YEARLY STATUS REPORT - 2021-2022

Part A
Data of the Institution

1.Name of the Institution	Mar Athanasios College For Advanced Studies Tiruvalla
• Name of the Head of the institution	Dr. Varghese K. Cheriyan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04692730300
• Mobile no	9447353546
• Registered e-mail	principal@macfast.org
• Alternate e-mail	iqac@macfast.org
• Address	Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST), Thiruvalla, 689101, Kerala, India
• City/Town	Thiruvalla
• State/UT	Kerala
• Pin Code	689101
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Mahatma Gandhi University, Kottayam**
• Name of the IQAC Coordinator	**Dr. Ligo Koshy**
• Phone No.	**9496550768**
• Alternate phone No.	**9947335477**
• Mobile	**9496550768**
• IQAC e-mail address	**iqac@macfast.org**
• Alternate Email address	**iqaccoordinator@macfast.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://macfast.org/wp-content/uploads/2023/02/AQAR-20-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://assessmentonline.naac.gov.in/storage/app/public/aqar/26777/26777_118_279.pdf?1675741729

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**A+**	**3.37**	**2022**	**Nil**	**Nil**

6.Date of Establishment of IQAC	**04/08/2014**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	SERB Start-up Research Grant	Department of Science & Technology - Science & Engineering Research Board	2021	29.61 Lakhs
Institutional	One district, one idea	Kerala Development and Innovation Strategic Council	2021	4.67 Lakhs

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• Introduced Outcome Based Education (OBE) • Introduced a Biometric Gate register in Library to monitor library usage • Registered as a participating institution under Unnat Bharat Abhiyan • Training

Session for Faculty members on LMS (Moodle platform) • Training session for the faculties on effective mentoring

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

Plan of Action	Achievements/Outcomes
Introduce Outcome Based Education (OBE)	Organized a workshop on Outcome Based Education (OBE) for the faculty members. Started preparing lesson plans and Question papers by incorporating Blooms Taxonomy
Introduce Biometric Gate register in Library to monitor library usage.	Installed Biometric Gate register in the Library on 14th March 2022.
To register as a participating institution under Unnat Bharat Abhiyan	The institution is regnisted as a participating institution under Unnat Bharat Abhiyan scheme. The Adopted villages are Kavumbhagam, Ezhumattoor, Cherukole, Ayroor and Aruvappulam
Training Session for Faculty members on LMS (Moodle platform)	Faculty Members are familiarized to Moodle based Learning Management System. Students can access course materials through Moodle platform
Training session for the faculties on effective mentoring	Organized training session on for effective mentoring for the faculty members

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	29/11/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	**29/11/2022**

15.Multidisciplinary / interdisciplinary

MACFAST has always strived for a multidisciplinary and holistic approach in designing academic programmes and co-curricular activities. Strategic plans have been developed for initiating new programmes. Add-on programmes are designed to provide multidisciplinary competencies for students to keep pace with global initiatives. As an affiliated institution, the college collects feedback from employers and alumni and shares the results with the affiliating university to introduce integrated courses. Students are encouraged to take up multidisciplinary/interdisciplinary projects. Students are sensitized towards community engagement services through various institution initiatives such as NSS, Swatch Bharath Abhiyan, Unnat Bharat Abhiyan etc. Students are encouraged to formulate teams from different disciplines to organize programmes like MACFIESTA (National Level fest). Affiliating University designs the programme in such a way that students get maximum flexibility in choosing elective courses. The Affiliating university is proactively working towards implementing the suggestions given in the NEP and the college has also made preparations to implement NEP 2020. The research forum provides a platform for faculty members and students to share and discuss contemporary issues of interdisciplinary dimensions.

16.Academic bank of credits (ABC):

Being an affiliated college the implementation of the Academic Bank of credits depends on the guidelines of the affiliating university. However, the institution is mentoring each student to create a DigiLocker account, so that they can directly port to ABC account once it's completely operational. The institution is a local chapter of Swayam and NPTEL learning platform since December 2015. Students are encouraged to enrol in the courses offered through this platform from institutions of National repute. Many students have become toppers with ELITE certifications during the last year. Faculty members participate in the Board of Studies of their discipline and get involved in the design of the syllabus. The institution maintains a digital repository of credits earned by the students from various courses.

17.Skill development:

The institution is offering skill enhancement programmes which

include soft skills programmes, life skills programmes, and ICT skills for promoting global competencies and for holistic development among students. Industrialists and Alumni who have mastered various skills are invited to impart domain-specific skills to bridge the gap between theoretical knowledge and practical applications in the workplace. Roleplays and case study methods are used by the faculty members to impart problem-solving and team-building skills among students. Capacity-building initiatives are often offered in a virtual and blended mode which ensures better participation from the students. MACFAST Innovation and Corporate Synergy is an initiative of the college for the holistic development of the students through associations with the corporate sector and for encouraging student entrepreneurs. Through MICS various workshops, orientations and practical sessions are arranged for the students to improve communication skills, aptitude skills, ICT, life and soft skills like yoga, communicative English and the like.

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

Institution integrates and promotes the study of literature, the local language, history, art and culture among students through discussions, debates, field visits, heritage visits, and commemorating and observing days of national importance. Students practice and perform traditional art forms in University level cultural festivals. The arts Festival conducted at the campus by the college student's union provides an opportunity for the students to participate in traditional art performances. The college union celebrates all festivals and traditions of national importance, inclusive of all strata of people on the campus, to take the significance of these traditions to all. A course on business ethics in the MBA curriculum focuses on the relevance of Indian ethos in business and creating awareness among management students regarding their cultural heritage, human values and social commitment. The curriculum of the M.Sc. Phytomedical Science and Technology include 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 the 21st of 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.

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

The institution has taken steps to implement Outcome Based Education for all the programmes offered on the campus. All programmes conducted by the college have clearly stated programme outcomes, programme Specific outcomes and course outcomes which are designed keeping in mind the regional and global requirements. Introduction to OBE is given to the students during the orientation sessions. Programme and programme-specific course outcomes are discussed with them further by the respective departments and by the course instructors. Programme outcomes and programme-specific outcomes are displayed at various locations within the campus and even on the college website. Institution-level initiatives have been taken up to equip the teaching community by conducting FDPs and training on the importance of OBE. Faculty members prepare lesson plans and question papers following Bloom's Taxonomy and OBE

20.Distance education/online education:

The college is equipped with updated and adequate IT infrastructure, for conducting online programmes. For implementing Distance/ Online education, the institution has taken the initiative to associate with MOOC platforms and has become an active Local Chapter in the SWAYAM-NPTEL platform. The institute's digital library has enhanced access to e-resources. The Library is digitalized with access to E-books and E-journals. The E-Content Development Centre on the campus facilitates the creation of digital content to support digital learning. The college has increasingly used digital platforms for engaging classes, and organizing seminars, conferences etc. institutional level MOODLE LMS platform caters for the distribution of reading materials, submitting and evaluating assignments and conducting examinations

Extended Profile

1.Programme

1.1   **222**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **691**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **211**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **346**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **43**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **47**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	**222**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
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File Description	Documents
Data Template	[View File](#)

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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**43**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**47**

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**316.53**
4.3 Total number of computers on campus for academic purposes	**210**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The goal of an academic institution is to produce radiant minds who would contribute to the progress of society. 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 has limited flexibility in the curriculumgiving emphasis on the holistic development of students. For ensuring the effectiveness of the curriculum delivery, college has developed a structured approach involving four phases.

Planning Phase

The IQAC in consultation with Heads of the Department design an Academic Calendar. Faculty members formulate lesson plans and add-on programmes to equip students for better employment / higher education.

Implementation Phase

The institution adopts a blended mechanism for effective curriculum delivery.This includes ICT enabled sessions and online platforms like Zoom, Google Classroom, etc. Lecture notes, slides, and question banks are made available through online platform. The college also offers a Book-Bank scheme to all students.

Evaluation Phase

Periodic assignments, presentations, and assessment tests are used for proper evaluation of student's performance.

