



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**KUMBALATHU SANKUPILLAI MEMORIAL
DEVASWOM BOARD COLLEGE**

- Name of the Head of the institution **Dr. K. S. ANIL KUMAR**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04762830323**
- Mobile no **9447410591**
- Registered e-mail **dbcsasthamcotta@gmail.com**
- Alternate e-mail **principal@ksmdbc.ac.in**
- Address **Sasthamcotta**
- City/Town **Kollam**
- State/UT **Kerala**
- Pin Code **690521**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Kerala**
- Name of the IQAC Coordinator **Dr. Jayasree V.**
- Phone No. **04762830323**
- Alternate phone No. **04762830323**
- Mobile **8893220988**
- IQAC e-mail address **iqac@ksmdbc.ac.in**
- Alternate Email address **iqacsastha@gmail.com**

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

<https://ksmdbc.ac.in/wp-content/uploads/2022/04/AQAR2019-20.pdf>

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

Yes

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

<https://ksmdbc.ac.in/academic-calender>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	Nil	2006	21/05/2006	20/05/2011
Cycle 2	A	3.2	2016	16/09/2016	15/09/2021

6. Date of Establishment of IQAC

23/11/2009

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
Teaching Faculty	salary	State Government	365	44279594
Non-teaching Faculty	Salary	State Government	365	8397628
INSTITUTIONAL	NCC	State Gov	365	134481
INSTITUTIONAL	SALARY	UGC	365	3702647

8. Whether composition of IQAC as per latest NAAC guidelines Yes

- Upload latest notification of formation of IQAC No File Uploaded

9. No. of IQAC meetings held during the year 8

- 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)

* Revised mentoring policy: taking into account the economical crisis due to Covid -19 pandemic it was decided to revamp the existing mentoring policy

* web site renovation: Taking into account the frequent hacking, the website was renovated with more security features

* **Conduct of Faculty Development programme:** The College hosted an online Faculty development Programme in collaboration with UGC - HRDC which was first of its kind by the colleges in the state of Kerala

***Introduction of Educational Resource Planning Software.** "Campus genie" a management Information System was introduced

induction programme

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
revision of remedial and mentoring policy	revised and implemented
Faculty Development Program in collaboration with UGC - HRDC	Conducted
Website modification	modified
Induction program for first semester students	Conducted
Save Sasthamcotta Lake campaign	started

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	25/08/2022

14. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	KUMBALATHU SANKUPILLAI MEMORIAL DEVASWOM BOARD COLLEGE
• Name of the Head of the institution	Dr. K. S. ANIL KUMAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04762830323
• Mobile no	9447410591
• Registered e-mail	dbcsasthamcotta@gmail.com
• Alternate e-mail	principal@ksmdbc.ac.in
• Address	Sasthamcotta
• City/Town	Kollam
• State/UT	Kerala
• Pin Code	690521
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Kerala
• Name of the IQAC Coordinator	Dr. Jayasree V.

• Phone No.	04762830323
• Alternate phone No.	04762830323
• Mobile	8893220988
• IQAC e-mail address	iqac@ksmdbc.ac.in
• Alternate Email address	iqacsastha@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year))	https://ksmdbc.ac.in/wp-content/uploads/2022/04/AQAR2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://ksmdbc.ac.in/academic-calender

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	Nil	2006	21/05/2006	20/05/2011
Cycle 2	A	3.2	2016	16/09/2016	15/09/2021

6.Date of Establishment of IQAC 23/11/2009

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
Teaching Faculty	salary	State Government	365	44279594
Non-teaching Faculty	Salary	State Government	365	8397628
INSTITUTIONAL	NCC	State Gov	365	134481
INSTITUTIONAL	SALARY	UGC	365	3702647

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	No File Uploaded	
9. No. of IQAC meetings held during the year	8	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
* Revised mentoring policy: taking into account the economical crisis due to Covid -19 pandemic it was decided to revamp the existing mentoring policy		
* web site renovation: Taking into account the frequent hacking, the website was renovated with more security features		
* Conduct of Faculty Development programme: The College hosted an online Faculty development Programme in collaboration with UGC - HRDC which was first of its kind by the colleges in the state of Kerala		
*Introduction of Educational Resource Planning Software. "Campus genie" a management Information System was introduced		
induction programme		
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
revision of remedial and mentoring policy	revised and implemented
Faculty Development Program in collaboration with UGC - HRDC	Conducted
Website modification	modified
Induction program for first semester students	Conducted
Save Sasthamcotta Lake campaign	started

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

- Name of the statutory body

Name	Date of meeting(s)
College Council	25/08/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	24/02/2022

15. Multidisciplinary / interdisciplinary

Keeping with the view to promote interdisciplinary/ multidisciplinary, the college provides

- a state-of-the-art Instrumentation Centre for Science faculty and students
- a Language Lab to promote competency of the English Language for faculty and students of all departments
- a platform for faculty, students and research scholars to update knowledge in various disciplines, through conducting the Bodhi National Seminar every year
- Considering the longstanding need for promoting interdisciplinarity, the college plans to establish a South Asian Studies Research Centre for meaningful transactions in the areas of culture and tradition.

