



## **YEARLY STATUS REPORT - 2022-2023**

### **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.
- Mobile **9496550768**
- IQAC e-mail address **iqac@macfast.org**
- Alternate Email address **iqacordinator@macfast.org**

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

**4. Whether Academic Calendar prepared during the year? **Yes****

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

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.08</b>	<b>2016</b>	<b>11/07/2016</b>	<b>10/07/2021</b>
<b>Cycle 2</b>	<b>A+</b>	<b>3.37</b>	<b>2022</b>	<b>07/12/2022</b>	<b>06/12/2027</b>

**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/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**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**      **3**

- 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)**

**Introduce Outcome-based Education**

**Conduct Energy Environment and Green Audit**

**Approval for Research Centres for conducting PhD Programmes**

**NAAC 2nd Cycle of Accreditation**

**Strengthen the Alumni Network**

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

Plan of Action	Achievements/Outcomes
<p style="text-align: center;"><b>Introduce Outcome-based Education</b></p>	<p>Two Faculty Development Programs (FDPs) have been scheduled to enhance the understanding and implementation of OBE. The first FDP on June 25, 2022, will be conducted by Dr. Sunil Job K.A and Dr. Mendus Jacob from IPSR Solutions, Kottayam. The second FDP on May 11, 2023, will be facilitated by Dr. A. Lourdusamy, Head &amp; Associate Professor at St. Xavier's College, Palayamkottai, Tamilnadu, and Dr. L. Ramya Hyacinth, Assistant Professor in the Department of Electrical &amp; Electronic Engineering at Loyola - ICAM College of Engineering &amp; Technology, Nungambakkam, Chennai. This FDP will focus on creating effective lesson plans and question papers by incorporating Bloom's Taxonomy. Notably, the initiative also achieved successful integration of modules required for the implementation of OBE into the ERP system, further enhancing the educational framework.</p>
<p style="text-align: center;"><b>Conduct Energy Environment and Green Audit</b></p>	<p>The Energy, Environment, and Green Audit were conducted by OTTOTRACTIONS. The audit team successfully completed their survey on 10th August 2022.</p>
<p style="text-align: center;"><b>Approval for Research Centres for conducting PhD Programmes</b></p>	<p>Approval has been granted to initiate research centers in the School of Biosciences and Management Studies. This noteworthy achievement marks a pivotal step forward, creating new prospects for research and academic advancements within the institution.</p>

NAAC 2nd Cycle of Accreditation	A Peer Team Visit took place on 1st and 2nd December 2022. The NAAC Executive Committee processed and approved the outcome of the reaccreditation exercise on 7th December 2022, announcing that MACFAST has been re-accredited with a Cumulative Grade Point Average of 3.37 on a four-point scale, earning an 'A+' Grade. This accreditation is valid for a period of 5 years, commencing from 7th December 2022 and extending until 6th December 2027.
Strengthen the Alumni Network	On 8th October 2022, the UK chapter of the MACFAST Alumni Meeting was held at Victoria Hall, Hardings Road, Keighley, West Yorkshire, BD21 3JN, UK

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	24/01/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	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
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• Name of the IQAC Coordinator	<b>Dr. Ligo Koshy</b>				
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• Mobile	<b>9496550768</b>				
• IQAC e-mail address	<b>iqac@macfast.org</b>				
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<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>					
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:					
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<b>Cycle 1</b>	<b>A</b>	<b>3.08</b>	<b>2016</b>	<b>11/07/2016</b>	<b>10/07/2021</b>
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<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Introduce Outcome-based Education		
Conduct Energy Environment and Green Audit		
Approval for Research Centres for conducting PhD Programmes		
NAAC 2nd Cycle of Accreditation		
Strengthen the Alumni Network		
<b>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</b>		



Plan of Action	Achievements/Outcomes
<p style="text-align: center;"><b>Introduce Outcome-based Education</b></p>	<p>Two Faculty Development Programs (FDPs) have been scheduled to enhance the understanding and implementation of OBE. The first FDP on June 25, 2022, will be conducted by Dr. Sunil Job K.A and Dr. Mendus Jacob from IPSR Solutions, Kottayam. The second FDP on May 11, 2023, will be facilitated by Dr. A. Lourdusamy, Head &amp; Associate Professor at St. Xavier's College, Palayamkottai, Tamilnadu, and Dr. L. Ramya Hyacinth, Assistant Professor in the Department of Electrical &amp; Electronic Engineering at Loyola - ICAM College of Engineering &amp; Technology, Nungambakkam, Chennai. This FDP will focus on creating effective lesson plans and question papers by incorporating Bloom's Taxonomy. Notably, the initiative also achieved successful integration of modules required for the implementation of OBE into the ERP system, further enhancing the educational framework.</p>
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	academic advancements within the institution.
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<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	24/01/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	14/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
MACFAST has consistently aimed for a comprehensive and interdisciplinary approach in crafting academic programs and extracurricular activities. Strategic plans have been formulated	

to launch new initiatives and add-on programs are structured to equip students with multidisciplinary skills, aligning with global trends. As an affiliated institution, the college gathers feedback from employers and alumni, sharing the outcomes with the affiliating university to introduce integrated courses. Students are actively encouraged to undertake multidisciplinary and interdisciplinary projects.

The institution fosters a sense of social responsibility among students through various initiatives like NSS, Swatch Bharath Abhiyan, Unnat Bharat Abhiyan, etc. Collaborative efforts across disciplines are promoted, with students forming teams to organize events like MACFIESTA, a National Level fest. The affiliating university designs programs to offer students maximum flexibility in choosing elective courses. Proactively aligning with the National Education Policy (NEP), the affiliating university is working on implementing NEP 2020 suggestions, and the college has prepared for this transition.

A research forum serves as a platform for both faculty members and students to share and discuss contemporary interdisciplinary issues.