Follow-up phase

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

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://macfast.org/wp-content/uploads/2023/01/Effective-Delivery-of-Curriculum.pdf

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

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 ContinuousInternal 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	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

9

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

3

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

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

271

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

1.3 - Curriculum Enrichment

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

The college always focuses on environmental issues, and on improving human values and professional ethics. 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 ancient Indian Epics and their relevance in modern management. It helps to enlighten the students about ethical principles in business, work ethos, duties and responsibilities of professionals.

Gender

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

Human values

The course on Business Ethics focuses on creating awareness regarding the relevance of Indian ethos in business. The course helps to develop awareness regarding 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.

Environment and Sustainability

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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

3

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

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

103

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://macfast.org/feedback-portal/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

337

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

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

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

170

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

2.2 - Catering to Student Diversity

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

The institution has effective mechanisms to address the diverse issues related to the different learning levels of the students. The continuous assessment is done based on the marks secured in the Internal Examinations. Apartment from academics, the assessments for Aptitude skills are also done periodically. Based on the assessments the students are categorized into 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. The improvements in their learning levels are assessed.

Personal Counselling and Mentoring: Counselling sessions are arranged by the class in-charges and mentors.

Aptitude training: Special attention is provided to the students to improve their aptitude skills by conducting training and tests.

Advanced Learners

Add-on Programmes: These programmes are offered to equip the students to gain 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, NPTEL.

Participation in Seminars & Conferences: Students are encouraged to attend and present papers in seminars and conferences

Recognitions: University Rank Holders are awarded certificates at the Graduation Ceremony.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
691	**43**

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

2.3 - Teaching- Learning Process

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

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.

Practical Training: Students are trained in Mushroom cultivation, Tissue culture, Water Analysis, Software development, Share trading, etc.,

Training Programmes: The College conducts various training Programmes like soft skills training and aptitude training for capacity building and skill enhancement.

Outbound Experimental Learning (OEL): OEL Programme provides an opportunity to develop managerial competencies among the students.

Participative learning

G. N. Ramachandran Science Club: The club organizes conferences, seminars, and webinar series for providing recent developments in Science and Technology.

YES Plus (Youth Empowerment and Skills Plus) Programmes: This

programme is conducted in association with the Art of Living Foundation, Bengaluru which blends ancient wisdom, yoga, pranayama (breath control), and meditation.

Problem-solving Methodology

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	Documents
Upload any additional information	View File
Link for additional information	https://macfast.org/wp-content/uploads/2023/02/GN-Ramachandran-Science-club.pdf

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

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) and equipped with LCD Projectors and Interactive Boards. The entire campus including the hostel is Wi-Fi enabled (24X7).

Faculty members use interactive boards, LCD Projectors, and various online platforms such as Zoom, Google classroom & Edmodo etc for ensuring the effectiveness of the teaching-learning process. This enables the institution to conduct online classes, arrange 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, and 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 to equip them to conduct experiments virtually.

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

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

2.3.3.1 - Number of mentors

43

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

2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

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

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

2.4.3.1 - Total experience of full-time teachers

298

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

2.5 - Evaluation Process and Reforms

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

The college gives utmost care to manage 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. Three internal tests including the model examination are conducted each semester. The internal examinations are conducted as per a pre-determined schedule given in the Academic Calendar. The schedule of the examination is informed to the students sufficiently earlier. The question papers are prepared by the concerned faculty members by keeping in view the perspectives of Programme-specific outcomes, and course outcomes. 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 the grievances of the students if any are duly addressed.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

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.

Grievance related to conducting examinations: Students can report grievances related to the conduct of internal examinations to the faculty 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 in charge of examinations, is forwarded to HoD and to the Grievance Redressal Committee.

Grievance related to evaluation: After the evaluation, the internal examination marks are published and the students can report the grievances within 7 days from the date of publication.

The college has a system to address the grievances at the following levels; at level of the Course Instructor, At the level of Heads of the Department, and atthe level of the Grievance Redressal Committee.

The grievances if not settled at the level of HoD shall be forwarded to the Grievance Redressal Committee. The committee addresses and settles the grievances in an unbiased manner.

The students can report grievances related to external examinations, directly to the University.

File Description	Documents
Any additional information	View File
Link for additional information	https://macfast.org/wp-content/uploads/2022/03/2.5.2-Internal-external-examination-grievance-redressal.pdf

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.

The college offers multi-disciplinary programmes at the Postgraduate Level. The Programme Outcomes (POs) and Course Outcomes (COs) are designed by the affiliating University. These outcomes are extensively notified through various means such as the 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	Documents
Upload any additional information	View File
Paste link for Additional information	https://macfast.org/wp-content/uploads/2023/02/CO-PO-PSO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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.

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, projects and course viva.

The evaluation of the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes is measured by considering the pass percentage and ranks secured in the University examinations.

Indirect Evaluation:

Feedback surveys: The surveys are made accessible to students, parents, alumni, and employers through feedback.

PTA meetings: It helps to realize the perspectives of the parents about their wards in the respective Programmes of their study.

Career progression of students: The data of students placed in organisations through campus placements, progression towards higher studies and entrepreneurship depicts the attainment of COs, POs and PSOs.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

315

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

2.7 - Student Satisfaction Survey

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

<u>https://macfast.org/wp-content/uploads/2023/02/2.7.1-SSS-Analysis-2021-22.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

34.28

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	<u>View File</u>
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college organizes various programs and events to stimulate the innovation ecosystem among the students. MACFAST Innovation and Corporate Synergy ('MICS') have been actively involved in organizing many programs. 'Union Budget 2022', post-budget analysis was conducted by the students.

'MACFIESTA', the national level fest of MACFAST supports students to develop organizational capabilities in conducting large-scale events. The students themselves organize and manage all activities of the fest including registration, and conduct of events. Effective knowledge transfer is happening with activities like developing a website for the national-level fest.

G. N. Ramachandran Science Cluborganizes various talks from industry practitioners and science experts. Emphasis is given to research methodology, entrepreneurship and IPR-related activities as a platform to enable effective knowledge transfer.

'Monday Seminar' is a student-initiated activity which acts as an engine for knowledge sharing. Students are requestedto present the latest innovation in research fields which will be discussed among their peers adding to their scientific knowledge.

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

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

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

7

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

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	https://macfast.org/research-facilities/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

during the year

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

3

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

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

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

23

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The institution emphasizes organizingprogrammes that focus on mobilizing the student community for an active societal role through extension activities. The NSS unit of MACFAST with two units of service-oriented student volunteers leads these activities. They have undertakenseveral effective extension activities such as free eye testing campaigns, free bag distributionetc in the villages adopted by the NSS unit. The student volunteers have adopted 5 villages as part of their service orientation. The MACFAST Knowledge Scheme (MAKS), is designed to prepare students to address social issues and enhance their leadership skills. Prospective aspirants are trained for competitive exams such as CMAT/KMAT/LBS. School students from nearby schools are also invited to attend free science education programmes. Radio MACFAST 90.4, the on-campus community radio actively engages and intervenes in the social affairs and needs of

the locality. With the famous tagline "Nattukarkku Kootayi" (friends of the locality) and over ten lakh listeners, Radio MACFAST 90.4 remains the popular platform of the vox populi. All efforts are to stimulate a strong sense of social responsibility among the students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

4

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

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

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

69

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

3.5 - Collaboration

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

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

6

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<u>View File</u>
Any additional information	<u>View File</u>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

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.

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

The institution has three blocks viz, the Administrative Block, Academic Block, and Biosciences Block with a total built-up area of 20144.59 sqm. There are 21 classrooms out of which 3 are smart classrooms together with a seminar hall, an AC auditorium, 2 tutorial rooms, 7 well-equipped science laboratories, a food court, a bakehouse, 7 staff rooms, an examination hall with CCTV surveillance and a common space for recreation. The classrooms and tutorial rooms were equipped with modern pedagogical tools. 11 water purifiers, 164 CCTV cameras and 54 Wi-Fi access points were installed at different locations. As a disabled-friendly campus, the institution has ramps, sign boards, elevators, assistive technology at the library and special washrooms.