<p>16.Academic bank of credits (ABC):</p>
<p>The college has registered in the Digi locker portal, envisaged by the NEP. This would enable drop-out students to continue their education even at a later point of time. As part of this, the college will be able to join the common student data management system, Academic Bank of Credits, wherein their credits will be pooled accordingly.</p>
<p>17.Skill development:</p>
<p>In order to promote Skill Based Education, the institution has already started two Vocational Courses viz. B. Voc. in Food Processing and Management and B. Voc. in Software Development.</p> <p>In addition to these, we conduct Certificate courses in Library and Information Science and Computerized Accounting, offered by the Centre for Adult Continuing Education and Extension, University of Kerala.</p> <p>The Post Graduate Diploma Course in GST is yet another Skill-based course offered by the college in collaboration with the Gulati Institute of Finance and Taxation.</p> <p>The Organic farming and cattle / poultry rearing practice (for almost 5 years) is a platform for skill Development in the respective fields. Value added products are made from the produce of organic farming, which are marketed by students (thereby promoting entrepreneurship capabilities).</p>
<p>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</p>
<p>The institution plans to propagate Indological studies through strategies adopted by the Departments of Sanskrit, Malayalam and Hindi. The Department of Sanskrit plans to conduct short-term Online Courses in Sanskrit Language and Literature Studies, Yoga and Heritage, Indian Culture etc. through SWAYAM Portal by developing MOOC content. The Department of Malayalam has taken initiatives for conducting webinars on aspects of Indian Culture like cinema, Drama, story-telling etc.; which they propose to formulate into e-content over platforms like SWAYAM.</p>
<p>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</p>
<p>the syllabus of all programmes has been modified on the basis of OBE structure.</p>

20.Distance education/online education:

The college has adopted a hybrid mode of education. The management information system (ERPS) provides a platform 'mingle' for online submission of assignments and notes. The teachers are using platforms like Google meet, Zoom etc for the online dissemination of knowledge. Webinars are also conducted which enable students to get ideas about the emerging fields in their topic of interest.

Extended Profile

1.Programme

1.1

634

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

File Description	Documents
Data Template	View File

2.Student

2.1

1099

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

151

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

File Description	Documents
Data Template	View File

2.3

814

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1	97
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	92
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	101
Total number of Classrooms and Seminar halls	
4.2	33.455
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	85
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Kumbalathu Sankupillai Memorial Devaswom Board College is affiliated to the University of Kerala. It follows the guidelines, syllabus, academic calendar and evaluation pattern prescribed by the university. It is the University that provides the curricula framework which is revised periodically.

IQAC plays a key role in the effective dissemination of the curriculum. At the outset of every academic year, the IQAC chalks out an Action Plan for the proper delivery of the syllabus, on the

basis of the academic calendar of the University

The IQAC has also taken the initiative for an ERPS system (a management information portal) to ensure proper monitoring and delivery of academic curriculum.

. The College Level Monitoring Committee plans and conducts centralized examinations to evaluate student performance. It monitors the mechanism of continuous assessment of every student. The Department Level Monitoring Committee (DLMC) operates in all academic departments of the college to implement the guidelines and plans prescribed by the CLMC.

Periodic reports are collected from departments by the Principal to ensure that the syllabus is properly completed and the programme outcome is ensured. Value added programmes, seminars and invited talks are promoted to ensure maximum fulfillment of programme outcome.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/08/1.1-Curricular-Planning-and-Implementation-1.pdf

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

The College adheres to the guidelines and deadlines issued by the University of Kerala for the academic year. The measures taken by the College to adhere the academic calendar of the University including the conduct of CIE is stated below:

- The IQAC takes initiative to prepare an academic calendar based on the academic calendar and guidelines issued by the University of Kerala.
- The IQAC circulates notices inviting department procedures for the academic year through proper Action Plans at the beginning of the academic year.
- IQAC also ensures that departments submit the Annual Report at the end of the academic year.
- The College Level Monitoring Committee, having Head of Department of all departments as members, monitors and

assesses the effective implementation of the curriculum and the timely conduct of internal examinations.