#### **16.Academic bank of credits (ABC):**

As an affiliated college, the implementation of the Academic Bank of Credits (ABC) is contingent upon the guidelines set by the affiliating university. Nonetheless, the institution is actively guiding each student to establish a DigiLocker account, facilitating a seamless transition to the ABC account once it becomes fully operational. The institution holds the status of a local chapter on the Swayam and NPTEL learning platform since December 2015. Students are strongly encouraged to enroll in courses offered by institutions of national repute through this platform, leading to several students achieving top rankings with ELITE certifications in the past year. The institution also maintains a digital repository that records the credits earned by students from various courses.

#### **17.Skill development:**

The institution provides skill enhancement programs encompassing soft skills, life skills, and ICT skills to foster global competencies and holistic development among students. To bridge the gap between theoretical knowledge and practical applications in the workplace, the institution invites industrialists and accomplished alumni with diverse skills to impart domain-specific

expertise. Faculty members utilize roleplays and case study methods to instill problem-solving and team-building skills in students.

Capacity-building initiatives are frequently delivered in a virtual and blended format to enhance student participation. MACFAST's Innovation and Corporate Synergy initiative aims at the holistic development of students through collaborations with the corporate sector, fostering an environment that encourages student entrepreneurs. Under the MICS umbrella, various workshops, orientations, and practical sessions are organized to enhance students' communication skills, aptitude skills, ICT proficiency, as well as life and soft skills such as yoga and communicative English.

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

The institution actively incorporates and encourages the exploration of literature, local language, history, art, and culture among students through various means such as discussions, debates, field visits, heritage tours, and commemorating national significance days. Students engage in practicing and showcasing traditional art forms during University-level cultural festivals. The college student's union organizes an Arts Festival on the campus, providing students with a platform to participate in traditional art performances.

The college union celebrates all festivals and traditions of national importance, ensuring inclusivity across all segments of the campus community to promote the significance of these traditions to everyone. In the MBA curriculum, a course on business ethics emphasizes the relevance of Indian ethos in business, creating awareness among management students about their cultural heritage, human values, and social commitment.

The M.Sc. Phytomedical Science and Technology curriculum incorporates fundamental principles of Ayurvedic pharmacology and other traditional Indian systems of medicine such as 'Siddha' and 'Unani.' Additionally, it promotes the study of medicinal and aromatic plants in India. The college observes International Mother Tongue Day on February 21 every year to highlight the importance of multilingualism in society. International Yoga Day is celebrated on June 21 with day-long activities related to yoga, 'pranayama,' and meditation.

The campus community radio, Radio MACFAST 90.4, regularly broadcasts programs showcasing the culture and heritage of Kerala. This serves as a consistent practice of integrating the Indian knowledge system for a deeper understanding of oneself and others.

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

The institution has initiated the implementation of Outcome-Based Education (OBE) across all programs offered on the campus. Each program conducted by the college explicitly outlines program outcomes, program-specific outcomes, and course outcomes, all of which are carefully crafted to meet both regional and global requirements. During orientation sessions, students are introduced to the principles of OBE. Further discussions on program and program-specific course outcomes take place with the respective departments and course instructors.

The campus prominently displays program outcomes and program-specific outcomes in various locations and on the college website. At the institutional level, efforts have been made to empower the teaching community through Faculty Development Programs (FDPs) and training sessions emphasizing the significance of OBE. Faculty members, in line with OBE principles, prepare lesson plans and question papers using Bloom's Taxonomy as a guiding framework.

#### **20.Distance education/online education:**

The college is well-equipped with modern and sufficient IT infrastructure to facilitate online programs. In embracing Distance/Online education, the institution has taken the proactive step of collaborating with MOOC platforms and has actively become a Local Chapter in the SWAYAM-NPTEL platform. The digital library has been upgraded to provide enhanced access to e-resources, including E-books and E-journals. The E-Content Development Centre on the campus plays a pivotal role in creating digital content to support digital learning.

Digital platforms have increasingly been utilized by the college for conducting engaging classes, as well as organizing seminars and conferences. At the institutional level, the MOODLE Learning Management System (LMS) platform is employed for the distribution of reading materials, submission and evaluation of assignments, and the conduct of examinations.

### **Extended Profile**

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>9</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>633</b>
<b>File Description</b>	<b>Documents</b>
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>214</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>334</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>41</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	<b>48</b>

Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	26
4.2 Total expenditure excluding salary during the year (INR in lakhs)	590.16
4.3 Total number of computers on campus for academic purposes	210
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>An academic institution should strive for advancement of knowledge for the benefit of the society. With this conviction, MACFAST offers undergraduate, postgraduate and doctoral degree programmes. The college is affiliated to Mahatma Gandhi University and being an affiliated institution, it has limited flexibility in curriculum design. However the college gives emphasis on holistic development of students and has developed a structured approach spanning four phases.</p> <p><b>Planning Phase</b></p> <p>The IQAC in consultation with heads of departments, design academic calendar. Lesson plan for each course is prepared and add-on courses are offered for all programmes. Semester-wise timetable for each programme is prepared for timely conduct of all activities.</p> <p><b>Implementation Phase</b></p> <p>The institution adopts a blended mechanism for effective</p>	

curriculum delivery. This includes ICT enabled sessions and online platforms. Lecture notes, slides, question banks and book-bank scheme are made available to all students.

#### Evaluation Phase

The institution follows Continuous Internal Evaluation process. The internal examinations are conducted and evaluated on time bound basis. The report of attendance and assessment score is communicated to students and to parents. The grievance of students if any are duly addressed.