The well-stacked Library Information Centre with 39373 books, 200000 eBooks, 21893 e-Journals, a Digital library, and Book bank facilities are available at the campus. The computer lab has 190 computers with 100 Mbps internet connectivity and interactive

boards. The Herbal Garden for conservation of germplasm of medicinal and aromatic plants. The Technology Business Incubator - Start-up Kendra for You (SKY) provides entrepreneurial support for business aspirants among the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://macfast.org/facilities/

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

The institution provides ample facilities for cultural activities, sports, games (indoor and outdoor),gymnasiums and a yoga centre. The sports facilities provided by the collegeinclude a basketball court with a gallery, a shuttle badminton court, a volleyball court, table tennis, carroms and chess. The Annual sports meet is conducted to bring out the inborn talents and to develop sportsmanship among students. Gymnasiums in boy's and girls' hostels have modern equipment like Double Bar, Weighing Machine, Pull-down machine, Pec Deck machine, Forearm curl machine, Stationary bike, Power Lifting and Weightlifting 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.

The college has an 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 is also available. The lobby is earmarked as a commonplace for the students to gather and practice for cultural activities. A multipurpose open-air stage and an open stage are available for the National level Techno-cultural fest, MACFIESTA and festivals like Onam, Christmas, etc. The students are also encouraged to exhibit their talents as programme producers and Radio Jockeys on the campus community radio, RadioMACFAST 90.4 FM.

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

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

25

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

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

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

83.85

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

4.2 - Library as a Learning Resource

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

MACFAST Library & Information Centre (MLIC) is automated with the latest version of KOHA (ver. 20.5.07.000), an Integrated Library

Management Software (functioning since 2016) with a seating capacity of 185, a total of 39,373 volumes of books, 10,595 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 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 Online 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.

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

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

19.38

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	<u>View File</u>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

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

51

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

The Institution is providing state-of-the-art IT infrastructure with periodic assessments 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 – 200 Mbps (ISP(s): Alliance,100 Mbps, 1:1 Leased Line; Stampede, 100 Mbps, 1:1 Leased Line)

Firewall – SOPHOS XG 330 Fullguard with enhanced support.

Access points – 54 (NETGEAR Model WAC510 with Dual Band)

Switches – 18 POE Switches and 5 Data switches (Fiber)

CCTV:

13-06-2023 11:34:09

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

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

4.3.2 - Number of Computers

210

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

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

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

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

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.

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

The Administrative Council with the Principal as the Chairman and, the Manager, Academic Director, 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 works are reported to the Administrative Council and executed through appropriate agencies.

The Estate Supervisor is in charge of undertaking the maintenance of infrastructure facilities, furniture repairs, masonry and plaster work, 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. The restrooms are cleaned twice a day and marked the same in the log charts provided

The campus has 164 CCTV surveillance cameras, Fire extinguishers near the potential fire hazards, a generator of 81 kVA power, and 390 Solar panels which generate 130 kVA power are installed. 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	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

38

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

93

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://macfast.org/wp-content/uploads/2022/03/Report-on-Capacity-Building-and-Skill-Enhancement-Programmes.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

579

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

579

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

96

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

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

5.2.2.1 - Number of outgoing student progression to higher education

1

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

8

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

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

As per the established process and norms of the affiliating University, the college ensures the representation and engagement of students representation in various bodies and curricular and co-

curricular and extracurricular activities.The students'
councilmeets at least once in every month to discuss the conduct
of numerous events apart from the curriculum. These members of the
student council are keen on maintaining the eminence of all
events. Students' council activity includes :

- Volunteering the conduct of Satgamaya and foundation
  programme of new batches of different departments
- Coordination of Dakshina (graduation ceremony)
- Organising programmes of the National Service Scheme (NSS),
- Managing students' representation in internal and external
  fests/events, seminars, conferences, business conclaves,
  paper presentations, placement related activities.
- The student council is also partaking in all social
  responsibilities (along with MACFAST-a community radio
  channel) and green and clean initiatives of the institution.

Student representation in various clubs and committees includes:

- Library committee
- Sports Club
- Arts Club
- Science Club
- EDC Club
- Forestry Club
- Women Cell
- National Service Scheme

File Description	Documents
Paste link for additional information	https://macfast.org/student-forums/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

21

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The institution has a registered Alumni Association. To enhance the effectiveness of academic, non-academic and administrative activities alumni association conduct regular meetings. The alumni association contributes significantly to enriching and contributing quality enhancement through industry interaction, soft skill training, career counselling, interaction with newly joined students etc. The institute is fruitfully utilizing the potential of the well-established alumni network. Alumni interactions are conducted as Home Coming Series where both online and offline meetings, presentations and interactions are included. The NRI alumni also have a commendable contribution and a gulf chapter is regularly participating in it. Personal interactions with the faculty members and office bearers of the Alumni Associationare also carried out by those who were unable to attend formal meetings due to time constraints. 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 journals, and national and international conferences.**

File Description	Documents
Paste link for additional information	https://macfast.org/distinguished-alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   A. ? 5Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college has set its vision and mission to provide value-based quality education focused on research, innovation, entrepreneurship, personal development, professionalism, and human values. It aims at preparing the students with moral uprightness, global competency, academic excellence, and social commitment. The policies and programs of the institution are framed by the Governing Board and the Academic council in its annual general meeting which consists of educational visionaries, eminent academicians, professionals, and industrialists in tune with the requirements for attaining the vision and mission of the college. A multi-tiered system comprising of the administrative council, core committee, and council of Head of the departments functioning in the college. The principal takes all strategic decisions of a routine nature and formulates the strategies for the implementation of the decisions taken by the Governing Board and the Academic Council. The vision and Mission statements are exhibited at the main centres of the campus as a way to get it to familiarize all the stakeholders. It also helps to integrate the perspective of the vision and mission of the college in organizing various academic programmes initiated by each department of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The college promotes a culture of decentralization and participative management by delegating authority and responsibilities at different levels for the performance of both academic and administrative functions. One of the different areas in which the practice of decentralization and participative management are effectively implemented is in MACFAST Innovation and Corporate Synergy (MICS), which is an initiative to empower and engage students with industries to instil the spirit of innovation and entrepreneurship. Formulation and execution of the projects are vested with the Chief Coordinator. The Start-up Kendra for You (SKY), the incubation centre functioning under MICS provides the facilities to the students to ignite their entrepreneurship dreams. Budding entrepreneurs are offered a furnished office space with high-speed internet connectivity, along with the other common services by the college.MACFAST Technologies is yet another initiative of the institution for addressing IT requirements. The duties and responsibilities of the Coordinator Of SKY and the head of the MACFAST technologies are well defined and are accountable to the Chief Co-ordinator of MICS who is accountable to the Principal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college sets out a framework of the priorities of the college for the accomplishment of its vision and mission. Increasing the student placement record by providing skill development and value-added programmes is one of the activities successfully implemented based on the strategic plan of

this institution. The college has developed a clear strategy to prepare the students for different placement options such as on and off-campus placements, self-employment, entrepreneurship development etc. The Corporate Relations Department conducts timely discussions with prominent recruiters and initiates the signing of MoUs with industries and think tanks to boost the employability of students. Placement drive sessions are conducted after the placement training programs to evaluate student performance.

A mentoring programme focussing on the skill set of students was also organized to fill the existing gap if any. Inputs are taken from the industry to design training programmes to suit the demands of the industry. This interaction with the industry develops an ideal platform for students to decide on their career plans. Apart from these, Industrial Visits are also conducted every academic year to broaden the student's horizons. The link of campus-workplace connect is alsoestablished for the deployment of this strategy

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

The College has already formulated structured policies for academic and administrative activities. The major academic and administrative decisions are taken by the Governing Board and Academic Council at its Annual General Meeting.

