with food, medical, educational and basic amenities. The college has also conducted two Mini Marathons in Tiruvalla which were awareness programmes on "Rebuild Kerala" after the devastating floods of 2018 and "Run for Cyber Security" in 2019. Other public welfare activities include Awareness classes on cyber security for school/college students in association with the Police department and Plastic awareness campaigns in trains in association with South Indian Railways.

The institution conducted several educational programmes for students to ignite their spirit of creativity and make them responsible global citizens. MACFAST Knowledge Scheme (MAKS) is one such CSR initiative that identifies and grooms talented high school students with training programmes that open new avenues for personal growth and social change. Undergraduate students were given free training for CMAT/KMAT/LBS entrance exams to help them secure their future. School students were given free science education through games and activities to provide experiential learning. Healthy food habits and entrepreneurship were encouraged by Cake/Chocolate making training programmes and the use of

indigenous, cheap food crops like jackfruit/papaya. The college helped job aspirants to attain their dream jobs through job fairs in association with the District employment exchange of Alappuzha and Pathanamthitta.

Radio MACFAST 90.4, the on-campus community radio is extensively used by the students and faculty members to engage in social issues of the local neighbourhood. With the tagline “Nattukarkku Kootayi” (friend of the neighbourhood) and over ten lakh listeners, Radio MACFAST 90.4 remains the voice of the common man. The efforts taken were recognized with the ‘Haritha Mudra’ Award in August 2016 and the ‘Madhyamam Award’ for Best audio media feature in January 2017. These activities were further extended with ‘Arivum Athijeevanavum’ during the COVID-19 pandemic, with the distribution of sanitisers/masks and educational help.

The college hostel was handed over to the department of the district administration as a COVID First-Line Treatment Centre during the COVID-19 pandemic. The district administration and the police department recognised the Android Applications developed by the students to assist the disaster response team. Alappuzha Police Election Directory - an Android application was also developed for the smooth conduct of the Kerala Legislative Assembly Elections 2021 in the Alappuzha District.

These extension activities inculcate a strong sense of social and environmental responsibility among the students.

File Description	Document
Upload any 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: 16

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.

2020-21	2019-20	2018-19	2017-18	2016-17
5	7	1	0	3

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, Government and Government recognised bodies during the last five years**Response:** 58**3.4.3.1 Number of extension and outreach 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**

2020-21	2019-20	2018-19	2017-18	2016-17
11	9	10	12	16

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 91.54**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**

2020-21	2019-20	2018-19	2017-18	2016-17
461	561	471	488	537

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: 28**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	9	6	1	2

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: 24****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**

2020-21	2019-20	2018-19	2017-18	2016-17
3	12	4	4	1

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
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Set in the backdrop of an extensive green cover, the college has an aesthetic landscape that is architecturally striking. The institution has a well maintained, state-of-the-art, user-friendly, resilient infrastructure and physical facilities conducive to teaching, learning and comprehensive development of students as per the standards specified by statutory bodies. The college has three adjacent blocks with multi-storied buildings that include the Administrative Block, Academic Block, and Biosciences Block. MBA and MCA programmes are conducted in the Academic Block and the M.Sc. programmes in the Bioscience Block.

The campus sprawls over a total built-up area of 20144.59 sqm. In the Academic Block, there are 11 classrooms out of which 3 are smart classrooms together with 2 seminar halls, 2 tutorial rooms, 5 staff rooms for faculty members, and a common space for recreation. In the Bioscience Block, there are 9 classrooms and 2 staff rooms for faculty members. The classrooms and tutorial rooms were equipped with modern pedagogical tools such as Intelligent Interactive boards, LCD projectors, Wi-Fi connectivity, microphones, speaker, whiteboard, etc. for strengthening academic discourse. The entire campus including the hostels is Wi-Fi enabled for the benefit of students and faculty. Academic events like conferences, seminars, lectures and extracurricular activities are hosted in the auditorium. A canteen facility with healthy food choices and water purifiers installed at different locations assures the well-being of the teaching-learning fraternity. A well-equipped examination hall with CCTV surveillance is available on the top floor of the Academic Block. Keeping in mind the needs of the differently-abled students, ramps, elevators and differently-abled friendly washrooms are installed.

The well-stacked Library Information Centre provides Digital library service and Book bank facilities. The computer lab has adequate computer equipment, internet connectivity and Intelligent Interactive boards to support practical sessions. Facilities provided in the computer lab include 180 computers which are managed by the Lenovo Think System server. The Institution has a dedicated internet leased line with a bandwidth of 100 Mbps provided by Alliance Broadband with 3 core switches and 54 Wi-Fi access points across the campus. To ensure uninterrupted internet connectivity, 20 Reliance Jio hotspots are also installed. Users are provided with login credentials for accessing the Wi-Fi facility.

The institution has 7 well-equipped science laboratories for skill enhancement of the students admitted in the M.Sc programmes. The Herbal Garden maintained by the students of the School of Biosciences serves the purpose of education, research, and conservation of germplasm of medicinal and aromatic plants. The tissue culture facility allows the students to propagate different endangered plant species and introduce them to the herbal garden. A bakehouse is available for Food Technology & Quality Assurance students to practice food production. The Technology Business Incubator - Start-up Kendra for You (SKY), and the Food Pilot Plant in the institute provides entrepreneurial support for the business aspirants among the students.

File Description	Document
Upload any additional information	View Document

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

Response:

The institution believes in the wholesome development of its students, ensuring their physical and mental well-being by providing ample facilities for cultural activities, sports, games (indoor and outdoor), gymnasium and yoga. The sports facilities include a basketball court, shuttle badminton court, volleyball court, table tennis, carroms and chess. The basketball court has a viewer's gallery with a seating capacity of 350. The Annual sports meet is conducted to bring out the inborn talents and to develop sportsmanship among students. The sports equipment is purchased, maintained and stored in a dedicated sports facility room under the guidance of the secretary of the sports council. Gymnasiums in boy's and girl's hostels have modern equipment like Double Bar, Weighing Machine, Pull-down machine, Pec Deck machine, Forearm curl machine, Stationary bike, Power Lifting and Weight Lifting Sets, Barbell Bench, Sit-up bench, Skipping ropes, Exercise balls etc. Yoga halls are also arranged near St. Teresa's chapel and in the boy's hostel where students and faculty members can practice Yoga and Meditation.

The college has a state-of-the-art airconditioned auditorium with a seating capacity of 400 equipped with ICT and audio-video facilities for hosting both academic and extracurricular activities. A conference hall with a seating capacity of 120, equipped with ICT facilities is available in the Administrative block for organizing small gatherings. The students can showcase their talents in the Wednesday Gathering which is a one-hour infotainment programme conducted every week. The lobby in the Academic Block is earmarked as commonplace for the students to gather and practice for cultural activities. A multipurpose open-air stage at the eastern side of the Academic Block is a venue for informal cultural gatherings at the time of festivals like Onam, Christmas, etc.

The institution hosts a National level Techno-cultural fest MACFIESTA every year to inculcate the organizing capacity among students and to showcase their cultural talents. The students are also encouraged to exhibit their talents as programme producers and Radio Jockeys in the campus community radio, RadioMACFAST 90.4 FM.

File Description	Document
Upload any additional information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 22

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

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

Response: 14.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
201.23	27.879	83.175	62.698	12.32

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

4.2 Library as a Learning Resource

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

Response:

MACFAST Library & Information Centre (MLIC) in the Administrative Block is automated with the latest version of KOHA (ver. 20.5.07.000), an Integrated Library Management Software with a floor area of 615 sqm and a seating capacity of 185. The library has 38,875 volumes of books, 11,294 titles and has 16 International journals, 54 National journals, 47 Magazines, 3670 Bound Volumes, 13 Daily Newspapers, and 2500 research dissertations. The digital resources of the library include more than 21893 e-journals and 200000 e-book collections. The exit and entry to the library is facilitated with a Flap Barrier Access Gate system and the books are barcoded for accurate tracking.

The Wi-Fi/LAN enabled MLIC is a member of NDL (National Digital Library of India) and facilitates access to NPTEL resources, D-space and Study Archive. Computerized Catalogue Search Services are

provided for the user community through the On-line Public Access Catalogue (OPAC) (<http://103.78.17.133:2525>) which allows access to bibliographic details of the books available in the library. It is equipped with a digital library, an e-content development centre, and a reprographic facility. The students can avail themselves of the opportunity to work as Student Library Assistants in the Earn While You Learn programme.