#### Follow-up phase

IQAC of the college conducts academic audits and recommendations are forwarded to the authorities concerned.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://macfast.org/wp-content/uploads/2024/01/1.1.pdf">https://macfast.org/wp-content/uploads/2024/01/1.1.pdf</a>

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

The college strictly follows the academic calendar for planning and organizing various activities throughout the academic year. By publishing it in the website, the college ensures that students and faculty have easy access to this schedule, allowing them to prepare for and participate in academic, co-curricular, and extracurricular activities.

The focus on CIE aligning with the parameters specified by the affiliating University is vital for maintaining academic standards. These parameters, including internal assessment tests, attendance, assignments, and class participation, ensure that students are being evaluated holistically and in line with the guidelines issued by the University. The internal examinations are conducted according to the University examination pattern and hence it helps the students to prepare thoroughly for their University exams. Furthermore, the timely evaluation of these assessments, assignments, and seminars by faculty members, and the subsequent communication of these internal marks to students and



parents, ensures fairness and accountability in the evaluation process.

The college adheres to the academic calendar for organizing all the activities including the conduct of CIE with its objective of providing quality education to students and maintaining academic standards. It also ensures that all activities are carried out as scheduled and that students receive a well-rounded education

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://macfast.org/wp-content/uploads/2024/01/1.1.pdf">https://macfast.org/wp-content/uploads/2024/01/1.1.pdf</a>

**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**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

490

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 places a strong emphasis on environmental issues, human values, and professional ethics. Integrating these crosscutting issues into the curriculum is an estimable approach to ensure that students are academically prepared and also environmentally responsible.

### Professional Ethics

A course on Business Ethics discusses critical aspects of ancient Indian Epics and its relevance in modern management.

### Gender

The institution and Women Cell of the college focus on ensuring an inclusive and equitable educational environment in campus. The cell organizes webinars/ seminars on gender equality, stereotyping, and women's rights.

### Human values

The course on Business Ethics focuses on the relevance of Indian ethos in business. The course helps to get the students familiarized with heritage, 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 molding 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 of the college organizes 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.	<a href="#">View File</a>

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

**work/internship during the year**

15

File Description	Documents
Any additional information	No File Uploaded
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	<a href="#">View File</a>

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

339

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	<a href="https://macfast.org/feedback-portal/">https://macfast.org/feedback-portal/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://macfast.org/feedback-portal/">https://macfast.org/feedback-portal/</a>

**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**

294

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

144

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 employs targeted strategies to address diverse student learning levels, starting with preliminary assessments based on qualifying exams. All programs begin with bridge courses, ensuring students are well-prepared for the academic curriculum. The institution evaluates academic and soft skills through internal exams, class participation, and extracurricular activities. Tailored programs are implemented for both slow and advanced learners.

For slow learners, customized remedial classes are conducted after regular hours, providing individual attention and close progress monitoring. Personal counseling sessions by class in-charges support students needing extra help, and specialized classes enhance communication skills. Blended learning, integrating ICT methods, offers flexible access to learning resources.

Advanced learners benefit from specialized programs, online certification courses, and competitive exam training. Initiatives like MOOCs from platforms such as Swayam and NPTEL enhance their learning. These measures create an inclusive environment, enabling every student to excel and reach their full potential in the institution.

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2024/02/NPTEL-Certification-.pdf">https://macfast.org/wp-content/uploads/2024/02/NPTEL-Certification-.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
633	41

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The institution prioritizes experiential learning through diverse initiatives. Minor and major projects, internships, and the MACFAST Innovation & Corporate Synergy (MICS) program bridge academia and industry. Practical training in areas like SPSS and entrepreneurship activities through the Entrepreneurship Development Club enhances real-world skills. Intercollegiate competitions foster managerial and leadership qualities, while industrial and institutional visits provide insights into modern technologies. The Technology Incubation Centre, Entrepreneurship Development Club, and "SKY - Start-up Kendra for You" support innovative thinking and entrepreneurial ventures. Training programs, expert lectures, and the Outbound Experimental Learning (OEL) Program contribute to skill development and managerial competencies. Sensitization to environmental issues is promoted through initiatives like forest visits. In participative learning, the G. N. Ramachandran Science Club organizes conferences, and YES Plus Programs blend ancient wisdom with contemporary activities for holistic development. Joint publications and the Food Fest contribute to research capabilities and nutritional awareness. The Problem-Solving Methodology involves case studies and business plans to encourage critical thinking and entrepreneurship.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The institution promotes teaching and learning process through the integration of ICT-enabled tools. The college classrooms are equipped with full Wi-Fi (Wireless-Fidelity) and LAN connectivity, along with LCD projectors and interactive boards. The entire campus, including the hostel, offers 24x7 Wi-Fi access, utilizing multiple internet service providers to ensure uninterrupted

internet connectivity for seamless access to online resources.

Faculty members use interactive boards, LCD Projectors, and diverse online platforms like Zoom, Google Classroom, and a customized Moodle Learning Management System (LMS) to improve the effectiveness of the teaching-learning process.

The institution has a well-equipped studio that enables faculty members to create video classes, thereby fostering opportunities for blended learning.

The ERP system developed by the institution, ensures transparency in tracking attendance and internal marks. The MACFAST library possesses a substantial collection of e-books and provides access to online journals such as EBSCO and ProQuest, as well as offering the anti-plagiarism software, iThenticate.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