The organogram of the college defines the hierarchy and the reporting system at all levels of management. The duties and responsibilities of the personnel are well defined as per its management policy framework The appointments of the college to various positions are initiated by the HR department. The selection and recruitment process is as per the HR policy framed by the institution. The college has also framed the service rules following the provisions of Kerala Service Rules (KSR) and Kerala Education Rules (KER). The college is very particular in updating

its policies in accordance with the directions from the Department of Higher Education, Govt of Kerala and the rules & regulations of the UGC, AICTE and the affiliating University

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	[View File](#)

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The following welfare schemes are offered to the teaching and non-teaching staff:

1. **Contributory Provident Fund for teaching and non-teaching staff.**
2. **Maternity leave**
3. **Employees State Insurance (ESI)**
4. **Medical insurance scheme for teaching and non-teaching staff.**
5. **Free accommodation to the faculty members who wish to stay on campus.**
6. **Food at a subsidized rate for the teaching and non-teaching**

staff.
7. Interest-free loan to non-teaching staff
8. Festival allowance (Onam & Christmas) to non-teaching staff
9. Restrooms, Drinking Water facility, etc. for all.
10. Transport facilities to and from the Campus
11. Special incentives for publication and attending FDP
12. Reprographic Facilities

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

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

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

8

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

6

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

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

The Institution has a multilayer appraisal system for evaluating teaching and non-teaching staff performance. The evaluation of the teaching staff is conducted at three levels: 1. Self-appraisal 2. Appraisal by students and 3. Appraisal by Administrative Council

Self-evaluation by the faculty members is done at the end of each academic year using a structured self-appraisal form prepared per the guidelines of UGC. The appraisal form has two parts. Part-A is for the general profile of the teachers and Part- II includes category-wise Academic Performance Indicators (API) mainly related to the teaching-learning and evaluation process. The API score is the basis for fixing annual increments Students' feedback on faculty members is collected at the end of each semester and is analyzed on a 5-point scale. Subject knowledge, quality of communication, teaching ability and teaching methodology, classroom management and professional attitude are the parameters used for the evaluation. The students' responses are validated by the head of the department and the principal. The administrative council of the college which includes the Principal, Administrator, Academic Director, and Office superintendent evaluates the overall performance of each teacher on such factors as regularity, punctuality, attitude, commitment, and professionalism. A minimum of 60% of the total score is required to be attained by each faculty.

The evaluation of the performance of non-teaching

staff is made directly by the Administrator and the superintendent of the college. In addition to work efficiency, such parameters as punctuality, regularity, commitment etc. are also evaluated.

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

6.4 - Financial Management and Resource Mobilization

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

The financial planning and management of the college are vested with Finance Committee. The college is following the practice of conducting both internal and external financial audits as per its financial policy. The internal Audit is conducted on half yearly basis by an internal Audit team constituted by a finance committee. The internal Audit is conducted by verifying the books of Accounts and relevant vouchers. The report of the internal audit is submitted to the Principal for placing it before the

finance committee.

The external audit is conducted annually by a Firm of chartered accountants appointed by the management, They verify all the books of accounts and Vouchers and other relevant documents maintained by the accounts department of the college. The external audit is conducted to see whether the Income & Expenditure Account and Balance Sheet are properly drawn up and whether it shows a true and fair view of the financial state of affairs of the college. The observations if any made by the external auditors will be duly addressed

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

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

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

Nil

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

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

The college, being functioning as a self-financing institution, has framed the financial strategies for the mobilization of funds and its utilization. The primary source of income for the college is the tuition fee collected by students semester-wise, Funds are also mobilized by the institution by undertaking projects from funding agencies like DBT, DST etc. Budgetary provisions are given by preparing the college's annual budget for major expenditures. The college has adopted the strategy of fixing priorities to

utilise its resources. The Deficits if any are met by transferring the surplus finances of RADIO MACFAST 90.4 for meeting routine expenses and bank overdrafts for meeting capital expenditure

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

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

The 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 to improve the teaching-learning process and infrastructure facilities.

1. Workshop for implementing NEP

The IQAC has conducted two workshops for the implementation of NEP. The aim of the workshops was to familiarize the faculty members of the college with fundamental principles of the NEP.such as recognizing, identifying, and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres The workshop also has aimed at equipping the faculty members of the college to formulate programmes and thus fulfil the requirements of National Educational Policy

2. Academic Audit

As recommended by the IQAC, 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 who 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 Audit is conducted by an external audit team comprising academic experts from other institutions. The findings and recommendations of both Audit reports, are discussed in the IQAC meetings and corrective measures are implemented through the heads of the departments

File Description	Documents
Paste link for additional information	https://macfast.org/iqac/
Upload any additional information	View File

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

The Internal Quality Assurance Cell of the college is always keen on identifying and implementing the latest innovations in the teaching and learning process Among the different methods introduced, the way of practising blended learning is successfully implemented. Content creation using MOODLE and MOOC was introduced for this purpose. The college has promoted participative methods of teaching and learning exercises and experiential learning processes. The IQAC has framed norms for reviewing the learning outcome at periodic intervals. The IQAC evaluates the feedback of students about the teaching-learning process and teaching methodologies at the end of each semester. The performance of the students in the university examinations, achievements in different competitions, placements in various organizations in different positions etc are considered for evaluating the learning outcomes of the students.

File Description	Documents
Paste link for additional information	https://macfast.org/wp-content/uploads/2023/02/Students-Feedback.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://macfast.org/iqac/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The organisation consistently adheres to the principle of fostering an environment free from sexual harassment and gender discrimination. The college's women's cell has made significant contributions to cyber security, self-defence, and women's empowerment. For students and staff, the cell arranges camps, seminars, self-defence classes, and medical camps. Additionally, Radio MACFAST 90.4 plays an essential role in gender sensitization efforts. Hostel accommodations are secure and comfortable, with 24-hour security and CCTV in the classrooms, hallways, gates, and passages. The institution closely observes how people and cars enter the college grounds. On campus, common areas are designated for students to help in gatherings, conversations, and practising cultural activities. Separate gymnasiumshave already been established in the men's and women's hostel for the residents' physical well-being. Properly maintained restrooms for both boys and girls are provided on every block of the building. For the safe and hygienic disposal of sanitary pads, the washrooms are provided with a hygienic sanitary pad disposal system. The institution's yoga classes assist the students in conceptualising fluidity and non-duality, which are crucial to our understanding of gender.

13-06-2023 11:34:09

File Description	Documents
Annual gender sensitization action plan	https://macfast.org/wp-content/uploads/2023/02/7.1.1-Gender-Sensitization-Action-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://macfast.org/wp-content/uploads/2023/02/7.1.1-Gender-Equity.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution is equipped with a solid waste management system which includessegregated collection at the place of generation, transportation to the processing unit, resource recovery for recycling and reuse, processing, and disposal. At the points of generation, coloured bins are available for segregated collection (Green: Biodegradable, Blue: Recyclable, Yellow: Non-Biodegradable). For handling liquid waste, the college has established two biogas plants on the campus. This collects and hygienically processes the liquid and food wastes from the hostels and canteen. The generated gas is used for cooking. The institution emits far too little biomedical waste from its bioscience labs, and it disposes of it in compliance with biosafety regulations and guidelines. The IT & Systems wing of the institution examines the available devices as part of its system maintenance and when found non-repairable items are categorized as E-waste and the materials will be handed over to the authorized

dismantler. The college installed an eco-friendly Sewage Treatment Plant (STP) on the premises of the boys' hostel for recycling and reusing wastewater. The institution produces very little hazardous chemical waste and no radioactive waste. Proper handling and disposal of hazardous chemical wastes are done in compliance with lab safety regulations.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

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

The college fosters an inclusive environment byfostering harmony and tolerance among students, teachers, and other stakeholders. All students and faculty members are following the code of conduct of the college. The segments of the orientation programme for the newly enrolled students are designed in such a way that addresses their cultural, regional, linguistic, communal, socioeconomic, and other diversities.To honour India's rich cultural diversity, the college hosts a number of cultural events. The college conducts industrial visits as a part of interactive learning and experiential learning process giving the student's exposure to the real working world, practical viewpoints, and the coexistence of co-workers from different cultures. The college's NSS Unit hosts events in honour of special days like Gandhi Jayanthi, Republic Day, Independence Day, etc., which aids students in fortifying the ties between states and preserving India's unity and integrity. The college has a practice of commemorating important national and international days, where staff members and students are encouraged to organise events that promote unity in the country, harmony among communities, and national integrity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

Through orientation programmes, the college has made steps to ensure that students and staff are properly informed about constitutional laws, principles, and the rights, duties, and obligations of citizens. The college's code of conduct addresses the obligations, rights, and privileges of the academic fraternity and offers a chance to learn about what the institution expects in terms of conduct both inside and outside of the classroom. TheNSS unit of the college arranges a variety of programmes including medical camps to give awareness to the students about healthcare, human rights, duties, and obligations. Radio MACFAST 90.4 also telecast various programmes to educate about the rights and responsibilities of a citizen.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://macfast.org/wp-content/uploads/2023/02/7.1.9.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized   A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

The college is following a practice of celebrating commemorative days and organizing events and festivals of regional, national and International importance in order to uphold national integrity and cultural and religious identities.