At the beginning of every academic year, the library conducts an orientation class for students and faculty regarding the use of library services and access to e-journals or e-books. Separate logbooks are kept for students and faculty. For encouraging the use of its resources, the library honours and distributes best user awards among students and faculty.

Library Advisory Committee: The library advisory committee consists of the principal, administrator, librarian, HODs of the three Departments, and the leader of Student Library Assistants. This committee provides general direction to the formulation of policies and strategies towards the development of library services and facilities.

E-content development Centre: The 2nd floor of the library has an E-content Development Centre which is used for recording e-contents and informative videos.

Digital library: Users can access e-journals, e-book collections, digital databases, and other learning materials in the digital library. It also provides provisions for differently-abled persons to access library resources using specialized software and computer.

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: 28.67

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)

2020-21	2019-20	2018-19	2017-18	2016-17
20.737	29.314	32.063	29.056	32.161

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
Any additional information	View Document

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

Response: 11.68

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

Response: 75

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The Institution is providing state of the art IT infrastructure with periodic assessment of the efficacy of the existing facility. The IT facilities of the college are upgraded from time to time to facilitate both academic and administrative purposes. A dedicated technical team monitors and maintains the hardware, network, intranet/Wi-Fi-related services on campus

Internet Connectivity:

- Bandwidth – 100 Mbps (ISP: Alliance, 1:1 Leased Line)
- Firewall – SOPHOS XG 330 Fullguard with enhanced support.
- Access points – 34 (NETGEAR Model WAC510 with Dual Band)
- Switches – 18 POE Switches and 5 Data switches (Fiber)
- Fiber backbone - 12 core Fiber cabling connecting core switches with switches located in different blocks
- LAN Cabling – Cat 6 Cabling in entire campus (Academic block, administrative block, Ladies Hostel, Gents Hostel)

CCTV:

- Total no of camera - 164 (HIKVISION – 2MP camera) – IR Camera – 24Hr surveillance
- Centrally monitored –LED displays at Principal Office and Server Room

Computer Lab:

- Total built-up Area: 275.46sqm
 - Total seating capacity: 180
 - System Configuration: 100 systems (Lenovo – V530 i5 processor (9th generation), 8 Gb RAM, 240 SSD, 18.5” Monitor – Lenovo)) + 80 systems (Intel Core 2 Duo, 4Gb RAM, 80 Gb, 14” Monitor – Acer/AOC)
 - Server Configuration: Lenovo Think System: ST550 - TWO SOCKET TOWER (Intel Xeon Silver4208 8C 85W 2.1GHz Processor 2.1Ghz, 1*16 Gb Open Bay 2.5” SATA 8-Bay Backplane ThinkSystem RAID 530-8i PCIe 12Gb Adapter, 2 x 1G Ports , 1x750W PSU)
 - Server OS License: Microsoft®Windows®Server 2019
 - Interactive panel: 2 panels – SENSES INTERACTIVE INTELLIGENT PANEL 75” 4K IPS (COMMERCIAL A+ GRADE PANEL) - COREI5 /8 TH GEN / 8 GB RAM /120 GB SSD /1 TB HDD SATA/ DUAL OS - WINDOWS 10 PRO LICENCE)
 - Fully Airconditioned
 - Power backup: UPS – 33 KV (dedicated and exclusive UPS connectivity to 3 labs)
 - **Email Services**
 - Email services : Google Education Suite
 - **ERP**
- As part of a technology upgrade, an ERP system is developed jointly by the faculty members and students of the college.

Online Services

- The computing facilities are utilized for the conduct of various entrance and competitive examinations

File Description	Document
Upload any additional information	View Document

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

Response: 3:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 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: 61.2

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)

2020-21	2019-20	2018-19	2017-18	2016-17
288.759	395.71	344.86	251.33	291.81

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

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:

Maintenance Policy – Infrastructure Resources

The college has framed a set of policies and procedures for maintenance and utilization of physical, academic, and support facilities

Administrative Council: The Administrative Council with the Principal as the Chairman and, the Manager, Academic Administrator, Office Superintendent, and Chief Accounts Officer as members take major decisions pertaining to the maintenance and utilization of physical, academic, and support facilities. All the repairs and renovation work is reported to the Administrative Council and executed through appropriate agencies. The major works are executed by inviting quotations or tenders.

Maintenance Team: The maintenance team is headed by the Manager and assisted by the Supervisor. The Supervisor is in charge of undertaking the maintenance of infrastructure facilities, furniture repairs, masonry and plaster works, painting, carpentry, plumbing, electrical works, gardening, and housekeeping. Adequate in-house staff is employed to maintain hygiene and cleanliness on the campus to provide a clean, green, and congenial learning environment.

Classroom Maintenance: The rooms are cleaned daily, and the repair and maintenance of assets are undertaken on a need basis.

Library Maintenance: The library is maintained by the library committee headed by the Librarian. The periodical maintenance of the library is done by the maintenance team as per the requirements put forward by the Librarian.

Laboratory Maintenance: The Laboratory equipment is procured and augmented as per the curriculum and student's strength. The faculty in charge of the laboratory is responsible for reporting the requirements periodically. Timely maintenance of the backup system and standby power generator is ensured by the maintenance team.

Sports facilities: The sports equipment is maintained under the supervision of the faculty in charge. The sports committee periodically assesses the requirements for daily practices, conducting tournaments and Annual Athletic Meet. Based on the report, the Administrative Council takes steps for timely maintenance and purchase of additional sports equipment, if required.

Restrooms: The restrooms for boys and girls are cleaned twice a day.

Security Measures: The campus is widely covered through 128 CCTV surveillance cameras which are maintained by the IT wing of the college. Security guards are deployed on campus and hostel 24x7 to ensure the safety of students, staff, and physical assets.

Fire Extinguishers: Fire extinguishers are placed near potential fire hazards. Overhead water tanks are connected to hoses that are available to use in emergencies.

Power supply: A generator of 81 kVA power and 390 Solar panels which generate 130 kVA power are installed to ensure an uninterrupted power supply. The maintenance is undertaken through AMC (Annual Maintenance Contract).

Maintenance of Air Conditioners, Biogas plants, Elevators, and Computers/Networking equipment is done at regular intervals.

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: 4.18

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

2020-21	2019-20	2018-19	2017-18	2016-17
28	31	19	21	17

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: 20.18

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

2020-21	2019-20	2018-19	2017-18	2016-17
94	77	100	121	159

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships 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: 81.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
502	536	428	486	300

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: 34.95

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

2020-21	2019-20	2018-19	2017-18	2016-17
118	89	75	80	88

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: 2.43

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

Response: 6

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: 80

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	2	5	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	4	2	5	0

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

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: 34

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.

2020-21	2019-20	2018-19	2017-18	2016-17
9	5	14	5	1

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

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:

College Union/ Student council in the college is formulated through an election process, in which student representatives from MBA, MCA and School of Biosciences are members. In addition to this, each class has its own representatives for ensuring students' engagement in various co-curricular and extra-curricular activities. Students' council, as well as class representatives, meet at least once every month for discussing various activities of the college. The college has an active Student Internal Quality Assurance Cell (SIQAC). SIQAC is actively involved in providing suggestions on improving co-curricular, extracurricular activities and the overall development of the student community. These representatives are keen on spearheading the many-faceted activities of the student folk. They are as follows:

- Volunteering process of Business Intelligence Symposium and zero semester presentations
- Coordination of 'MACFIESTA' (National level college fest) and Dakshina (graduation ceremony of MBA, MCA and MSc programmes)
- Organising programmes of National Service Scheme (NSS)
- Marathon (public awareness programme)
- Coordinating student representation in fests/events, seminars/ conferences, paper presentations outside the campus.
- The student council is also partaking in all social responsibilities along with MACFAST–community radio channel and Green Mission initiatives of the institution

- Mega Job Fair and Placement related activities
- Coordinating activities of international and national conferences, seminars, workshops conducted by the college.
- Remarkable contributions in conducting webinar series on the topic "COVID- 19 pandemic and its impact management in business and society"

Student representations in academic committees/bodies include:

- G N Ramachandran Nair Science Club
- Entrepreneur Development Club (EDC)
- Steve Jobs club
- Peter Drucker Club
- Literary Club
- National level college fest 'MACFIESTA'
- 'Satgamaya' –orientation and bridge course for freshers and
- 'Dakshina' - graduation ceremony
- Placement committee

Students' representation in administrative committees/bodies includes:

- Women's Cell
- National Service Scheme (NSS)
- Internal Quality Assurance Cell (IQAC)

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

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

Response: 23

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

2020-21	2019-20	2018-19	2017-18	2016-17
36	23	32	14	10

File Description	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:

The institution has a registered Alumni Association. To enhance the effectiveness of curricular and co-curricular activities alumni associations conduct regular meetings. The alumni association has put forward suggestions on curricular and co-curricular enrichment. The alumni association of the college has been contributing enormously for quality enhancement through industry interaction, soft skill training, career counselling, interaction with newly joined students etc. The institute is fruitfully utilizing the potential of a well-established alumni network and its efforts are commendable always. Their support towards the extension activities of the institution is remarkable. The NRI alumni chapters also have a commendable contribution towards various endeavours of the college.