48



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

267

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 conducts internal assessments following the affiliating University's guidelines. Each semester includes a minimum of two internal tests and a model examination, ensuring fairness through pre-exam departmental meetings. A monitoring committee ensures transparency and timely completion of internal evaluations, with a communicated code of conduct during orientation. Exams adhere to the academic calendar, with faculty preparing syllabus-aligned papers. CCTV surveillance secures exams, while occasional online exams use a customized Moodle LMS, with clear instructions and parental notifications. Answer scripts are promptly evaluated, returned with remarks, and a progress report, including attendance and marks, is shared with parents. PTA meetings discuss student performance, and internal marks are posted on notice boards and ERP systems. Grievances are addressed, reflecting the college's commitment to an organized, transparent assessment and examination system, emphasizing communication and feedback.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The institution has an efficient mechanism for addressing grievances related to internal and external examinations transparently and within a specified timeframe. Students can submit complaints in person or through the college's online grievance portal. Grievances regarding internal examinations are initially directed to the faculty member in charge and, if unresolved, escalate to the Head of Department (HoD) and subsequently to the Examination Redressal Committee. Unresolved complaints at the college level can be taken to the university. For evaluation-related grievances, students can file complaints with the course instructor within seven days of internal marks publication. The process involves resolution at the Course Instructor level, escalation to the HoD if needed, and further consideration by the Grievance Redressal Committee chaired by the Principal. External exam grievances can be directly submitted to the university or through the university's Grievance Redress Portal. The institution's structured approach involves faculty, HoDs, and a committee to ensure comprehensive grievance resolution.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The POs and COs for all programs offered by the institution are stated in the curriculum designed by the affiliating University. The POs and COs are published in the notice board of the department concerned. These outcomes are widely publicised via various channels, including the college website, departments, labs, computer labs, orientation programmes, faculty meetings, PTA meetings, and alumni gatherings.

Before the commencement of each semester, students must attend an orientation programme that includes a specific session devoted to educating them about the POs, PSOs, and COs pertinent to the academic Programme.

The outcome statements make it possible for students and faculty members to apply the goal-setting process in teaching-learning activities more successfully. Students will, therefore, be able to realise the potential and possibilities of the chosen programme of study and the efforts necessary to achieve the results.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The achievement of Programmes Outcomes (POs), Course Outcomes (COs), and Programmes Specific Outcomes (PSOs) indicates the success of teaching and learning. The college employs both direct

and indirect evaluation methods.

For direct evaluation, methods follow the University guidelines. Measures for specific COs include Continuous Internal Evaluation and End semester exams. Parameters for continuous evaluation include attendance, internal exams, assignments, seminars, internships, major projects, and course viva. In the MBA program, each course is out of 100 marks, with 40 for Continuous Internal Evaluation and 60 for End semester exams. The MCA & Bioscience Programs uses a similar breakdown with 25 for Continuous Internal Evaluation and 75 for End-semester exams. The overall evaluation considers pass percentage and ranks in University exams. Indirect Evaluation includes feedback surveys accessible to students, parents, alumni, and employers. Frequent interactions with students by instructors, mentors, Heads of the Department, and the Principal ensure the attainment of COs, POs, and PSOs. PTA meetings provide parental perspectives. Tracking students' career progression through placements, higher studies, and entrepreneurship reflects the achievement of COs, POs, and PSOs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

**323**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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/2024/02/Student-Satisfaction-Survey.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)**

0

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

**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**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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 has successfully introduced an innovative ecosystem within its academic milieu, positioning itself as a hub for creativity, research, and knowledge transfer. The institution's commitment to fostering innovation is evident through its various initiatives aimed at both the creation and seamless transfer of knowledge.

The college has established dedicated platforms and spaces that encourage students and faculty to explore and implement innovative ideas. State-of-the-art laboratories, collaborative workspaces, and technology-driven learning environments form an integral part of this innovation ecosystem. Moreover, the institution actively promotes interdisciplinary research, creating opportunities for cross-pollination of ideas and the development of cutting-edge solutions to real-world challenges.

In addition to creating an environment conducive to innovation, the institution has implemented initiatives that facilitate the seamless transfer of knowledge. This includes mentorship programs, industry-academia collaborations, and a memorandum of understanding with research organizations. These endeavors not only enhance the academic experience for students but also contribute to the practical application of knowledge in real-world scenarios. The emphasis on innovation and knowledge transfer extends beyond the confines of the campus, positively impacting the local community and industry. Through these initiatives, the college has established itself as a dynamic and forward-thinking institution, dedicated to the continual advancement of knowledge and the nurturing of a culture of innovation among its stakeholders.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

**11**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**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**

**6**

File Description	Documents
URL to the research page on HEI website	<a href="https://macfast.org/research-facilities/">https://macfast.org/research-facilities/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

**19**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

19

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 college is committed to the holistic development of its students through a robust program of extension activities within the neighborhood community. These initiatives have been meticulously designed to sensitize students to a range of pressing social issues, fostering a sense of responsibility and empathy.

Through various extension activities, students have actively engaged with the local community, addressing social concerns such as environmental sustainability, healthcare awareness, and education for underprivileged sections of society. The college has organized numerous outreach programs, including awareness campaigns, health camps, and educational workshops, allowing students to contribute to the benefit of the community. The commitment of the college to social responsibility is evident in the positive changes in the neighborhood, reflecting the vision of the college in producing socially conscious and responsible citizens.

The success of these initiatives extends beyond academic



excellence, fostering a well-rounded development that incorporates social awareness and community engagement. Through these extension activities, the college has not only imparted knowledge but has also instilled values that will undoubtedly contribute to the student's lifelong commitment to social service and holistic development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### **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**

7

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

### 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

193

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

9

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 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

13

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

## 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 equipped with sufficient infrastructure and physical facilities for teaching and learning. viz., classrooms, laboratories, computing equipment etc.

The institution has a total built-up area of 20144.59 sqm spanned through three blocks viz, the Administrative Block, Academic Block, and Biosciences Block. There are 24 classrooms out of which 3 are smart classrooms and three are tutorial rooms, and also have a seminar hall, an AC auditorium, , 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, 168 CCTV cameras and 56 Wi-Fi access points were installed at different locations. the institution has ramps, sign boards, elevators, assistive technology at the library and special washrooms for supporting divyangans.