Independence day and republic day celebrations are organized by the NSS unit of the college. These celebrations commence with the flag hoisting and thereafter messages of these days are given by the college authorities.

The School of Biosciences conducted theNational science day celebration in collaboration with G N Ramachandran Science Club on February 28, 2022. Dr P G Biju, Assistant Professor Department of Biochemistry University of Kerala gave the introductory address and discussed about the opportunities and challenges in Bio-Entrepreneurship in the Modern Era.

International Women's Day is celebrated on March 8 to honour the social, economic, cultural, and political accomplishments of women. MACFAST women's cell in association with the IQAC celebrated International Women's Day with Dr Fathima Asla and Ms Reshma Mariam Roy, the youngest panchayat president in Kerala, who werethe chief guests of the programme.

The forestry club hosted celebrations for World Wildlife Day, on March 14, 2022. Bird watcher and environmentalist Mr Hari Mavelikkara gave a speech on the "Beautiful World of Birds."

The forestry club of the college has organised a competition for the students in nature photography in conjunction with the celebration of the International Day of Forests on March 21. An

exhibition of the same was also held.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

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

It aims at developing environmental consciousness, balancing carbon emission rates, and promoting the preservation of the natural environment. Efforts have been taken by the NSS, Forestry Club, and Radio MACFAST for maintaining an eco-friendly environment. Conducting Green, energy audits and popularizing green academics, also helps in maintaining a green environment. The college successfully uses renewable energy sources, such as solar power and biogas, to cover its daily energy needs. The use of a wastewater treatment facility, well recharge, and rainwater harvesting, the college has effectively contributed to excellent water management.

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

MAKS aims to improve students' skill sets and help them become competent, making them aware of opportunities for higher education and jobs. MAKS selects students at the school level and trains them with the help of an in-house training team and experts from outside. The learner's responses and successes are used to assess the program's effectiveness. The programme lasts for more than four years and contact hours are only scheduled during breaks and summer vacations; it is challenging to guarantee classes on a consistent basis.

File Description	Documents
Best practices in the Institutional website	https://macfast.org/wp-content/uploads/2023/02/7.2.1-best-practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

"Serve the Society, Care the Society"

The institution places a major emphasis on developing an environment on campus that will support students in becoming morally responsible, professionally competent, and global citizens. At the college, students learn the fundamental skills required to address global concerns as well as their obligations and responsibilities to society as a whole. The "Serve the Society, Care the Society" programme helps students understand human values deeply and engage in a variety of socially beneficial activities. The prosocial values that are so established are encouraged to be practised by the students in their personal lives as well. It is continually encouraged for pupils to engage in activities that promote their socioeconomic involvement and personal growth in the neighbourhood. To make this concept a reality, a number of initiatives are being carried out, including community development initiatives of Radio MACFAST 90.4FM and the provision of essentials like food, shelter, clothing, etc. with the aid of NSS and students. The distribution of medications and the promotion of cleanliness and waste management programmes are both accomplished through health and environmental awareness campaigns.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The goal of an academic institution is to produce radiant minds who would contribute to the progress of society. 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 has limited flexibility in the curriculumgiving emphasis on the holistic development of students. For ensuring the effectiveness of the curriculum delivery, college has developed a structured approach involving four phases.

Planning Phase

The IQAC in consultation with Heads of the Department design an Academic Calendar. Faculty members formulate lesson plans and add-on programmes to equip students for better employment / higher education.

Implementation Phase

The institution adopts a blended mechanism for effective curriculum delivery.This includes ICT enabled sessions and online platforms like Zoom, Google Classroom, etc. Lecture notes, slides, and question banks are made available through online platform. The college also offers a Book-Bank scheme to all students.

Evaluation Phase

Periodic assignments, presentations, and assessment tests are used for proper evaluation of student's performance.

Follow-up phase

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

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://macfast.org/wp-content/uploads/2023/01/Effective-Delivery-of-Curriculum.pdf

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

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 ContinuousInternal 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	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are	**B. Any 3 of the above**

represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

9

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

3

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

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

271

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

1.3 - Curriculum Enrichment

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

The college always focuses on environmental issues, and on improving human values and professional ethics. 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 ancient Indian Epics and their relevance in modern management. It helps to enlighten the students about ethical principles in business, work ethos, duties and responsibilities of professionals.

Gender

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

Human values

The course on Business Ethics focuses on creating awareness regarding the relevance of Indian ethos in business. The course helps to develop awareness regarding 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.

Environment and Sustainability

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.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

3

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

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

103

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	*View File*
Any additional information	**No File Uploaded**

1.4.2 - **Feedback process of the Institution may be classified as follows**	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://macfast.org/feedback-portal/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

337

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

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

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

170

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

2.2 - Catering to Student Diversity

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

The institution has effective mechanisms to address the diverse issues related to the different learning levels of the students. The continuous assessment is done based on the marks

secured in the Internal Examinations. Apartment from academics, the assessments for Aptitude skills are also done periodically. Based on the assessments the students are categorized into 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. The improvements in their learning levels are assessed.

Personal Counselling and Mentoring: Counselling sessions are arranged by the class in-charges and mentors.

Aptitude training: Special attention is provided to the students to improve their aptitude skills by conducting training and tests.

Advanced Learners

Add-on Programmes: These programmes are offered to equip the students to gain 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, NPTEL.

Participation in Seminars & Conferences: Students are encouraged to attend and present papers in seminars and conferences

Recognitions: University Rank Holders are awarded certificates at the Graduation Ceremony.

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

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

Number of Students	Number of Teachers
691	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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.

Practical Training: Students are trained in Mushroom cultivation, Tissue culture, Water Analysis, Software development, Share trading, etc.,

Training Programmes: The College conducts various training Programmes like soft skills training and aptitude training for capacity building and skill enhancement.

Outbound Experimental Learning (OEL): OEL Programme provides an opportunity to develop managerial competencies among the students.

Participative learning

G. N. Ramachandran Science Club: The club organizes conferences, seminars, and webinar series for providing recent developments in Science and Technology.

YES Plus (Youth Empowerment and Skills Plus) Programmes: This programme is conducted in association with the Art of Living Foundation, Bengaluru which blends ancient wisdom, yoga, pranayama (breath control), and meditation.

Problem-solving Methodology

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	Documents
Upload any additional information	[View File](#)
Link for additional information	https://macfast.org/wp-content/uploads/2023/02/GN-Ramachandran-Science-club.pdf

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

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) and equipped with LCD Projectors and Interactive Boards. The entire campus including the hostel is Wi-Fi enabled (24X7).

Faculty members use interactive boards, LCD Projectors, and various online platforms such as Zoom, Google classroom & Edmodo etc for ensuring the effectiveness of the teaching-learning process. This enables the institution to conduct online classes, arrange 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, and 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 to equip them to conduct experiments virtually.

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

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

2.3.3.1 - Number of mentors

43

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

2.4 - Teacher Profile and Quality

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

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

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

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

2.4.3.1 - Total experience of full-time teachers

298

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

2.5 - Evaluation Process and Reforms

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

The college gives utmost care to manage 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. Three internal tests including the model examination are conducted each semester. The internal examinations are conducted as per a pre-determined schedule given in the Academic Calendar. The schedule of the examination is informed to the students sufficiently earlier. The question papers are prepared by the concerned faculty members by keeping in view the perspectives

of Programme-specific outcomes, and course outcomes. 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 the grievances of the students if any are duly addressed.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

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.

Grievance related to conducting examinations: Students can report grievances related to the conduct of internal examinations to the faculty 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 in charge of examinations, is forwarded to HoD and to the Grievance Redressal Committee.

Grievance related to evaluation: After the evaluation, the internal examination marks are published and the students can report the grievances within 7 days from the date of publication.

The college has a system to address the grievances at the following levels; at level of the Course Instructor, At the level of Heads of the Department, and atthe level of the Grievance Redressal Committee.