The first Gulf Alumni meet of the college was organized at Sharjah, on 09th June 2017. An Alumni meet was conducted in online mode during the COVID-19 pandemic in which alumni from the United States, Germany, New Zealand, UAE, Saudi Arabia and different states of India were also participated and shared their views and ideas. They regularly carry out fruitful efforts and their regular interaction with current students, teachers and authorities are a boom to the academic environment that prevails here. Informal get-togethers with alumni are being convened for those who couldn't attend the formal meetings. Department wise Alumni meetings were also conducted at regular intervals. These all resulted in prolific outcomes. The activities of the alumni association include:

- Orientation Programme
- Seminars and webinars
- Guest lecturers
- Career counselling
- Placement support
- Soft skill training
- Invited talks by reputed resource persons from the lead of Alumni association members

- Research paper contribution in college journal, national and international conferences.

From 2020 March onwards by utilizing a virtual platform, once every month Alumni interaction is being conducted in the hashtag of “Home Coming” and is continuing with excellent support from the college alumni association. Department of Computer Applications conducted Steve Jobs club initiated Alumni webinar series. Online alumni meets are encouraged to a greater extent so that it gives an opportunity to existing students to interact and share their thoughts.

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: B. 4 Lakhs - 5 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The college was established to provide quality education with a focus on research, innovation, entrepreneurship, personality development, professionalism and human values. The vision and mission of the college were revised to meet the new challenges of academia and industry. The governance, leadership and management of the college are set in tune with the vision and mission of the institution. The founders of the institution envisioned the students to be globally competent, academically excellent, socially devoted and morally upright. The institution prepares the students to meet the challenges of their future endeavours by providing ICT enabled teaching and learning facilities along with competency enhancement programmes. The institution follows a democratic and participatory method of governance. The governing board of the college comprises educational visionaries, eminent academicians, professionals and industrialists. The long term plans of the institution on academic and administrative matters are placed before the governing board for discussion and final decision.

At the operational level, the college has a three-tier management system which consists of the Administrative Council, Core committee and Council of heads of the departments for ensuring good governance. The Administrative Council is an advisory body to assist the Principal in taking strategic decisions including financial decisions. The Core committee of the college assists the Principal in the execution of the decisions of the Governing Board and the Academic Council. The Council of the Heads of the Department discusses the academic and administrative matters in detail and the decisions are communicated to the faculty members and students. All major committees such as the Students Council, the Internal Complaints Committee, the Grievance Redressal Committee, the Anti-Ragging Committee, the Examination Committee and the Library Committee are actively involved in the policy development and its implementation. This style of governance is in tune with the vision and mission of the College as reflected in the entire activities of the institution.

Vision:

To be a global icon in quality education, research, innovation, and entrepreneurship for a sustainable future.

Mission:

To provide a conducive learning environment that nurtures and develops young people as value-driven, professionally competent and responsible global citizens

The College provides the required academic platforms for all programmes using ICT-enabled teaching-learning methodologies by incorporating technical and value-added courses in the curriculum for transforming the young minds into globally competent and ethically sound professionals. The nature of governance reflects the collective leadership of an administrative team that has been effective over many years. A well-defined organogram ensures the collective and participatory leadership from all stakeholders

that enable the institution to achieve its vision and mission.



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 college encourages a culture of decentralized and participative management by assigning key tasks,

duties and responsibilities at various levels. A decentralized system allows departments to operate with authority and responsibility. As a part of decentralisation, committees are constituted for the planning and implementation of various activities. It ensures participative management opportunities for both faculty members and students.

For example, the MACFAST innovation and Corporate Synergy (MICS) is an initiative to empower and engage students with the industry and inspire them to come up with innovative projects. The main objective of MICS are:

1. Assisting students in career growth and development.
2. Bridging the gap between industry and academia.
3. Identifying and supporting the budding student entrepreneurs.
4. Facilitating entrepreneurship in society.

A committee was formed for initiating and implementing various activities for attaining the above objectives.

The ideation, development and implementation of various activities envisaged by MICS are facilitated by the Corporate Relations Department along with the support and participation of all academic departments. The main divisions of MICS are

- Project formulation
- MACFAST Technologies
- Startup Kendra for You (SKY)

The involvement of students and faculty members of all departments are ensured in the formation of the MICS committee. Sub-committees from each department are formed for project formulation and implementation.

Project formulation: The students of the Department of Management Studies are entrusted with conducting the project feasibility study, leadership development and marketing activities. The students of the Department of Computer Applications are involved in the development of the project, by designing, coding and testing. The students of the School of Biosciences are responsible for ascertaining sustainability and quality control.

MACFAST Technologies: It is an initiative of faculty members and students for addressing IT-related requirements of the college as well as external clients. It has undertaken the software development of the college for the admission process, class management, student evaluation and HR management.

Startup Kendra for You (SKY): It is the MACFAST Incubation Centre started on the campus to facilitate students to become entrepreneurs along with their studies. The budding entrepreneurs are provided with furnished office space and a high-speed internet facility. They are also allowed to use the conference room, library, photocopier facility, food court and other services offered by the college. Under the decentralised and participative management practises of the college, the authority and responsibility of managing SKY Programmes are entrusted with the SKY coordinator, who is accountable to the MICS coordinator.

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:

One of the main focuses of the strategic plan is to increase the employability of students by providing skill development programmes to assist them in expanding their practical knowledge.

MACFAST has devised a strategy to equip the students to choose employment, self-employment or higher studies. The main objective is to improve the employability of students by providing skill development programmes. In view of this, the Placement Department was restructured as the Corporate Relations Department. A separate team was formed to study the academia-industry gap among the students. A campus mentorship team was also deployed to fill the existing gap for the benefit of the students. The team arranges industry-relevant training Programmes in tune with the demands of the industry and the preference of students. The Corporate Relation Department hosts a discussion with industry professionals and thought leaders. Industry engagement is a platform for discussing and fulfilling the expectations of both the industry and the students. Experts from reputable firms and organisations will be able to perfective the potential students.

Industrial Visits help students to get acclimatized with a wider spectrum of theoretical knowledge, practical awareness and technological expertise. Visit various companies/institutions allows students to draw a clear picture of their future goals in their entrepreneurial/corporate career. The Campus to Corporate Connect Programmes aids with the transition from college to the workplace. Students are introduced to several clubs related to finance, human resources, marketing, information technology, and science. Students are given an overview of how each club operates and are required to join any club of their choice.

Intending to improve the employability of students, the Corporate Relations Department organises a series of skill development programmes. These programmes are divided into three Phases which includes training on Aptitude Test and Technical Skills, Group Discussion and Personal Interview. Detailed feedback about training Programmes are taken from students and remedial actions are implemented. A mock placement drive session is conducted after the completion of three phases of training programmes to enable students to experience real-life scenarios of Aptitude tests, Group Discussions and Personal Interviews. Interviews and assessments are done by experts from the industry and detailed feedback of the mock placement drive is shared with students for improving their employability. Thus, a final year graduate student will be well poised to enter the industry, according to the expectation of the industry.

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, service rules and procedures, etc.