- Three internal evaluations, a centralized one monitored by CLMC directly and two class tests at department level/centralized are conducted. The other components of internal evaluation like assignment and (or) seminar is conducted based on the guidelines and weightage prescribed by the University of Kerala.
- The CLMC along with the support of DLMC, monitors the conduct of retest for deserving students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/08/1.1.2-academic-calendar-compressed-1.pdf

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	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

26

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

12

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

802

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 syllabus prescribed by the University of Kerala has incorporated cross cutting issues like gender, environment, human values and professional ethics in almost all programmes offered and being an affiliated college we follow the same syllabus. The

areas mentioned above are addressed in 4 platforms:

1. In curriculum prescribed by University
2. In clubs, and
3. In Value Added Courses
4. Farm run by students

The subject domains which address gender, environment, human values and professional ethics include:

- English
- Hindi
- Sanskrit
- Commerce
- Botany
- Zoology
- Statistics
- B.Voc - FPM
- B.Voc - SD etc

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

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

26

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

814

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://ksmdbc.ac.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ksmdbc.ac.in/wp-content/uploads/2022/08/1.4.1-Curriculum-Feedback-1.pdf

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

1099

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

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

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

177

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

2.2 - Catering to Student Diversity

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

Learning level assesment policy of the institution is followed to categorise students based on their learning abilities

Programmes For Advanced Learners

- Value added courses were give students opportunity to develop their skills.
- The students are encouraged to enrol for NPTEL courses which will add to their educational achievements.
- Peer teaching
- Endowments for meritorious students
- Coaching for UGC and CSIR- NET- JRF exams equip the post graduate students to pursue their learning further.

Programmes For slow learners

- KODU- A Whatsapp group by Department of Malayalam creates and circulates audio notes of the syllabi for visually challenged students and slow learners.
- Remedial programme monitored by the departments helps to support slow learners to become on par with their peers.
- Language competency, language standardisation, accent neutralisation and acquisition of language skills are given stress both from mentors as well as from peers who are advanced learners.
- The faculty prepare and distribute simplified learning materials to suit the requirements of slow learners.
- The parents are periodically informed of their ward's progress and problems if any.

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/06/IQAC-POLICY-CATERING-TO-THE-NEEDS-OF-DIFFERENT-LEARNERS.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2732	97

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The adoption of outcome based education (OBE) ensures that the learning outcomes are attained through a dynamic process of instruction and evaluation.

Experiential Learning

The Students are provided with an environment where they can develop their knowledge, skills and values from direct experiences and not merely from classroom bound lecturers.

- The students of the department of Zoology and Botany gain first-hand knowledge experience through their familiarity with the abundant flora and fauna with which the pristine locality of the college is blessed.
- The largest freshwater lake and a Ramsar site, the Sasthamcotta lake is a treasure house of first hand learning for the students of life sciences department.
- Community based activities which are part of various club activities keep the learners in touch with the realities and needs of the society around them.

Participative Learning

- Koodu - An initiative that circulates audio notes of the syllabi which can be used for enhanced learning process of Malayalam language and literature.
- Peer teaching
- Laboratories for Science departments and Language lab for soft skills development
- Seminars and presentations are an integral part of syllabus.

Problem Solving Approach

- Projects and Internship works are undertaken

File Description	Documents
Upload any additional information	View File
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

ICT is now integrated into teaching learning process, as the digital era demands much more than conventional chalk and talk method. Learning Management Softwares like Google classroom, mangle are used in teaching and evaluation.

In keeping with the demands of the new pedagogy, teachers extensively complement their teaching process with ICT resources which makes the teaching learning process more effective, especially in the pandemic-stricken environment, ICT resources were more relied upon.

Students go through a digital version of the classroom - Google classroom where the teacher uploads notes, lectures, links of relevant sites and materials which the learners can access at their convenience and learn at their individualized pace. Thus was a necessity to combat the learning hurdles posed by the nationwide pandemic, and is also used to supplement offline classes in a proportionate manner.

Other online tools like youtube channels, blogs were also used.