The well-stacked Library Information Centre with 39402 books, 200000 eBooks, 21893 e-Journals, a Digital library, and Book bank facilities are available at the campus. The computer labs have 200 computers with 100 Mbps internet connectivity

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://macfast.org/facilities/">https://macfast.org/facilities/</a>

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 such as a basketball court with a gallery, a shuttle badminton court, a volleyball court, table tennis, carroms, chess etc. are provided by the college. 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.

An air-conditioned 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, a commonplace for the students to gather and practice for cultural activities are provided by the institution. 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 during weekly cultural gathering and also as programme producers and Radio Jockeys on the campus community radio, RadiomACFAST 90.4 FM.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2022/03/Geo-tagged-Photos-of-Sports-Games-and-Arts-Facilities.pdf">https://macfast.org/wp-content/uploads/2022/03/Geo-tagged-Photos-of-Sports-Games-and-Arts-Facilities.pdf</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart**

class, LMS, etc.

24

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://macfast.org/facilities/">https://macfast.org/facilities/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

63,54,209

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**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 39,402 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. 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://library.macfast.org/">https://library.macfast.org/</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**7,13,658**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

49

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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; DWAN, 100 Mbps, 1:1 Leased Line)
- Firewall - SOPHOS XG 330 Fullguard with enhanced support.
- Access points - 56 (NETGEAR Model WAC510 with Dual Band)
- Switches - 18 POE Switches and 5 Data switches (Fiber)

##### CCTV:

- Total no of camera - 168 (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	<a href="#">View File</a>
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2022/03/IT-Policy.pdf">https://macfast.org/wp-content/uploads/2022/03/IT-Policy.pdf</a>

**4.3.2 - Number of Computers**

210

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)**

410,29,724



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 College Administrative Council take major decisions pertaining to the maintenance and utilization of physical, academic, and support facilities which includes the Principal as the Chairman and the Manager, Academic Director, Administrator, Office Superintendent, and Chief Accounts Officer as members.

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 168 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2022/03/Maintenance-Policy-Details.pdf">https://macfast.org/wp-content/uploads/2022/03/Maintenance-Policy-Details.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

23

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

85

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
782	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
782	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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

155

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

29

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

**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.**

16

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

Students' representation and engagement in various administrative, co-curricular and extracurricular activities are assured through the activities of student the council present in the institution. Students' council have moth formal and informal meeting at least once in every month discussed the various activities to be organized apart the curriculum. These members of student council are keen on maintaining the eminence of all events. The main activities of Students' council activity include:

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

Student representation in various clubs and committees include:

- 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	Nil
Upload any additional information	<a href="#">View File</a>

### 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

52

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

Institution has a registered Alumni Association. To enhance effectiveness of academic, non-academic and administrative activities alumni association conduct regular meeting. Alumni association often gives suggestions on enriching and contributing quality enhancement through industry interaction, soft skill training, career counselling, interaction with newly joined students etc. The institution is fruitfully utilizing the potential of the well-established alumni network and it is significantly concentrated in each academic year. Alumni interactions are conducted as Home Coming Series where both online and offline meetings, presentations and interactions are organised. The NRI alumni also have a commendable contribution and a gulf chapter is regularly participating in it. Informal get-togethers with alumni are also carried out for those were unable

to attend formal meetings due to time constraints. The major activities of alumni association include

- Orientation Programme
- Seminars and webinars
- Guest lecturers
- Career counselling
- Placement support
- Soft skill training
- Invited talks by reputed resource persons from the lead of Alumni association members.
- Research paper contribution in college journal, national and international conferences.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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. This focus aligns with the evolving needs of the academic and professional landscape. The vision and mission prioritize personal development and professionalism, ensuring that students not only excel academically but also cultivate the skills and attributes necessary for success in their chosen fields. The emphasis on human values reflects a commitment to nurturing individuals who are not only academically proficient but also ethically grounded



and socially responsible. The institution's policies and programs are formulated by the Governing Board and the Academic Council. The inclusion of visionaries, academicians, professionals, and industrialists ensures a comprehensive and well-informed approach. The existing multitiered system, including the Administrative Council, Core Committee, and Council of Heads of Departments, showcases a structured and collaborative approach to decision-making and governance.

The display of the vision and mission statements at the main centers of the campus serves as a constant reminder to all stakeholders, fostering a shared understanding of the institution's core values and goals.

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2024/01/6.1.1-Link-for-additional-info-.pdf">https://macfast.org/wp-content/uploads/2024/01/6.1.1-Link-for-additional-info-.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The College is committed to practicing decentralized and participative management in the major functional areas to that align with principles of transparency, collaboration, and continuous improvement. The distributed and decentralized system allows departments to operate with authority and responsibility, ensuring participative management opportunities for faculty members and students.

By decentralizing decision-making, the institution ensures that those closest to the unique challenges and opportunities within each department have the authority to make informed decisions. This empowerment fosters a sense of ownership among staff, promoting accountability and innovation. Decentralization is not only a distribution of authority but also a demonstration of trust in the capabilities of each department. The leadership's trust in the expertise of its teams contributes to a positive work culture, encouraging collaboration and the pursuit of excellence. Participative management ensures that various stakeholders, including faculty and staff, have a voice in crucial decisions. This inclusive approach contributes to well-rounded perspectives, better solutions, and a shared sense of responsibility.

Participative management encourages a culture of continuous improvement. By involving employees in decision-making,

The college is promoting a decentralized recruitment process that empowers individual departments and units to make informed decisions about selecting teaching and non-teaching staff. This note will provide an overview of the decentralized recruitment process at the college, showcasing it as an exemplary model of decentralized policy implementation.