Response:

The organisation has established a healthy institutional framework with effective leadership at all levels. The institution has framed policies and procedures for HR management, admission, IT, Library management, maintenance, environment management etc. The growth and development of the institution is the integrated outcome of the activities supported by the bodies, cells, and committees framed for implementing the aforesaid policies. The Governing Board and Academic Council are the apex authorities for policymaking, comprising of the Director, Manager, Principal, Deans, Head of the Departments, Administrator, Industrialists and Educationists under the patronage of the Metropolitan Archbishop of the Malankara Catholic Archdiocese of Tiruvalla. The Core Committee, Finance Committee, HOD Council and IQAC are vested with the responsibility of implementing the policies put forward by the Governing Board and Academic Council. At its basic level, various cells/councils, committees, clubs, and associations are formed in accordance with the college policies and University statutes regulating the college to facilitate the implementation of policies. The bodies/committees discuss the agenda in their meetings based on policies and keep track of their developments. The minutes of the meeting are recorded and documented according to each committee's requirements. These are submitted to IQAC for quality assurance. The Governing Board reviews the actions taken by the bodies in their annual meeting and directions are given accordingly.

MAAAC

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 institution has generous and inclusive welfare measures for its employees on the basis of the MACFAST welfare policy. The welfare measures, under the HR policy, includes statutory policies such as ESI, PF, Maternity leave, Medical Insurance etc. along with the additional incentives provided by MACFAST.

Employees State Insurance (ESI): All the non-teaching staff of the college are covered under ESI and benefit by the group insurance; premium paid by the college

Employees' Provident Fund (EPF): All the non-teaching staff and majority of the teaching staff is covered under EPF with contributions are made by the college apart from the employee's contribution

Annual Leave: All the employees of the institution are entitled to avail of 15 annual leaves and 5 medical leaves. Special Covid Leave is provided to all the employees of the organisation

Maternity Leave: Six months of paid maternity leave is provided to the permanent staff members.

Medical Insurance: Teaching staff members are also covered under the medical insurance in collaboration with National insurance and 50% of the premium are paid by the college

Salary: The salary of the employee is at par with the direction of UGC and AICTE. Salary is paid on the first working day of every month.

Transportation facility: All the employees are provided free transport facility for their daily commuting to the college.

Incentives for academic improvement: All teaching staff members can attend conferences, workshops, and seminars to improve their academic skills. College provides duty leave and travel expenses along with the registration fees.

Special incentives for publication: Special incentives are given for staff members for publishing their

research papers in national and international journals of repute. An amount of Rs. 10000/- and Rs.5000/- is given away for publishing in international and national journals respectively; based on their impact factors.

Research benefits: College encourages the staff members to pursue PhD by providing leave and financial support. The college has collaboration in the form of MoUs, with many National institutes such as IIT Allahabad, CFTRI Mysore, and Amity University Noida. All these institutes support MACFAST staff to attain their PhD either by full-time or part-time mode. MACFAST employees can avail of a concession in their tuition fees for pursuing PhD in these institutions.

Infrastructure facilities: MACFAST has a well-developed infrastructure for its staff members and students.

Computer & Internet Facilities: The campus is ICT enabled with free Wi-Fi for all. Heads of the departments are provided with a laptop for their timely report and submission of files.

Recreation and Relaxation: Well-furnished canteen is available for the faculty and students to dine and relax. Regular yoga sessions are conducted for the faculty and students to relax and ease their stress.

Reprographic Facilities:

MACFAST library is equipped with computers, scanners, photocopying system and internet facilities and digital library access free of cost for the staff members.

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

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

Response: 64.13

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	24	49	36	42

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

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: 13.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
20	22	11	9	7

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

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

Response: 32.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	7	3	2	40

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

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

Response:

The Institution has a multilayer appraisal system for evaluating the performance of both teaching and non-teaching staff.

Teaching staff

The evaluation of the teaching staff is conducted in 3 levels:

Appraisal by self, students and Administrative Council.

1. Self

The College is providing an opportunity for self-evaluation to all faculty members using a well-designed self-appraisal form, which meets the guidelines of UGC. The appraisal form contains two parts. Part A includes general information of teachers and Part B includes category wise Academic Performance Indicators (API). The major components of API are teaching-learning and evaluation related activities which include study material and Lab manual preparation. Student feedback, results. The Profession and research related contributions are evaluated by using parameters such as membership in professional bodies, Publications, participation in extracurricular activities and professional development Programmes. The duly filled Self-appraisal form is sent to the college office with the recommendation of the Head of Departments.

1. Appraisal by student

Students' feedback on faculty members is collected through a Google sheet of 5 point scale. The evaluation parameters are subject knowledge, quality of communication, teaching ability and teaching methodology, classroom management and attitude towards students. The responses of the students are validated by the consent head of the department.

1. Appraisal by Administrative Council

The administrative council of the college which includes the Principal, Academic administrator and Office superintendent evaluates the general performance of each teacher on their regularity, punctuality, attitude, commitment and professionalism.

The final API score is generated on the basis of a three-level evaluation and is communicated to each

teacher. API score is the basis for granting annual increments. The maximum API score is 100 and the minimum score required is 60.

File Description	Document
Upload any 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 has an efficient financial management system. The financial planning and management of the College are vested with the Finance Committee, consisting of the Principal cum Director as the Chairman, the Administrator and the Heads of the department as members and the chief financial accountant as the secretary. To maintain financial conformity, the institution conducts both internal and external audits regularly.

The internal audit team consists of faculty members nominated by the Principal and an Accountant appointed by the management. The internal audit is conducted on a half-yearly basis. They verify the cash books, stock registers, contracts, agreements. They also validate the proceedings of various meetings related to financial transactions and ensure that they are within the approved budget provisions.

The external audit is done by a firm of qualified Chartered Accountants appointed by the Management. They examine all books of accounts and vouchers along with other relevant documents provided by the accounts department and verify whether the income and expenditure account and balance sheet are properly drawn up so as to give a true and fair view of the financial transactions of the institution.

File Description	Document
Upload any 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: 8.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	8.3	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

In tune with its vision and mission, the college implements both curricular and extracurricular activities related to the self-sustainable policy of MACFAST, which focus on quality, excellence, accountability and equity.

The main source of income of college is the tuition fee collected from the students of various programmes. Deficits in receipts are managed through borrowing from banks as overdrafts, and the surplus funds of Campus community radio, **RADIO MACFAST 90.4**. Projects granted for faculty members from various funding agencies are also an additional income to the Institution, which is utilised for research development for the benefit of the students and society.

The college has an effective mechanism to verify the efficient utilisation of available financial resources for procuring and maintaining academic and infrastructure facilities.

The annual budget of the institution is prepared by the Principal with the help of the Finance Committee. They consider all the recurring and non-recurring expenditures and the needs of the academic and administrative departments. Budgets are collected from all departments including administrative departments, for the next financial year.

Coordinators of various activities and clubs of the college such as Corporate Relations, Women's Club, Gender Equality, Forestry, Sports and Games, MACFAST Innovation and Corporate Synergy,(MICS), Startup Kendra for You,(SKY) etc., also submit their budget requirements to the principal. The Principal and the Core committee ensure the effective and timely implementation of all financial decisions.

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:

The Internal Quality Assurance Cell of the college is always keen on identifying and implementing the latest innovations in teaching-learning. As a result of this continuous effort, IQAC executed several methods in improving the teaching-learning process and infrastructure facilities.