The grievances if not settled at the level of HoD shall be forwarded to the Grievance Redressal Committee. The committee addresses and settles the grievances in an unbiased manner.

The students can report grievances related to external examinations, directly to the University.

File Description	Documents
Any additional information	View File
Link for additional information	https://macfast.org/wp-content/uploads/2022/03/2.5.2-Internal-external-examination-grievance-redressal.pdf

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.

The college offers multi-disciplinary programmes at the Postgraduate Level. The Programme Outcomes (POs) and Course Outcomes (COs) are designed by the affiliating University. These outcomes are extensively notified through various means such as the 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	Documents
Upload any additional information	View File
Paste link for Additional information	https://macfast.org/wp-content/uploads/2023/02/CO-PO-PSO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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.

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, projects and course viva.

The evaluation of the attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes is measured by considering the pass percentage and ranks secured in the University examinations.

Indirect Evaluation:

Feedback surveys: The surveys are made accessible to students, parents, alumni, and employers through feedback.

PTA meetings: It helps to realize the perspectives of the parents about their wards in the respective Programmes of their study.

Career progression of students: The data of students placed in organisations through campus placements, progression towards higher studies and entrepreneurship depicts the attainment of COs, POs and PSOs.

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

2.6.3 - Pass percentage of Students during the year

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

315

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

2.7 - Student Satisfaction Survey

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

https://macfast.org/wp-content/uploads/2023/02/2.7.1-SSS-Analysis-2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

34.28

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	<u>View File</u>
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college organizes various programs and events to stimulate the innovation ecosystem among the students. MACFAST Innovation and Corporate Synergy ('MICS') have been actively involved in organizing many programs. 'Union Budget 2022', post-budget analysis was conducted by the students.

'MACFIESTA', the national level fest of MACFAST supports students to develop organizational capabilities in conducting large-scale events. The students themselves organize and manage all activities of the fest including registration, and conduct of events. Effective knowledge transfer is happening with activities like developing a website for the national-level fest.

G. N. Ramachandran Science Cluborganizes various talks from industry practitioners and science experts. Emphasis is given to research methodology, entrepreneurship and IPR-related activities as a platform to enable effective knowledge transfer.

'Monday Seminar' is a student-initiated activity which acts as an engine for knowledge sharing. Students are requestedto present the latest innovation in research fields which will be discussed among their peers adding to their scientific knowledge.

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

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

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

7

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

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	https://macfast.org/research-facilities/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

3

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

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

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

23

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

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

The institution emphasizes organizingprogrammes that focus on mobilizing the student community for an active societal role through extension activities. The NSS unit of MACFAST with two units of service-oriented student volunteers leads these activities. They have undertakenseveral effective extension activities such as free eye testing campaigns, free bag distributionetc in the villages adopted by the NSS unit. The student volunteers have adopted 5 villages as part of their service orientation. The MACFAST Knowledge Scheme (MAKS), is designed to prepare students to address social issues and enhance their leadership skills. Prospective aspirants are trained for competitive exams such as CMAT/KMAT/LBS. School students from nearby schools are also invited to attend free science education programmes. Radio MACFAST 90.4, the on-campus community radio actively engages and intervenes in the social affairs and needs of the locality. With the famous tagline "Nattukarkku Kootayi" (friends of the locality) and over ten lakh listeners, Radio MACFAST 90.4 remains the popular platform of the vox populi. All efforts are to stimulate a strong sense of social responsibility among the students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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

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

4

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

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

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

69

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

3.5 - Collaboration

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

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

6

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

The institution has three blocks viz, the Administrative Block, Academic Block, and Biosciences Block with a total built-up area of 20144.59 sqm. There are 21 classrooms out of which 3 are smart classrooms together with a seminar hall, an AC auditorium, 2 tutorial rooms, 7 well-equipped science laboratories, a food court, a bakehouse, 7 staff rooms, an examination hall with CCTV surveillance and a common space for recreation. The classrooms and tutorial rooms were equipped with modern pedagogical tools. 11 water purifiers, 164 CCTV cameras and 54 Wi-Fi access points were installed at different locations. As a disabled-friendly campus, the institution has ramps, sign boards, elevators, assistive technology at the library and special washrooms.

The well-stacked Library Information Centre with 39373 books, 200000 eBooks, 21893 e-Journals, a Digital library, and Book bank facilities are available at the campus. The computer lab has 190 computers with 100 Mbps internet connectivity and interactive boards. The Herbal Garden for conservation of germplasm of medicinal and aromatic plants. The Technology Business Incubator - Start-up Kendra for You (SKY) provides entrepreneurial support for business aspirants among the students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://macfast.org/facilities/

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

The institution provides ample facilities for cultural activities, sports, games (indoor and outdoor),gymnasiums and a

yoga centre. The sports facilities provided by the collegeinclude a basketball court with a gallery, a shuttle badminton court, a volleyball court, table tennis, carroms and chess. The Annual sports meet is conducted to bring out the inborn talents and to develop sportsmanship among students. Gymnasiums in boy's and girls' hostels have modern equipment like Double Bar, Weighing Machine, Pull-down machine, Pec Deck machine, Forearm curl machine, Stationary bike, Power Lifting and Weightlifting 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.

The college has an 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 is also available. The lobby is earmarked as a commonplace for the students to gather and practice for cultural activities. A multipurpose open-air stage and an open stage are available for the National level Techno-cultural fest, MACFIESTA and festivals like Onam, Christmas, etc. The students are also encouraged to exhibit their talents as programme producers and Radio Jockeys on the campus community radio, RadioMACFAST 90.4 FM.

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

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

25

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

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

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

83.85

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

4.2 - Library as a Learning Resource

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

MACFAST Library & Information Centre (MLIC) is automated with the latest version of KOHA (ver. 20.5.07.000), an Integrated Library Management Software (functioning since 2016) with a seating capacity of 185, a total of 39,373 volumes of books, 10,595 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 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 Online 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.

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

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

19.38

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

51

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

4.3 - IT Infrastructure

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

The Institution is providing state-of-the-art IT infrastructure with periodic assessments 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 – 200 Mbps (ISP(s): Alliance,100 Mbps, 1:1 Leased Line; Stampede, 100 Mbps, 1:1 Leased Line)

Firewall – SOPHOS XG 330 Fullguard with enhanced support.

Access points – 54 (NETGEAR Model WAC510 with Dual Band)

Switches – 18 POE Switches and 5 Data switches (Fiber)

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

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

4.3.2 - Number of Computers

210

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

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

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

The Administrative Council with the Principal as the Chairman and, the Manager, Academic Director, 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 works are reported to the Administrative Council and executed through appropriate agencies.

The Estate Supervisor is in charge of undertaking the maintenance of infrastructure facilities, furniture repairs, masonry and plaster work, 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. The restrooms are cleaned twice a day and marked the same in the log charts provided

The campus has 164 CCTV surveillance cameras, Fire extinguishers near the potential fire hazards, a generator of 81 kVA power, and 390 Solar panels which generate 130 kVA power are installed. 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	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

38

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

93

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://macfast.org/wp-content/uploads/2022/03/Report-on-Capacity-Building-and-Skill-Enhancement-Programmes.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

579

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

579

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

13-06-2023 11:34:10

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

96

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

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

5.2.2.1 - Number of outgoing student progression to higher education

1

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

2

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

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

8

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

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

As per the established process and norms of the affiliating University, the college ensures the representation and engagement of students representation in various bodies and curricular and co-curricular and extracurricular activities.The students' councilmeets at least once in every month to discuss the conduct of numerous events apart from the curriculum. These members of the student council are keen on maintaining the eminence of all events. Students' council activity includes :

- Volunteering the conduct of Satgamaya and foundation programme of new batches of different departments
- Coordination of Dakshina (graduation ceremony)
- Organising programmes of the National Service Scheme (NSS),
- Managing students' representation in internal and external fests/events, seminars, conferences, business conclaves, paper presentations, placement related activities.
- The student council is also partaking in all social responsibilities (along with MACFAST-a community radio channel) and green and clean initiatives of the institution.