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/careers/">https://macfast.org/careers/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

MACFAST strives to elevate its students to meet the challenging demands of the world of business, science, and technology. College aims to be a multidisciplinary institution of higher learning that offers undergraduate and graduate programmes, with high quality teaching, research, and community engagements. The quality policy of MACFAST is devised to emerge as a Centre of Academic Excellence in creating and disseminating knowledge and providing students a unique learning experience in Science, Technology and Management. Foremost goal on along-term basis of the college is to become deemed university, doing work of high standard in a specific area of higher education. College wants to upgrade the status of the institution as Autonomous and to Create a center of Excellence in the field in line with the National Education Policy (NEP) government of India. NEP aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society. Academic autonomy gives more control to the institution in framing and designing more demand driven courses. The college intends to offer new academic programmes of multidisciplinary areas and decided to apply for receiving sanction for new programmes

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2024/02/Strategic-Plan-Final-2022-23.pdf">https://macfast.org/wp-content/uploads/2024/02/Strategic-Plan-Final-2022-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

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 outlined structure and policies of the college demonstrate a commitment to systematic governance and adherence to regulatory guidelines.

Both academic and administrative decisions are made by the Governing Board and Academic Council during their Annual General Meeting. This approach ensures a comprehensive and strategic overview of the institution's activities.

The college employs an organogram that clearly defines the hierarchy and reporting system at all levels of management. This structured approach helps in streamlining communication and accountability across the institution.

The duties and responsibilities of personnel are well-defined within the management policy framework. The HR department plays a pivotal role in initiating appointments to various positions within the college. The selection and recruitment processes adhere to the HR policy framed by the institution. The institution is proactive in updating its policies in accordance with directives from the Department of Higher Education, Government of Kerala, and the rules and regulations of regulatory bodies such as the UGC, AICTE, and the affiliating university.

Overall, the college's governance structure and policies reflect a commitment to transparency, compliance, and continuous improvement. The emphasis on aligning with government regulations and higher education standards underscores the institution's dedication to providing quality education in a well-managed and regulated environment.

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2022/11/HR-Policy-1.pdf">https://macfast.org/wp-content/uploads/2022/11/HR-Policy-1.pdf</a>
Link to Organogram of the institution webpage	<a href="https://macfast.org/organogram-2/">https://macfast.org/organogram-2/</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The welfare schemes offered to the teaching and non-teaching staff at the college demonstrate a comprehensive commitment to employee well-being.

#### 1. Contributory Provident Fund:

Purpose: To facilitate savings and financial security for both teaching and non-teaching staff. Long-term savings with contributions from both employees and the institution.

#### 1. Maternity leave

To support female employees during pregnancy and childbirth.

Paid leave to ensure well-being and work-life balance.

**1. Employees State Insurance (ESI)**

Ensures health and medical benefits for employees.

Access to medical care, sickness benefits, maternity benefits, and more.

- 1. Medical insurance scheme for teaching and non-teaching staff.

Comprehensive health coverage for both teaching and non-teaching staff.

Financial protection against medical expenses.

- 1. Free accommodation for the faculty members who wish to stay in the campus.

To provide convenient living arrangements for faculty residing on campus.

Enhanced accessibility and work-life balance.

- 1. Food at subsidized rate for the teaching and non-teaching staff.
- 2. Interest free loan to non-teaching staff
- 3. Festival allowance (Onam & Christmas) to non-teaching staff
- 4. Rest rooms, Drinking Water facility, etc. for all.
- 5. Transport facilities to and from the Campus
- 6. Special incentives for publication and attending FDP
- 7. Reprographic Facilities

These welfare schemes collectively contribute to fostering a positive and supportive work environment, showcasing the institution's commitment to the overall well-being and satisfaction of its staff members.

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2022/03/Welfare-Policy.pdf">https://macfast.org/wp-content/uploads/2022/03/Welfare-Policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops**

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

14

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

21

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

**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**

25

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

College has implemented a robust 360-degree self-appraisal system to enhance professional development, foster a culture of continuous improvement, and ensure holistic evaluation of its faculty and staff. This innovative approach goes beyond traditional performance appraisals, incorporating feedback from multiple perspectives to provide a comprehensive view of an individual's strengths and areas for development. The 360-degree self-appraisal system gathers feedback from various sources, including peers, subordinates, supervisors, and self-assessment.

This multi-perspective approach ensures a well-rounded understanding of an individual's performance, taking into account different viewpoints and experiences. Individuals are encouraged to conduct a thorough self-assessment, providing insights into their own strengths, achievements, and areas for growth. Self-reflection fosters a sense of ownership and accountability, encouraging continuous self-improvement. The appraisal system is designed to evaluate not only job-specific competencies but also soft skills, leadership qualities, teamwork, and other behavioral aspects.

This holistic approach aligns with the college's commitment to nurturing well-rounded professionals. Based on the feedback received, individuals collaborate with supervisors to create personalized professional development plans.

These plans outline specific actions and learning opportunities to address identified areas for improvement and capitalize on

strengths. The 360-degree self-appraisal system promotes transparency and fairness by involving multiple stakeholders in the evaluation process.

Clear communication of the evaluation criteria and consistent implementation contribute to the system's credibility. By fostering individual excellence, the 360-degree self-appraisal system contributes to the overall institutional excellence of the College.

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2022/03/Performance-Appraisal.pdf">https://macfast.org/wp-content/uploads/2022/03/Performance-Appraisal.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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 Finance Committee plays a pivotal role in overseeing the financial planning and management of the College. The committee is responsible for formulating and implementing financial policies aligned with the college's mission and goals. Internal audits are conducted biannually by an internal audit team appointed by the Finance Committee. The team meticulously verifies the books of accounts and relevant vouchers, ensuring adherence to financial policies and compliance with regulations.

The external audit involves a comprehensive review of all financial records, vouchers, and relevant documents maintained by the accounts department. The primary objective of the external audit is to assess the accuracy and integrity of financial statements, including the Income & Expenditure Account and Balance Sheet. The audit ensures that the financial records provide a true and fair view of the college's financial situation.