1. ICT in the teaching-learning process

The quality enhancement process includes Faculty Development Programmes on the use of ICT in the teaching-learning process, E-content creation and sharing by using online tools namely Google classroom, Edmodo, zoom etc. The college purchased the Zoom platform and used the online mode of classes along with offline teaching methods. This helped the institution to provide classes during the COVID-19 pandemic. The college has also introduced the most modern interactive smart boards into our ICT methods. IQAC has organised hands-on training for faculty members on “How to use Smart Interactive Board” on 1st December 2020. As per the decision taken in the IQAC meeting held on 17th June 2019, a full-fledged studio room has been designed and developed as part of the Library Information Centre. This studio room is used by many faculty members in creating E-contents for online teaching. IQAC has also organised an FDP in association with Kerala State Higher Education Council and School of Biosciences on “Creating and Managing Online Classes”

2. Academic Audit

As Per the recommendation of the Internal Quality Assurance Cell, the college has conducted both Internal and External Academic Audits. For conducting the internal audit an internal committee was constituted with members from each department. The committee evaluates the academic performance, teaching and learning process, curriculum delivery and outcomes, co-curricular and extra-curricular activities, etc. based on a structured evaluation sheet prepared by the IQAC. The External Academic Audits are conducted periodically by an external audit team appointed by the Principal, which consists of academic experts from other institutions by following a standard audit format of their choice. The findings and recommendations in the Internal, as well as External Audit reports, are discussed in the meeting of the IQAC and corrective measures are implemented through the heads of the departments

The objectives of the Academic:

- To assess the academic performance of the faculty members and department as a whole.
- To identify the strengths and weaknesses of the department.
- To conduct quality checks on different activities undertaken in all departments of the College to meet expected outcomes.
- To promote best practices

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:

Communication Skills Development Council (CSDC)

Good communication skills remain a boom to those who long for a successful career. To improve the communication skills of the students, the IQAC initiated to constitute the **Communication Skills Development Council (CSDC)**, with a team of faculty members.

CSDC along with the Corporate Relations Department discussed with the prospective recruiters the importance of communication skills for the students for employability and career growth. The major observations from these discussions are as follows.

- Along with the academic performance, the recruiters consider the communication skill of a candidate as a prime factor in their mode of selection.
- Quality communication in the workplace avoids unnecessary problems and promotes a better work environment.
- Effective communication increases overall productivity through strong teamwork.
- Poor communication skills impede both career and organisational growth.

Based on the inputs of the discussions, the major areas identified for improvement are oral and written communications, corporate communications, email etiquettes, listening skills, assertiveness in communication, and confidence level. A Value-added course on Communication Skill Development was introduced to improve these skill sets. As a result of this programme, there was a substantial increase in the number of students placed through campus placements.

Research Forum

Being an institution that offers only postgraduate programmes, research is a natural extension in its pursuit for academic excellence. The long term objective of the institute is to become a research hub.

IQAC acknowledges that in a globalised world, a research attitude is significant for sustainable development and knowledge-driven growth based on innovations.

The quality of research work directly translates to the quality of teaching and learning in the classroom, thereby benefiting the students, the society and the country at large. Consequently, the IQAC decided to

give more thrust on research activities of the institute and suggested forming a forum, known as “Research Forum” composed of students and faculty members to realise the effective exchange of research ideas, deliberations on methodologies, innovations, opportunities, etc. The forum conducts frequent meetings of faculty members and students for the aforesaid purposes.

The IQAC expects the following outcomes from this initiative:

- Creation of a research attitude among students and faculty members through discussions and deliberations.
- Providing valuable insights and feedback to research scholars of the institute.
- Inculcate the sense of exploring new frontiers in research, by interdisciplinary interactions.
- Research-oriented teaching can transform faculty members into better instructors and it will encourage students to take up a research career.
- Research discussion helps students and faculty members to familiarise themselves with the available research facilities including the lab and library provided by the college.
- Discussion of research publications and experiments leads to more publications and research outputs among the faculty members and students.

A senior faculty member with considerable research experience has been appointed as the coordinator of the “Research Forum” to organise various activities which would inspire more research initiatives from all the departments in the college. As a result of the periodic meetings and continuous encouragement from the IQAC, the institute has been able to gradually increase the research-related activities.

Incremental improvements made for the preceding five years:

- Introduction of new PG Programmes M.Sc. Bionanotechnology and applied for M.Sc. Data Science and M.Sc. Artificial Intelligence.
- Self-developed ERP system for E-Governance and Learning Management.
- Participated in the National Institutional Ranking Framework (NIRF) 2020 Rankings and obtained a position in the Rank band: 151-200.
- Conducted ISO Audit and obtained certification.
- Upgraded computer labs with high-end computer systems and software.
- Increased the number of smart classrooms.
- Established Centre for E-content development.
- Upgraded the Library Management System
- Increased the capacity of the Solar Power Plant from 30kVA to 130kVA
- Upgraded IT Infrastructure with most modern equipment.
- The number of faculty members with doctoral degrees increased from 9 to 21
- A remarkable increase in the number of research Publications in indexed national and international journals.
- Considerable improvement in career enhancement training and placement activities
- Started the Start-up Kendra for You (SKY) Technology Business Incubator that nurtures young and emerging entrepreneurs.
- Increase in the number of skill training, certificate courses and add on programmes in the curriculum.
- Initiated a number of outreach programmes and eco-friendly activities for societal development and self-sustenance.

File Description	Document
Upload any additional information	View 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 initiatives 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 always upholds the practice of providing an atmosphere of maintaining gender equity without any sort of gender discrimination and sexual harassment. The women cell of the college has been very active towards women empowerment, self-defence and cyber security. The cell organizes camps, seminars, self-defence training and medical camps for students and staff. The Grievance Redressal Cell of the college helps to maintain the atmosphere untainted. Radio MACFAST 90.4 also plays a crucial role in gender sensitization activities by broadcasting a programme named “Sthreesakthi”, focused on women empowerment to increase and improve the social, economic, political and legal strength. “Maarendathu Manushyaralla Manasannu” was another programme conducted by Radio with Heidi Saadiya (the first transgender journalist in Kerala) on transgender discrimination.

The college vehemently supports the safety of students by providing safe and homely stay in the hostels located inside and outside the campus with 24 hours security. The campus is under CCTV surveillance which ensures safety and security in classrooms, corridors, gates and passages. The Institution stringently monitors the entry of vehicles and individuals to the college premises. Grievances of students related to medical, hostel, academic and safety are resolved immediately by the management and faculty by taking necessary actions. Medical care for students is provided at Pushpagiri Medical College, Tiruvalla, which is in close proximity to the college campus.

Common rooms are allocated for students on the campus to facilitate meetings, discussions and for practising cultural activities. The college supports sports, games and other extracurricular activities of students, maintaining gender equality and drawing synergies between them. Both the women’s and men’s hostels have been provided with the gymnasium for the physical fitness of the inmates. The institution provides hygienic washrooms for girls and boys in every block of the building. Ladies’ toilet is supported with a safe and hygienic-sanitary pad disposal system. The institution helps the students to learn and grow together and level up across the board through continuous and constant mentoring and counselling on the campus. This helps the students to nurture their relationships without gender bias. A professional student counsellor also supports the students to accomplish these goals. The yoga sessions offered by the institution helps the students to conceptualize fluidity and non-duality which can powerfully support our understanding of gender.

File Description	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
Link for annual gender sensitization action plan	View Document

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

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

Response: A. 4 or All of the above

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

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

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

Response:

Solid waste management

The institution has a full-fledged solid waste management system with the following mechanisms:

- Segregated collection at the points of generation
- Transportation to the processing unit
- Resource recovery for recycling and reuse
- Processing and disposal

For segregated collection, coloured bins (Green: Biodegradable, Blue: Recyclable, Yellow: Non-Biodegradable) are provided at the points of generation. These wastes are collected and cleared by the cleaning staff on a regular basis. At the campus, biodegradable wastes are processed by composting for the production of biofertilizers. Non- biodegradable wastes like plastics and glasses are sold to local vendors for recycling. Continuous awareness programmes on waste management are telecasted through the campus community radio -RADIO MACFAST 90.4.

Liquid waste management

The college has installed two biogas plants on the campus, which applies different technologies according to the nature and type of waste. The installed bioreactor plants are fully pre-fabricated with a geo-membrane reactor, gas scrubber and pressure booster. The liquid and food wastes from the hostels and canteen are collected and processed hygienically through the bio-gas plants on the campus. The gas generated is collected from a single point and is used for cooking.

Biomedical waste management

The institution develops only a negligible amount of biomedical waste from the bioscience laboratories and is disposed of in accordance with the bio-safety regulations and guidelines. The wastes are collected and cleared on regular basis. Liquid wastes are disposed of into the drain only after proper disinfection. Solid wastes are incinerated using a biomedical incinerator after decontamination by autoclaving.

E-waste management

The IT & Systems wing of the institution examines the available devices as part of its system maintenance and when found defected will be checked for repair. The non-repairable items are categorized as E-waste and the materials will be handed over to the dismantler.