Online classes through google meet, Zoom platform started during pandemic and 100 percent digitalisation efforts has provided mobile gadgets to students to ensure effective learning

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

96

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

2.4 - Teacher Profile and Quality

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

97

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

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

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

51

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

607

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Continuous Internal Evaluation system is done meticulously to ensure a clear assessment of the learning potential and level of achievement of each learner. The evaluation process and reforms introduced by the University are effectively implemented by constituting a Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC). The individual departments maintain records pertaining to the assessment and evaluation of the students in the Continuous Evaluation(CE) and End Semester Examinations (ESE).

The DLMC and CLMC ensure transparency in the evaluation process. The schedule of internal examinations is announced and question papers from the concerned teachers are collected by the internal examination committee. All internal assessment marks are published in the notice board of respective departments. Complaints, if any, are first addressed by the head of the departments and then forwarded to the college level committee and remedial actions are taken.

The College Level Monitoring Committee (CLMC) takes the initiative of conducting periodic internal examinations through a centralised system.

Regarding attendance and assignment marks, class tutors prepare monthly attendance statements and published in the notice board. Hard copies of CE mark sheets are kept as record in departments. The DLMC and CLMC ensure transparency in the evaluation process.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Grievance Redressal mechanism

The complaints of the students related to the continuous internal evaluation will be addressed by the grievance redressal system functioning in the college. The entire process is decentralised and different bodies take part in the transparent, time bound and efficient mode of addressing the grievances raised by the students.

CLMC

Continuous evaluation is done in a systematic and monitored manner by the CLMC. The attendance of the students is recorded by the respective departments and Re tests were conducted on the basis of genuineness. The result of examination is published in a time bound manner. Answer sheets of test papers are given to the students so that they can voice any grievances related to the internal exams to the Department Level Monitoring Committee through their tutor. .

DLMC

The DLMC under the coordination of the head of the department addresses the internal exam related grievances. The DLMC takes steps to re assess the learner's performance and revaluation is done, if found genuine and necessary. In case the learner is not satisfied at this level, they can bring up the matter to the CLMC.

File Description	Documents
Any additional information	View File
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.

Outcome based education is the mode of framing syllabus for all the courses. Framing of syllabus is done by the university. For most of the programmes, course objectives and programme outcomes are predefined by the university while designing the programme and individual courses. These outcomes are displayed in the college website also.

An overview of the outcomes is presented to the students at the very beginning when they are initiated into the programme through an induction programme. Each course is introduced by outlining the course outcomes during the programme.

Induction programme is organised soon after the completion of the admission process. The Principal, and the faculty members and tutor address the students and the parents during this session, wherein they are given an overall awareness and knowledge of the choice based semester system followed by the university for undergraduate programmes. They are familiarised with the mode of evaluation and assessment comprising external examination conducted by the university at the end of each semester and the continuous assessment(evaluation) process and its various components

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/06/2.6.-KSMDBC-Course-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution follows the practice of objective measuring the level of attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs).

Methodology adopted to assess the attainment of outcomes

- Result analysis is done at the end of the programme: Tutors

analyse the results at the end of each semester and are compiled at the end of the programme to measure the attainment of course objectives.

- Student progression: Survey on the progression details of under graduate and post graduate programmes is conducted by the concerned tutors.
- Continuous evaluation measures used for CO, PO, PSO attainment are:
 1. Internal examination: As part of continuous evaluation, internal examination is conducted in a centralised manner and valued answer scripts are handed over to the students within a period of one week.
 2. Assignments: Assignments are given to the students with a view to develop their problem solving skills and project implementation skills
 3. Seminars: The presentation skills of the students are tested through this component and the students are encouraged to use ICT in preparing and presenting seminars.
 4. Projects and Viva: Projects, field visits, viva and practical skill evaluations are also the value indicators for the programme and course outcome attainment evaluation.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/06/2.6.-KSMDBC-Course-Outcomes.pdf

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

358

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://ksmdbc.ac.in/wp-content/uploads/2022/07/ANNUAL-REPORT-2020-21-1.pdf

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://ksmdbc.ac.in/wp-content/uploads/2022/04/2.7.-SSS-2020-21.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)

9,657,000/-

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://ksmdbc.ac.in/funding-agencies/

3.2 - Innovation Ecosystem

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

KSM DB College has been a front runner in the creation of an ecosystem for innovation and promotion of ideas among students and faculty. The Institution's Innovation Council (IIC) set up in accordance with the direction of the Ministry of Human Resource Development (MHRD), Govt. of India has been instrumental in the creation of think tanks and opinion builders. Various clubs have been functioning under the auspices of IIC since its inception. The IIC includes ED club, IPR Cell, Planning Forum, Financial Library Cell, etc. It provides a meaningful platform for interaction between academic and industry.