This framework sets clear guidelines for budgeting, expenditure, and financial reporting through meticulous internal and external audits, MACFAST College aims to strengthen its financial health and maintain a high level of fiscal responsibility.

The audits contribute to the college's ability to allocate



resources effectively and sustain its commitment to academic excellence.

The College's financial planning and management are characterized by a well-defined internal and external audit process, guided by a proactive Finance Committee.

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/wp-content/uploads/2023/10/4.1.1_4.4.1-Audited-Statement-for-FY-22-23.pdf">https://macfast.org/wp-content/uploads/2023/10/4.1.1_4.4.1-Audited-Statement-for-FY-22-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

0

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)	<a href="#">View File</a>

#### 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 major source of income for the college is the tuition fee collected by student's 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 annual budget of the college for major expenditures. The college has adopted the strategy of fixing priorities for the utilization of 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	<a href="https://macfast.org/wp-content/uploads/2023/10/4.1.1_4.4.1-Audited-Statement-for-FY-22-23.pdf">https://macfast.org/wp-content/uploads/2023/10/4.1.1_4.4.1-Audited-Statement-for-FY-22-23.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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 (IQAC) has emerged as a driving force in institutionalizing quality assurance strategies and processes. With a proactive approach, IQAC has significantly contributed to advancing teaching and learning methodologies, focusing on innovation and outcome-based education. The college has promoted participative methods of teaching and learning exercises and experiential learning processes. The IQAC evaluates the feedback of students about the teaching-learning process and teaching methodologies at the end of each semester.

In addition to that the college organized three Outcome Based Education workshops related to BLOOM's Taxonomy. The objective of these FDP was to nurture the philosophy of Outcome Based Education (OBE) and to build the capacity of the young Faculty Members to facilitate its institutionalization in the Teaching Learning System and other Academic Processes of the institution. This Faculty Development Programme addresses the need to enhance the knowledge about the latest Outcome Based Education (OBE) its implications in teaching, assessment, evaluation, and accreditation.

Blended learning, a combination of traditional and online methods, has been successfully integrated, enhancing the overall learning experience. Content creation using platforms like MOODLE (Modular Object-Oriented Dynamic Learning Environment) and MOOC (Massive Open Online Courses) has been introduced to enrich the educational content delivery.

**IQAC has established norms for systematically reviewing learning outcomes at periodic intervals.**

File Description	Documents
Paste link for additional information	<a href="https://macfast.org/iqac/">https://macfast.org/iqac/</a>
Upload any additional information	<a href="#">View File</a>

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 teaching-learning. As a result of this continuous effort, IQAC executed several methods to improve the teaching-learning process and infrastructure facilities.

#### Audit of Academic and Administrative Affairs

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	<a href="https://macfast.org/wp-content/uploads/2024/02/Academic-audit-2021-22.pdf">https://macfast.org/wp-content/uploads/2024/02/Academic-audit-2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for**

**A. All of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://macfast.org/igac/igac-minutes/#">https://macfast.org/igac/igac-minutes/#</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 organization regularly upholds a value system free from sexual harassment and gender discrimination. The women cell of the college organises seminars, self-defence lessons, and medical camps for promoting women empowerment, self-defence, and cyber security for both students and staff. Radio MACFAST 90.4 broadcast a weekly programme "Sthreeshakthi" for the promotion of gender equity among the society. The institution provides secure and cheerful hostel lodgings with round-the-clock security and CCTV in the lecture halls, corridors, gates, and passages. Common areas on campus have been set aside for use by students to facilitate gatherings, talks, and the practice of cultural activities. A gym has already been set up in the dorms for men and women for their physical well-being. Separate well maintained washrooms have been provided for both boys and girls in each block of the building. Sanitary pad disposal systems are available in the restrooms for the safe and hygienic disposal of sanitary napkins. The institution conducts yoga classes through which students can better grasp fluidity and non-duality that are essential for understanding of gender.

File Description	Documents
Annual gender sensitization action plan	<a href="https://macfast.org/wp-content/uploads/2024/02/gender-plan.pdf">https://macfast.org/wp-content/uploads/2024/02/gender-plan.pdf</a>
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	<a href="https://macfast.org/wp-content/uploads/2024/02/safetymemor.pdf">https://macfast.org/wp-content/uploads/2024/02/safetymemor.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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 has a system for management of solid waste and degradable waste. Which comprises segregated collection at the point of generation, transportation to the processing unit, resource recovery for recycling and reuse, processing, and disposal. Coloured bins ((Green: Biodegradable, Blue: Recyclable, Yellow: Non-Biodegradable) are used for collection and segregation of waste at the points of generation. Two biogas plants have been set up on campus to handle liquid waste. The liquid and food wastes are collected and processed hygienically. Biogas produced by the biogas plants are used for cooking. Biosafety rules are followed for the disposal of biological waste produced at the bioscience labs of the college. The E-waste are identified by the IT & Systems division and are given to the approved dismantler HPS Technologies Pvt. Ltd. The college has installed an eco-friendly sewage treatment plant (STP) on the premises of the boys' hostel for the purpose of recycling and reusing of wastewater. The institution produces very little hazardous chemical waste and no

radioactive waste, both of which are properly disposed of in compliance with the rules for lab safety.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

<b>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</b>	<b>A. Any 4 or all of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="86 441 539 506">File Description</th> <th data-bbox="539 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 539 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 506 1436 647" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 647 539 748">Certification by the auditing agency</td> <td data-bbox="539 647 1436 748" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 748 539 851">Certificates of the awards received</td> <td data-bbox="539 748 1436 851" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 851 539 916">Any other relevant information</td> <td data-bbox="539 851 1436 916" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>	Certification by the auditing agency	<a href="#">View File</a>	Certificates of the awards received	<b>No File Uploaded</b>	Any other relevant information	<a href="#">View File</a>	
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Any other relevant information	<a href="#">View File</a>										
<b>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</b>	<b>A. Any 4 or all of the above</b>										
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Any other relevant information	<a href="#">View File</a>										
<b>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</b>											

diversities (within 200 words).