Dismantler: AARZOO ENTERPRISES, 13/363 GLI24, INDIRA VIHAR, NEW DELHI - 94

Items found to be recyclable will be recycled (e.g., printer cartridge)

Waste recycling system

The college installed an eco-friendly Sewage Treatment Plant (STP) in the premises of the boys' hostel for recycling and reusing wastewater. Bio-filtration, aeration and oxidation are the major stages of treatment. The tank capacity is 25000 litres and treated water is used for the purpose of gardening.

Hazardous chemicals and radioactive waste management

The institution generates no radioactive wastes and only a negligible amount of hazardous chemical wastes. Hazardous chemical wastes are treated and disposed of effectively in accordance with the lab safety rules. A material safety data sheet is maintained for all chemicals and the chemicals are treated to make them non-hazardous before disposal.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	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
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for 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: A. Any 4 or All of the above

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

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

1. Green audit

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

Response: A. Any 4 or all of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Details of the Software procured for providing the assistance	View Document
Any other relevant information	View Document
Link for 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 provides an inclusive environment by bringing tolerance and harmony among students, faculty members and all stakeholders. The code of conduct of the college is applicable to all students and faculty members. Continuous orientation programmes are organized to provide a healthy atmosphere to all students irrespective of their cultural, regional, linguistic, communal socio-economic and other diversities. The college conducts several cultural activities to celebrate the cultural diversity of India. International students of the institution are provided with the adequate hostel and food facilities. They are also provided with the platform to interact with the local society for the promotion of harmonious campus life. Regardless of the cultural and linguistic barriers, all the students are provided with additional communication skill classes for the improvement of their skills in public speaking, professional writing, presentations, leadership, etc. The Literary Club of the college helps the students to develop self-efficacy, confidence and to inculcate a flair for the language. Different clubs like Grievance Redressal Cell, Anti-ragging Cell, Women Cell etc. functioning in the campus aims at promoting an inclusive environment with tolerance and harmony.

As a part of interactive learning, the institution organizes industrial visits which allow the students to get exposed to the real working environment, practical perspectives, tolerance and harmony among the employees from various parts of the world. Students get the opportunity to visit India's well known industrial and research institutes such as IIT Allahabad, National Agri-food Biotechnology Institute (NABI) Punjab, Indian Institute of Science Education and Research (IISER) Mohali, National Institute of Plant Genome Research (NIPGR) New Delhi, etc., through the MoUs signed by the college with these institutes.

The NSS Unit of the college organizes programmes on national days such as Gandhi Jayanthi, Republic Day, Independence Day etc., which helps the students to strengthen the bond between states to fortify the unity and integrity of India.

The College organizes national level fests such as 'Tantra', 'Technitrous', 'Pranah' and 'MACFIESTA' to encourage the students from different parts of India to participate in various co-curricular and extracurricular activities. The Wednesday gatherings conducted by the college every week provide an inclusive platform for the students from diverse backgrounds to present and share their cultural heritage. The College provides scholarships as financial support to students from economically backward classes. Merit scholarships are awarded to students with academic excellence.

The college has the practice of celebrating commemorative days of national and international importance where students and staff are encouraged to conduct various programmes on national unity, communal harmony and national integrity.

Different festivals like Onam, Christmas, etc., celebrated by the college also provide a platform for the students and staff to interact with each other to imbibe the value of tolerance and harmony. The department-wise seminars, workshops, and outreach programmes are also conducted at periodic intervals to promote communal harmony and tolerance among the students and faculty members of the institution.

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 college has taken initiatives to impart proper awareness to the students and employees about constitutional laws, values, rights, duties and responsibilities of citizens through orientation programmes. A special emphasis is given to intellectual property rights (IPRs) with an increasing focus on innovation, research and cross-border collaborations among the students and faculty members.

The Code of conduct of the college addresses the duties, responsibilities and rights of academic fraternity, which provides an opportunity to understand the expectations of the college with respect to academic matters and personal behaviour.

The NSS unit of the institution organizes various camps such as blood donation, stem cell donation, hair donation to instil the values, rights, duties and responsibilities among students and staff. As part of Swachh Bharat initiatives, students were actively involved in the cleaning programme 'Punyam Poonkavanam' at Sabarimala organized by the institution in association with Kerala Police. At the time of the heavy flood in the year 2018, students were also involved in different support activities like the cleaning process, distribution of food, essentials and fund collection for the flood-affected areas in Kerala. Other programmes like traffic awareness, cyber awareness was also initiated by the college to promote human values and social responsibilities.

The Vimukthi Club is formed in the college with a view to supporting the Kerala Government's Vimukthi Programme. The club is functioning actively on the campus to give awareness about liquor and narcotic abuse among students, faculty members and all other stakeholders.

Radio MACFAST 90.4 in association with Press Club Pathanamthitta organized a Media Seminar on the topic "Role of Youth in the Forthcoming General Election" for educating about the rights and responsibilities of a citizen.

In order to create social awareness regarding the responsibilities and duties of a citizen, Mini Marathons were organized by the college in association with Kerala Police & Kerala State Sports Council. The first Mini Marathon with the theme "Rebuild Kerala" was organized on 3rd January 2019 to enlighten the people, regarding the importance of unity to rebuild the state from the unexpected floods. The present generations have to thwart cyber-attacks that have been increasing in the country. To give awareness regarding cyber-attacks, the second Mini Marathon was organized on 14th December 2019 with the theme "Run for Cyber Safety".

The College developed six Android applications with the help of the students to support the Kerala Police in efficiently handling the Covid-19 pandemic.

File Description	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: A. All of the above

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

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

Response:

The college celebrates numerous festivals/days/events of national/international importance to promote national integrity and to acknowledge the unification of cultural and religious identities.

National Science Day Celebrations: The college celebrates National Science Day on 28th February every year. School of Biosciences organizes quiz competitions, invited talks, etc. in the event.

International Yoga Day: Every year the college celebrates the International Day of Yoga on the 21st of June. Yoga sessions and activities are arranged to promote the physical and mental well-being of students and staff.

World Food Safety Day: To create awareness of the health consequences of contaminated food and food adulteration the world food safety day is celebrated on 7th June.

Women's Day: Women's Day is celebrated on 8th March to give emphasis on gender equality and women empowerment. Different programmes are organized to identify and showcase the talents of women

including self-defense sessions.

World Radio Day: World radio day is celebrated on 13th February. Radio MACFAST 90.4 have broadcasted a special programme- ‘Radio Innale Innu’ and organized an outdoor programme of sharing public experience regarding the impact of radio.

Gandhi Jayanthi celebrations: On 2nd October college celebrates Gandhi Jayanthi every year. Considering Swachh Bharat as a motto college NSS unit organizes, cleaning activities, planting trees, awareness talks etc.

World Environment Day: The college celebrates World Environment Day on 5th June every year. Sapling distribution is being conducted jointly by the college NSS unit and forestry club. Awareness programmes related to the environment and sustainable living are organized for staff and students. Programmes include quiz competitions, essay writing, photography competition, seminars and webinars about the theme are also conducted.

Independence Day: The institution celebrates Independence Day on August 15th every year by hoisting the national flag on the campus followed by the Independence Day message by the Principal and Administrator.

Teachers’ day: The college celebrates Teachers’ Day annually on September 5 to mark the birthday of the country’s former President, Dr Sarvepalli Radhakrishnan. Students organize cultural events with teachers.

Republic Day: To honour the constitution of India, the institute celebrates republic day on 26th January every year. The celebration starts by hoisting the national flag on the campus followed by the Republic Day message by the Principal and Administrator.

Apart from these, Onam and Christmas are celebrated every year on the campus by organizing cultural events. A special Onam meal called “onasadhya” is provided to all students and staff during the Onam celebration. The programmes officially start with an inaugural speech/message by the principal. ‘Onappatu’, ‘Athappookalam’, ‘Malayalimanka’ and carol song Competitions are also organized by the institution.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	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:

GREEN MISSION: An Institutional Initiative for a Green and Sustainable Campus

The Green Mission envisages the practice of combining environment-friendly activities with green academics. It involves the promotion of environmental culture and development of new paradigms for creating sustainable solutions.