Student representation in various clubs and committees includes:

- Library committee
- Sports Club
- Arts Club
- Science Club

- **EDC Club**
- **Forestry Club**
- **Women Cell**
- **National Service Scheme**

File Description	Documents
Paste link for additional information	https://macfast.org/student-forums/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

21

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The institution has a registered Alumni Association. To enhance the effectiveness of academic, non-academic and administrative activities alumni association conduct regular meetings. The alumni association contributes significantly to enriching and contributing quality enhancement through industry interaction, soft skill training, career counselling, interaction with newly joined students etc. The institute is fruitfully utilizing the potential of the well-established alumni network. Alumni interactions are conducted as Home Coming Series where both online and offline meetings, presentations and interactions are

included. The NRI alumni also have a commendable contribution and a gulf chapter is regularly participating in it. Personal interactions with the faculty members and office bearers of the Alumni Associationare also carried out by those who were unable to attend formal meetings due to time constraints. 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 journals, and national and international conferences.

File Description	Documents
Paste link for additional information	https://macfast.org/distinguished-alumni/
Upload any additional information	View File

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college has set its vision and mission to provide value-based quality education focused on research, innovation, entrepreneurship, personal development, professionalism, and human values. It aims at preparing the students with moral uprightness, global competency, academic excellence, and social commitment. The policies and programs of the institution are framed by the Governing Board and the Academic council in its

annual general meeting which consists of educational visionaries, eminent academicians, professionals, and industrialists in tune with the requirements for attaining the vision and mission of the college. A multi-tiered system comprising of the administrative council, core committee, and council of Head of the departments functioning in the college. The principal takes all strategic decisions of a routine nature and formulates the strategies for the implementation of the decisions taken by the Governing Board and the Academic Council. The vision and Mission statements are exhibited at the main centres of the campus as a way to get it to familiarize all the stakeholders. It also helps to integrate the perspective of the vision and mission of the college in organizing various academic programmes initiated by each department of the college.

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

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

The college promotes a culture of decentralization and participative management by delegating authority and responsibilities at different levels for the performance of both academic and administrative functions. One of the different areas in which the practice of decentralization and participative management are effectively implemented is in MACFAST Innovation and Corporate Synergy (MICS), which is an initiative to empower and engage students with industries to instil the spirit of innovation and entrepreneurship. Formulation and execution of the projects are vested with the Chief Coordinator. The Start-up Kendra for You (SKY), the incubation centre functioning under MICS provides the facilities to the students to ignite their entrepreneurship dreams. Budding entrepreneurs are offered a furnished office space with high-speed internet connectivity, along with the other common services by the college.MACFAST Technologies is yet another initiative of the institution for addressing IT requirements. The duties and responsibilities of the Coordinator Of SKY and the head of the MACFAST technologies are well defined and are accountable to the Chief Co-ordinator of

MICS who is accountable to the Principal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college sets out a framework of the priorities of the college for the accomplishment of its vision and mission. Increasing the student placement record by providing skill development and value-added programmes is one of the activities successfully implemented based on the strategic plan of this institution. The college has developed a clear strategy to prepare the students for different placement options such as on and off-campus placements, self-employment, entrepreneurship development etc. The Corporate Relations Department conducts timely discussions with prominent recruiters and initiates the signing of MoUs with industries and think tanks to boost the employability of students. Placement drive sessions are conducted after the placement training programs to evaluate student performance.

A mentoring programme focussing on the skill set of students was also organized to fill the existing gap if any. Inputs are taken from the industry to design training programmes to suit the demands of the industry. This interaction with the industry develops an ideal platform for students to decide on their career plans. Apart from these, Industrial Visits are also conducted every academic year to broaden the student's horizons. The link of campus-workplace connect is alsoestablished for the deployment of this strategy

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

The College has already formulated structured policies for academic and administrative activities. The major academic and administrative decisions are taken by the Governing Board and Academic Council at its Annual General Meeting.

The organogram of the college defines the hierarchy and the reporting system at all levels of management. The duties and responsibilities of the personnel are well defined as per its management policy framework The appointments of the college to various positions are initiated by the HR department. The selection and recruitment process is as per the HR policy framed by the institution. The college has also framed the service rules following the provisions of Kerala Service Rules (KSR) and Kerala Education Rules (KER). The college is very particular in updating its policies in accordance with the directions from the Department of Higher Education, Govt of Kerala and the rules & regulations of the UGC, AICTE and the affiliating University

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	<u>View File</u>

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The following welfare schemes are offered to the teaching and non-teaching staff:

1. **Contributory Provident Fund for teaching and non-teaching staff.**
2. **Maternity leave**
3. **Employees State Insurance (ESI)**
4. **Medical insurance scheme for teaching and non-teaching staff.**
5. **Free accommodation to the faculty members who wish to stay on campus.**
6. **Food at a subsidized rate for the teaching and non-teaching staff.**
7. **Interest-free loan to non-teaching staff**
8. **Festival allowance (Onam & Christmas) to non-teaching staff**
9. **Restrooms, Drinking Water facility, etc. for all.**
10. **Transport facilities to and from the Campus**
11. **Special incentives for publication and attending FDP**
12. **Reprographic Facilities**

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

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

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

8

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the

year

6

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

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

The Institution has a multilayer appraisal system for evaluating teaching and non-teaching staff performance. The evaluation of the teaching staff is conducted at three levels: 1. Self-appraisal 2. Appraisal by students and 3. Appraisal by Administrative Council Self-evaluation by the faculty members is done at the end of each academic year using a structured self-appraisal form prepared per the guidelines of UGC. The appraisal form has two parts. Part-A is for the general profile of the teachers and Part- II includes category-wise Academic Performance Indicators (API) mainly related to the teaching-learning and evaluation process. The API score is the basis for fixing annual increments Students' feedback on faculty members is collected at the end of each semester and is analyzed on a 5-point scale. Subject knowledge, quality of communication, teaching ability and teaching methodology, classroom management and professional attitude are the parameters used for the evaluation. The students' responses are validated by the head of the department and the principal. The administrative council of the college which includes the Principal, Administrator, Academic Director, and Office superintendent evaluates the overall performance of each teacher on such factors as regularity, punctuality, attitude, commitment, and professionalism. A minimum of 60% of the total score is required to be attained by each faculty.

The evaluation of the performance of non-teaching

staff is made directly by the Administrator and the superintendent of the college. In addition to work efficiency, such parameters as punctuality, regularity, commitment etc. are also evaluated.

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

6.4 - Financial Management and Resource Mobilization

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

The financial planning and management of the college are vested with Finance Committee. The college is following the practice of conducting both internal and external financial audits as per its financial policy. The internal Audit is conducted on half yearly basis by an internal Audit team constituted by a finance committee. The internal Audit is conducted by verifying the books of Accounts and relevant vouchers. The report of the internal audit is submitted to the Principal for placing it before the finance committee.

The external audit is conducted annually by a Firm of chartered accountants appointed by the management, They verify all the books of accounts and Vouchers and other relevant documents maintained by the accounts department of the college. The external audit is conducted to see whether the Income & Expenditure Account and Balance Sheet are properly drawn up and whether it shows a true and fair view of the financial state of affairs of the college. The observations if any made by the external auditors will be duly addressed

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

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

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

Nil

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

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

The college, being functioning as a self-financing institution, has framed the financial strategies for the mobilization of funds and its utilization. The primary source of income for the college is the tuition fee collected by students semester-wise, Funds are also mobilized by the institution by undertaking projects from funding agencies like DBT, DST etc. Budgetary provisions are given by preparing the college's annual budget for major expenditures. The college has adopted the strategy of fixing priorities to utilise its resources. The Deficits if any are met by transferring the surplus finances of RADIO MACFAST 90.4 for meeting routine expenses and bank overdrafts for meeting capital expenditure

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

6.5 - Internal Quality Assurance System

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

The 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 to improve the teaching-learning

process and infrastructure facilities.