The college promotes an inclusive environment by encouraging harmony and tolerance among students, teaching and non-teaching staff, and other stakeholders. All students and faculty members are expected to follow the code of conduct of the college irrespective of their cultural, regional, linguistic, communal, and other socioeconomic differences. The students are provided with orientation programmes to give awareness about the code of conduct as part of the initiatives in providing an inclusive environment. In addition to this, the college hosts a number of cultural events to honour the rich cultural diversity of India. The college also conducts industrial tours as a part of interactive learning, giving students exposure to the real working world, practical viewpoints, and coexistence of co-workers from different cultures. The NSS Unit, forestry club, food club, Vimukthi club and G N Ramachandran Science club etc of the college organises activities to celebrates significant national and international days with a view to help the students to strengthen links between states and maintain India's unity and integrity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

The institution has taken steps to ensure that students and employees are properly informed about constitutional laws, principles, and the rights, duties, and obligations of citizens through orientation courses. The college's code of conduct outlines the duties, privileges, and rights of the academic fraternity and provides information on the standards of behaviour that the college expects both within and outside of the classroom. To inform faculty and students of their rights, social responsibilities, and obligations, the institution's NSS unit organises a variety of programmes such as medical camps, blood donation camps etc. A number of programmes were broadcast on Radio MACFAST 90.4 to inform listeners about their rights and obligations as citizens.



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://macfast.org/wp-content/uploads/2024/02/SENSITIZATION.pdf">https://macfast.org/wp-content/uploads/2024/02/SENSITIZATION.pdf</a>
Any other relevant information	<a href="https://macfast.org/wp-content/uploads/2023/02/7-1-9-Sensitization-of-Students-and-Employees-to-Constitutional-organized-1.pdf">https://macfast.org/wp-content/uploads/2023/02/7-1-9-Sensitization-of-Students-and-Employees-to-Constitutional-organized-1.pdf</a>

<p><b>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</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>The college is following the practice of celebrating national and international commemorative days by organizing programmes relevant to such days as an integrated part of the value system promoted by the institution. The college also offers a platform for students to celebrate regional and religious festivals along with a student initiative national fest 'MACFIESTA'. The following days were celebrated jointly by NSS unit and different clubs functioning in</p>
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this college. World Bicycle Day-09/06/ 2022, International Yoga Day-21/06/2022, Independence Day -15/08/ 2022, World Diabetic Day-14/11/2022, World AIDS Day-01/12/2022, National Youth Day -12/01/2023, Republic Day-26/01/2023, World Environment Day - 05/06/2022, World Food Safety Day-07/06/20220, National Reading Day- 19/06/2022, International Mother Language Day (21/01/2023),The World Day for International Justice -18/07/2022, International Women's Day-8/03/2023, National Girl Child Day -24/01/2023, National Science Day -28/02/2023 in collaboration with G N Ramachandran Science Club. Van Mahotsav'-5/06/2022, 'Induchoodan Commemoration Day'-14/06/2022, World Wetlands Day - 02/02/2023 and 'Rejoice in Nature'- 10 /05/ 2023 in connection with International Day of Forests & the Earth Day -22 April 2023, World Radio Day-13/02/2023, Vimukthi club MACFAST- No-Tobacco Day -31/ 05/2023 in association with Radio MACFAST 90.4 and Indian Dental association Tiruvalla Branch.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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 Objectives: To raise environmental awareness**  
**Context: Commitment to environmentally sustainable practices and initiatives. Practice: Various clubs and Radio MACFAST organize awareness programmes, green academics, and annual environmental, energy, and green audits. Evidence of success: The institution effectively uses biogas and solar power to satisfy its energy demands and excels in water management. Problem encountered and Resources Required: Alternative sources could not fully satisfy energy requirements. Additional investment is required to increase the capacity of the solar system. MACFAST KNOWLEDGE SCHEME (MAKS) - An Initiative to Create a Knowledge Society through Knowledge Dissemination**

**Objective:** Enhance students' skill sets and competency for further studies and employment. **Context:** Students are given the opportunity for scientific and technology updating with new job opportunities. **Career enhancement beyond the curriculum.** **Practice:** 8 th standard students were selected on the basis of an aptitude test for the MAKS and are then trained. **Evidence of success:** Learners' responses and achievements gauge program effectiveness. **Problem encountered and Resources Required:** Ensuring regular sessions is challenging due to the program's four-year duration, with classes scheduled only on public holidays and summer breaks.

File Description	Documents
Best practices in the Institutional website	<a href="https://macfast.org/wp-content/uploads/2024/02/7.2.1-best-practicecs.pdf">https://macfast.org/wp-content/uploads/2024/02/7.2.1-best-practicecs.pdf</a>
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"**

'Serve the Society Care the society' is the guiding principle of our institution's performance. We have consistently demonstrated our commitment to this ethos through various initiatives. 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. This programme helps students to understand human values, engage in a variety of socially beneficial activities and thereby enhance personal growth in the neighbourhood. The prosocial values that are so established are encouraged to be practised by the students in their personal lives as well. To make this concept a reality, several initiatives are being carried out, including community development initiatives of Radio MACFAST 90.4FM and the provision of essentials like food, shelter (Snehaveedu), 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. Through

these endeavours, we nurture a benevolent culture.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Establishing collaborations with internationally reputed universities
- Undertaking additional externally funded research projects
- Strengthening the alumni network overseas
- Expanding professional development programs for both teaching and non-teaching staff
- Initiating the construction of a new academic block
- Forging partnerships with research organizations and institutes
- Promoting entrepreneurship opportunities for students