Objectives of the Practice:

1. To promote the Global agenda of “Save our planet”
2. To conserve the resources and to create a conducive environment for the future generation
3. To increase the green core and to balance the carbon emission rate
4. To imbibe a spirit of environmental consciousness and urge for protection of nature.

Context: The campus is blessed with green vegetation and varied habitats like ponds, grasslands and paddy fields. The vegetation in and around the campus is dominated by varieties of flora and fauna. The avifaunal diversity of the campus is well recognized. The green mission focuses on protecting, restoring and enhancing the existing green environment of the institution. This is achieved by promoting the active participation of the students in programmes related to conservation and sustainable management of natural resources. It envisages a holistic view of greening that extends beyond tree planting. The college has implemented the project “Clean and green Campus” as part of the green mission, it focuses on solid waste management, management of landscaping, energy conservation, water conservation, water quality control and air quality control.

The Practice: Eco-friendly environment is maintained by planting trees and reducing the use of plastic in day-to-day life to promote a “Clean and Green Campus”. The NSS unit, Forestry club and the Radio MACFAST are actively supporting the green practices through various awareness programmes. An ample number of trees, plants and attractive vines on the campus act as rich sources of oxygen. The institute is maintaining a herbal garden of more than 300 species with financial support obtained from National Medicinal Plant Board. The institute also promotes the usage of organic fertilizers on and outside campus through the ‘Jaivam’ farming awareness programme initiated by the Government of Kerala and coordinated by the NSS unit. To highlight environmental promotional activities, one hour in a week is specifically earmarked as “Green hour” in the curriculum. Every Thursday, this session of one hour is organized as follows: 20 minutes for keynote message, 20 minutes for presentation of new plans and goals, 10 minutes for discussions on environmental issues, and 10 minutes for review. The institution has the practice of conducting an Environmental and Green audit to identify environmental compliances and implementation gaps for corrective actions. As part of the Go-Green praxis, the college has installed a 30-cubic meter biogas plant on the campus in 2007. The well maintained and actively functioning solar power plant is used as an alternative source of electricity.

Evidence of success: The institution succeeded in infusing the spirit of environmental consciousness among the students, teaching and non-teaching staff through green mission practices. The college has adopted the policy of using alternative energy resources such as solar power and biogas for its daily requirements. The cooking gas used in the common kitchen is availed from the biogas plant of the campus. The solar power plant of the institution is hand-holding with Kerala State Electricity Board (KSEB) with a wheeling to the grid agreement. The Institute has an effective system for disposal of wastes,

purchase and supply of eco-friendly materials such as pen, file folders, sensor-based LED lamps and introduction of the effective recycling process.

The plastic-free campaign encouraged the students to avoid the use of bottled waters and motivated them to use stainless steel bottles and glasses. The mission resulted in reducing the number of one-time usage plastics on and around the campus. The community radio of the college, Radio MACFAST 90.4 is awarded 'Harithamudra' from the Government of Kerala for its programme 'Krishi Jaalakom'. The green mission helped in enriching the flora and fauna at the campus. The institution is a home place to 140 different species of birds, 77 species of butterflies and around 310 species of plants including red-listed varieties. The campus was recognized by the 'Bird Count India', an informal partnership of organizations and groups working together to increase our collective knowledge about bird distributions and populations. They announced the institution as the 3rd Best Biodiversity campus in Kerala and 10th in India in 2019. The energy and green audits report lauded the success in energy conservation through the systematic usage of renewable energy resources. The report also certifies that the campus is carbon negative. It shows the efficacy of the CO₂ mitigation plans adopted by the institute. Rainwater harvesting and the well-recharge system implemented on the campus have successfully contributed to flawless water management on the campus.

Problems encountered and resources required: Even though the green mission was a great success, the institution could not attain the zero plastic status because of the usage of plastic pens, folders, carry bags, bottles etc. inside the campus. Moreover, the restrictions and lockdown due to COVID-19 during the time span from 2019 March to date drastically affected all the green mission activities. The institution has already implemented the usage of renewable energy resources such as biogas, solar power plant etc., but 100% replacement of current energy source is not yet achieved. In the present situation, we require solar panels with enhanced capacity to meet the increasing need and more biogas plants to increase gas production.

MACFAST KNOWLEDGE SCHEME (MAKS) – An Initiative to Create a Knowledge Society through Knowledge Dissemination

As a social responsibility programme of the college, MAKS is initiated in 2012 to identify the potential and skillset of students at the school level. It is a programme intended to create a knowledge society through knowledge dissemination using the academic potential of this college and is continuing as one of the best practices. This scheme aims at enhancing the skill set of the students and training them to identify their potential and inherent talents. It also aims at sharing information among the students and to make them competent for appearing for competitive examinations. This scheme is a revelation to the students to make them aware of the opportunities for higher levels of learning and employment.

Objectives of the Practice:

1. To identify the inherent potential and talents of the high school students and to encourage them to achieve higher academic goals.
2. To provide proper orientation to the students to make them competent and responsible citizens of the society.
3. To create a positive attitude and confidence among students for higher levels of achievement.
4. To provide career guidance and a career orientation by improving their communication and soft

skills.

The Context: The purpose of education is not only imparting knowledge but also encouraging every individual to work for self-development and social growth. In order to cope with the emerging challenges and increasing competition, it needs a focused approach and a knowledge-oriented paradigm of development. To equip the students to face the challenges, an intensive effort is vital. A comprehensive approach to fulfilling the notion 'catch them young' plays a key role in this arena of knowledge dissemination. Right education, right knowledge, the right attitude, enhanced motivation and training from the school level itself is very significant for achieving the full potential of a student.

MACFAST Knowledge Scheme (MAKS) is an endeavour to identify, train and develop the young generation for self and social development. This scheme thrives to identify creative minds, unveiling diverse opportunities and leading them to their desired dreams through appropriate activities. It develops a value system to impart the right knowledge, the right vision, a positive spirit of competition, the courage of conviction and unwavering commitment to excellence. With an intention to provide requirements of knowledge in diverse sectors of career, MAKS envisages providing ample opportunities for career growth and individual development.

The Practice: For the implementation of MAKS, schools from the neighbouring districts of Pathanamthitta, Idukki, Kottayam and Alappuzha are selected. Students from standard 7 to standard 10 of these schools are given continuous training for four years during the Onam and Christmas holidays and during the summer vacations. These training are arranged as residential programmes. The main activities in MAKS are given below:

- Identification of talented students belonging to backward/marginalized classes from the selected schools.
- Assessing the aptitude of the students.
- Inform the students about the scholarships and other schemes available for them.
- Providing effective training for skill development and preparing them for competitive examinations.
- Create social consciousness among students.

- **Selection Process:** The selected schools are visited by the coordinator MAKS and the Station Director RADIO MCFAST 90.4 to give awareness about the scheme to the teachers and students. A list of interested candidates is forwarded by the teachers of each school along with the application of the candidates. A written test is conducted as part of the selection process. Both multiple-choice and descriptive types of questions are included in the question paper set for the test. The question paper is divided into different sections for judging the aptitude, numerical ability and language skills of the students. Those who are qualified in the written test are called for a personal interview. Based on their performance in the written test and the personal interview the candidates are finally selected and are enrolled in the MAKS of the college.

- **Training**

The college has an in-house training team with faculty members who are rendering their services voluntarily. The syllabus and study materials for different subjects are prepared by the team and training and workshops are organized at regular intervals. The classes are pre-scheduled and are engaged by eminent faculty members of the college and invited experts from different fields. Close association with

students, continuous quality up-gradation, feedback mechanisms, training and development exercises, need-based workshops etc. are the salient features of MAKS. The programme also focuses on the improvement of communication skills and personality development. The information regarding MAKS is communicated through letters, tele-calling, Radio MACFAST 90.4 and other ICT media. The performance of the students is evaluated by conducting examinations at regular intervals. MAKS intends to judiciously combine theoretical inputs with experiential learning. The programme is designed to inculcate a strong social orientation and competencies for personal development.

Evidence of Success: The success and effectiveness of the programme are evaluated through the learner's reactions, behaviour and achievements. The feedback from the learners helped in evaluating the success of this scheme. A clear change in intellectual abilities, perceptions, social commitments and behaviour pattern is visible in the students of MAKS from the second year onward as compared to their peers in the home schools. The track history of the learners shows their growth in aptitude, communication, creative skills and improvement in examination results. They become more goal-oriented, focused and enthusiastic to help others and to undertake responsibilities for the completion of the tasks assigned to them. Consecutive improvement in results is also evidence of success.