1. Workshop for implementing NEP

The IQAC has conducted two workshops for the implementation of NEP. The aim of the workshops was to familiarize the faculty members of the college with fundamental principles of the NEP.such as recognizing, identifying, and fostering the unique capabilities of each student, by sensitizing teachers as well as parents to promote each student's holistic development in both academic and non-academic spheres The workshop also has aimed at equipping the faculty members of the college to formulate programmes and thus fulfil the requirements of National Educational Policy

2. Academic Audit

As recommended by the IQAC, 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 who 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 Audit is conducted by an external audit team comprising academic experts from other institutions. The findings and recommendations of both Audit reports, are discussed in the IQAC meetings and corrective measures are implemented through the heads of the departments

File Description	Documents
Paste link for additional information	https://macfast.org/iqac/
Upload any additional information	View File

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

The Internal Quality Assurance Cell of the college is always keen on identifying and implementing the latest innovations in the teaching and learning process Among the different methods introduced, the way of practising blended learning is successfully implemented. Content creation using MOODLE and

MOOC was introduced for this purpose. The college has promoted participative methods of teaching and learning exercises and experiential learning processes. The IQAC has framed norms for reviewing the learning outcome at periodic intervals. The IQAC evaluates the feedback of students about the teaching-learning process and teaching methodologies at the end of each semester. The performance of the students in the university examinations, achievements in different competitions, placements in various organizations in different positions etc are considered for evaluating the learning outcomes of the students.

File Description	Documents
Paste link for additional information	https://macfast.org/wp-content/uploads/2023/02/Students-Feedback.pdf
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	https://macfast.org/iqac/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The organisation consistently adheres to the principle of fostering an environment free from sexual harassment and gender discrimination. The college's women's cell has made significant contributions to cyber security, self-defence, and women's empowerment. For students and staff, the cell arranges camps, seminars, self-defence classes, and medical camps. Additionally, Radio MACFAST 90.4 plays an essential role in gender sensitization efforts. Hostel accommodations are secure and comfortable, with 24-hour security and CCTV in the classrooms, hallways, gates, and passages. The institution closely observes how people and cars enter the college grounds. On campus, common areas are designated for students to help in gatherings, conversations, and practising cultural activities. Separate gymnasiumshave already been established in the men's and women's hostel for the residents' physical well-being. Properly maintained restrooms for both boys and girls are provided on every block of the building. For the safe and hygienic disposal of sanitary pads, the washrooms are provided with a hygienic sanitary pad disposal system. The institution's yoga classes assist the students in conceptualising fluidity and non-duality, which are crucial to our understanding of gender.

File Description	Documents
Annual gender sensitization action plan	https://macfast.org/wp-content/uploads/2023/02/7.1.1-Gender-Sensitization-Action-Plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://macfast.org/wp-content/uploads/2023/02/7.1.1-Gender-Equity.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient	A. 4 or All of the above

equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution is equipped with a solid waste management system which includessegregated collection at the place of generation, transportation to the processing unit, resource recovery for recycling and reuse, processing, and disposal. At the points of generation, coloured bins are available for segregated collection (Green: Biodegradable, Blue: Recyclable, Yellow: Non-Biodegradable). For handling liquid waste, the college has established two biogas plants on the campus. This collects and hygienically processes the liquid and food wastes from the hostels and canteen. The generated gas is used for cooking. The institution emits far too little biomedical waste from its bioscience labs, and it disposes of it in compliance with biosafety regulations and guidelines. The IT & Systems wing of the institution examines the available devices as part of its system maintenance and when found non-repairable items are categorized as E-waste and the materials will be handed over to the authorized dismantler. The college installed an eco-friendly Sewage Treatment Plant (STP) on the premises of the boys' hostel for recycling and reusing wastewater. The institution produces very little hazardous chemical waste and no radioactive waste. Proper handling and disposal of hazardous chemical wastes are done in compliance with lab safety regulations.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water | **A. Any 4 or all of the above**

harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit   3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college fosters an inclusive environment byfostering harmony and tolerance among students, teachers, and other stakeholders. All students and faculty members are following the code of conduct of the college. The segments of the

orientation programme for the newly enrolled students are designed in such a way that addresses their cultural, regional, linguistic, communal, socioeconomic, and other diversities.To honour India's rich cultural diversity, the college hosts a number of cultural events. The college conducts industrial visits as a part of interactive learning and experiential learning process giving the student's exposure to the real working world, practical viewpoints, and the coexistence of co-workers from different cultures. The college's NSS Unit hosts events in honour of special days like Gandhi Jayanthi, Republic Day, Independence Day, etc., which aids students in fortifying the ties between states and preserving India's unity and integrity. The college has a practice of commemorating important national and international days, where staff members and students are encouraged to organise events that promote unity in the country, harmony among communities, and national integrity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

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

Through orientation programmes, the college has made steps to ensure that students and staff are properly informed about constitutional laws, principles, and the rights, duties, and obligations of citizens. The college's code of conduct addresses the obligations, rights, and privileges of the academic fraternity and offers a chance to learn about what the institution expects in terms of conduct both inside and outside of the classroom. TheNSS unit of the college arranges a variety of programmes including medical camps to give awareness to the students about healthcare, human rights, duties, and obligations. Radio MACFAST 90.4 also telecast various programmes to educate about the rights and responsibilities of a citizen.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://macfast.org/wp-content/uploads/2023/02/7.1.9.pdf
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

The college is following a practice of celebrating commemorative days and organizing events and festivals of regional, national and International importance in order to uphold national integrity and cultural and religious identities.

Independence day and republic day celebrations are organized by the NSS unit of the college. These celebrations commence with

the flag hoisting and thereafter messages of these days are
given by the college authorities.

The School of Biosciences conducted theNational science day
celebration in collaboration with G N Ramachandran Science Club
on February 28, 2022. Dr P G Biju, Assistant Professor
Department of Biochemistry University of Kerala gave the
introductory address and discussed about the opportunities and
challenges in Bio-Entrepreneurship in the Modern Era.

International Women's Day is celebrated on March 8 to honour
the social, economic, cultural, and political accomplishments
of women. MACFAST women's cell in association with the IQAC
celebrated International Women's Day with Dr Fathima Asla and
Ms Reshma Mariam Roy, the youngest panchayat president in
Kerala, who werethe chief guests of the programme.

The forestry club hosted celebrations for World Wildlife Day,
on March 14, 2022. Bird watcher and environmentalist Mr Hari
Mavelikkara gave a speech on the "Beautiful World of Birds."

The forestry club of the college has organised a competition
for the students in nature photography in conjunction with the
celebration of the International Day of Forests on March 21. An
exhibition of the same was also held.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

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

It aims at developing environmental consciousness, balancing
carbon emission rates, and promoting the preservation of the

natural environment. Efforts have been taken by the NSS, Forestry Club, and Radio MACFAST for maintaining an eco-friendly environment. Conducting Green, energy audits and popularizing green academics, also helps in maintaining a green environment. The college successfully uses renewable energy sources, such as solar power and biogas, to cover its daily energy needs. The use of a wastewater treatment facility, well recharge, and rainwater harvesting, the college has effectively contributed to excellent water management.

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

MAKS aims to improve students' skill sets and help them become competent, making them aware of opportunities for higher education and jobs. MAKS selects students at the school level and trains them with the help of an in-house training team and experts from outside. The learner's responses and successes are used to assess the program's effectiveness. The programme lasts for more than four years and contact hours are only scheduled during breaks and summer vacations; it is challenging to guarantee classes on a consistent basis.

File Description	Documents
Best practices in the Institutional website	https://macfast.org/wp-content/uploads/2023/02/7.2.1-best-practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

"Serve the Society, Care the Society"

The institution places a major emphasis on developing an environment on campus that will support students in becoming morally responsible, professionally competent, and global citizens. At the college, students learn the fundamental skills required to address global concerns as well as their obligations and responsibilities to society as a whole. The "Serve the Society, Care the Society" programme helps students understand human values deeply and engage in a variety of

socially beneficial activities. The prosocial values that are so established are encouraged to be practised by the students in their personal lives as well. It is continually encouraged for pupils to engage in activities that promote their socioeconomic involvement and personal growth in the neighbourhood. To make this concept a reality, a number of initiatives are being carried out, including community development initiatives of Radio MACFAST 90.4FM and the provision of essentials like food, shelter, clothing, etc. with the aid of NSS and students. The distribution of medications and the promotion of cleanliness and waste management programmes are both accomplished through health and environmental awareness campaigns.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Introduction of UG Programmes
- Undertaking more externally funded research projects
- Collaboration with Internationally reputed Universities
- Collaboration with Research Organizations and Institutes
- More Professional Development Programmes for Teaching and Non-Teaching staff
- Construction of new academic block