Problems Encountered: To establish a working relationship with the schools and school children is not an easy task. As the duration of the programme is more than four years with contact classes arranged only during holidays and summer vacations, without affecting their regular studies. It is difficult to ensure continuous participation in all classes by the candidates. Moreover, the full cooperation and zeal of the parents is a vital factor for the success of this programme. As the classes are on holidays, and annual vacations their family get-together and vacation plans may be affected.

This programme is planned and executed as a residential programme for not less than 180 contact hours in a year, hence the personal needs of all student candidates including their food and accommodation have to be arranged. Cultural and entertainment activities scheduled in the programme requires additional efforts from the organizers. As it is a CSR programme, timely arrangement of financial requirements is also a constraint to the college. The availability of experts in different fields of study is also a problem encountered by the institution. Proper evaluation of the knowledge up-gradation of the candidate is also a matter to be addressed.

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:

“Serve the Society, Care the Society”

The mission of the college emphasises moulding the students to become value-driven, professionally competent and responsible global citizens by providing them with a conducive learning atmosphere at the campus. In addition to the development of core competencies in students to face global challenges, the college instils in them an awareness of their duties and responsibilities towards society at large.

“Serve the Society, Care the Society” programme helps in serving the society through different activities and in creating a deep understanding of human values in the minds of the students. The prosocial values thus developed inspire the students to practice them in their personal life too. Students are always encouraged to undertake community development activities that contribute to their personality development and socio-economic commitment. The activities conducted under this scheme are given below.

Community Development Activities of RadioMACFAST 90.4FM

True to its tagline ‘Nattukarku Koottayi’ (Community’s Companion), RadioMACFAST 90.4FM strives to be “a partner friend in all the endeavours of the local populace”. This community radio of the campus gives voice to the voiceless and acts as a centre for social, cultural and national integration. It intends to work towards creating a civil society with a growing sense of community values, irrespective of caste, creed, age, gender or discrimination based on level of education. The major programmes of Radio MACFAST 90.4 under the “Serve the society with Care” programme are Clean & Green Thiruvalla Project, War Against Drugs, Hridayaspandanam (Free Heart Surgery Programme), Nervazhi (Road Safety Programme), Sthree Shakthi (Women Empowerment Programmes).

‘Arivum Athijeevanavum’: COVID-19 Relief Initiatives

‘Arivum Athijeevanavum’ is a project initiated by MACFAST to support the public during the COVID-19 pandemic with several programs given below.

The college has developed and handed over android applications used for tracking and reporting the spread of COVID-19 to the Police department and District Administration of Kottayam, Pathanamthitta and Alappuzha. **COM-BAT** (Corona Outbreak Management – Bringing Action Together), **ADM** (Alappuzha Disaster Management) and **CMS** (COVID-19 Monitoring System) for the coordination of the disaster response teams, **MLRC** (Migrant Labours Registration Certificate) for data collection, analysis and interpretation of migrant labourers, **CGFAS** (COVID-19 Geo-Fencing Alert System) for tracking quarantined citizens and **CLUE** (COVID-19 Live Updates for Everyone) to provide live updates from the administrative bodies.

Other initiatives of this project are online awareness campaigns through Facebook & Instagram; ‘Medi-Talk’ phone-in interview along with daily updates regarding COVID-19 and Preventive & Precautionary measures broadcast by RadioMACFAST 90.4FM; Online Stress Relief Workshop in collaboration with Art of Living Foundation; Making and distribution of COVID preventive products; Distribution of immunity-boosting medicinal plants; Technical support for online classes in nearby schools; Internet recharge for 100 economically backward students; Distribution of 5 television sets for differently-abled students; Installation of drinking water and hand sanitiser kiosk in Thiruvalla town; Volunteered the St. Thomas boys hostel as a non-paid COVID Care Centre for quarantine and the food court as a Vaccine centre of Thiruvalla Municipality.

Cyber Security Awareness

Cyber Law And Security Awareness Programme (CLASA) is an awareness programme funded by the Kerala State Council for Science, Technology and Environment (KSCSTE) under the Science Popularization Scheme. It was executed with the support of the Cyber wing of Kerala Police and Radio MACFAST 90.4 FM in 70 educational institutions including schools and colleges of Kerala. CLASA successfully created awareness on Cyber Law & Security among the students through training programmes that focused on the hidden threats in cyberspace. The programme also promoted safe internet practices among the youth and cautioned them against sharing sensitive data as they are the potential targets of cyberbullying. Students were educated on the risks of online games, safety on e-commerce sites, theft attacks, internet and mobile banking.

Provision of basic amenities

The institution is constantly supporting the local communities by providing basic amenities like food, clothes and shelter with the help of students, staff and alumni. Food and other essential commodities were distributed at the adopted village, Njavanamkuzhi of Thiruvalla municipality. Lunch packets were also distributed at Taluk hospital, Thiruvalla. As part of the charity initiative of RadioMACFAST 90.4FM, an amount of INR 4,00,000 was donated to a non-teaching staff for house construction.

The college organized several activities during the floods of 2018. An emergency control room was opened to help the Disaster Response Team of the District administration for the rescue operations. RadioMACFAST 90.4FM broadcasted the flood alerts of the Government officials promptly. Temporary relief camps for the flood-affected people were opened on the campus. Food and other basic amenities were provided to several relief camps. Students and staff have volunteered for cleaning activities and books were distributed to the needy students. A lump sum amount of INR 7,41,520 was collected from students, staff, alumni and management. INR 3,59,400 was donated to the Chief Minister's Distress Relief Fund (CMDRF). The remaining amount of INR 3,82,120 was utilized for providing food and other basic amenities to the flood-affected families in and around Thiruvalla. The NSS unit of the college collected food materials and clothing worth INR 73,226 and handed it over to the District Institute of Education and Training, Thiruvalla in 2019.

Health and Environmental Awareness

Medical camps were organized and distributed medicines with the help of Pushpagiri Medical College Thiruvalla and Microlab Laboratories. Stem cell donation camp in collaboration with DATRI (Blood Stem Cell Donors Registry) and several blood donation camps in collaboration with Blood Donors Forum were regularly arranged on the campus. Cancer awareness related hair donation and 'Say no to drug' awareness programmes were the other initiatives that promoted health awareness.

Sanitation and waste management initiatives of the Swachh Bharat mission were implemented by cleaning several government school premises, public roads and tourist places, bus stops, railway stations and a local temple pond. Several collaborative efforts were initiated in association with governmental and non-governmental organizations like Plastic collection and awareness initiative with the Southern Railways, Punnyam Poonkavanam-Sabarimala cleaning programme with Kerala Police, Jaivam-organic farming awareness with Mahatma Gandhi University, Kottayam.

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

NAAC

5. CONCLUSION

Additional Information :

Future Plans

- To become an Autonomous Higher Education Institution focused on Research and Innovation.
- To realign the existing Post Graduate Programmes in tune with National Education Policy (NEP 2020).
- To commence integrated academic programmes of diverse disciplines so as to accommodate the growing needs of society and the corporate sector.
- To build up a centralized library complex to accommodate MLIC and to function as a knowledge hub.
- To establish a Staff Training Centre for organizing training and development programmes for teaching and non-teaching staff of Higher Education Institutions.
- To strengthen consultancy services of the institution to meet the needs of the industry, corporate sector, social organizations Govt. departments and NGOs.
- To upgrade the Departments of Management Studies and Computer Applications as approved Research Centers of the University.
- To handhold neighbouring Higher Education Institutions in their pursuit of the quality assessment and accreditation process.

Concluding Remarks :

From its very inception, MACFAST emphasized the principle of value-based quality education to nurture and develop young people as professionally competent and responsible citizens. The conducive learning environment in the institution was reflected in the performance of the students in University examinations over the years. The institution has a strong network of its alumni all over the world as practising professionals and entrepreneurs.

Utmost care is taken by the authorities in maintaining an inclusive environment that caters to the needs of the students from diverse backgrounds. The IQAC had taken special attention to the peer team recommendations and taken appropriate initiatives to improve the quality aspects of the institution.