The Kerala Development and Innovation Strategy Council (K-Disc) of Govt. of Kerala is bringing out path breaking strategic programmes for innovation promotion for local economic development named One District-One Idea/MSME Innovation Clusters. Our institution is one among the two Arts and Science Colleges in Kollam district selected for this innovation challenge, wherein it is supposed to

formulate innovations for the development of the Chathanoor handloom cluster.

Department of Botany has organized a documentation of Invasive alien species of Sasthamcotta Lake. Fifteen students of B. Sc Final year participated in the investigations and 24 species of invasive aliens of the terrestrial vegetation have been documented.

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

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

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

10

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

3.3 - Research Publications and Awards

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

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

28

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

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

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

30

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

? SUBHIKSHA - 2020 - An organic farming venture initiated by the

students for the cultivation of fruits, vegetables and fodder grass as a joint venture of the Subhiksha Keralam Project of the Govt. of Kerala.

‘? Students under the NSS have turned into an epitome of social service by constructing homes for poor families

- Making and distribution of hand sanitisers and masks for the public
- Students worked hand in hand with the Police department to control traffic and maintain social distancing
- Webinars and awareness classes on how to face the Pandemic

? Adopted Village Scheme of the NSS Unit

? Student Palliative Club

? Agricultural Market: Helping hand for farmers

? Mozhi: Whatsapp collective for visually challenged people

? Karunya Padhathi

? Cleaning drive, social surveys

? Anti-drug Awareness Programme, YOGA for building Immunity, IT awareness survey in the Panchayath,

? Celebration of National Days with community participation

? ANERT Energy Centre Unit

? Rain Water Harvesting

? Swatch Bharath Abhiyan

? Wetland Care Programme: Awareness Programme for the protection of Wetland

Digitization of study materials

? Cash out of Trash: An Eco-Friendly Art. Online training programme for women

? International Women’s Day Celebration

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/extension/
Upload any additional information	View File

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

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

7

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

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

64

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

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

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

4098

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

3.5 - Collaboration

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

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

8

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

KSM DB College has adequate infrastructure facilities for meeting the requirements of the college. The institution offers adequate number of spacious classrooms, laboratories, seminar halls, and library and research rooms for carrying out academic activities effectively.

There are thirteen labs facilities available for science departments. All these laboratories are supported by DBT STAR and DST-FIST since 2019. Chemistry lab is supported by SARD, KSCSTE. Food Lab is associated with B.Voc in Food Processing and Management Department.

There are two separate computer centers, each one having 15 computers with internet facilities. One separate computer lab is working in Research department of Commerce. The whole campus is supported with Wi-Fi facility. Language lab facility is available in English Department

College Central library provides a collection of about 48959 books and 2946 reference books with ample reading space, seven desktop computers with internet browsing and reprographic facility to student and INFLIBNET for both teachers and students.

.Common amenities include Cooperative store, womens' hostel, Staff cooperative bank, Campus Radio viz., 'Voice of DBC', College Canteen etc are available in the campus.

The institution has surveillance cameras, security staffs and ample vehicle parking facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/campus-layout/

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

KSM DB College has excellent facilities for both indoor and outdoor games in the campus and all sports and games activities in the college are conducted by Department of Physical Education.

National Cadet Corps (NCC) and National Service Scheme (NSS): The army wing of NCC is functioning in the campus.

Yoga CentreThe institution celebrates International yoga day every year

Gymnasium: The institution has a well equipped and well maintained fitness centre in the campus

Sports Facilities

Facility

Numbers

Area

Year of establishment

football court

1

100m x 80m

1988

gymnasium

1

15.2m x 25.6m

1975 (Modified on 2016)

cricket ground

1

125m x110m

1988

cricket net practicing court

1

35m x 5 m

2003

volleyball court

1

22m x12 m

1965

basketball courts outdoor

1

32 m x 18 m

2016

Khokho court

1

27 m x 16 m

2008

Ball badminton

1

24mx 12 m

1970

Shuttle badminton (indoor)

2

13.4 m x 6.1 m

2004

Table Tennis

2

2.74m x 1.52 m

2016

Kabadi Court

1

12.5 m x 10 m

1965

Handball court

1

40 m x 20 m

2012

Athletics

1

400 m track

1988

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/departments-of-physical-education/

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

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/07/ICT-Facilities-1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

70.64

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

4.2 - Library as a Learning Resource

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

KSM DB College follows a centralized library system with an area of 307.1 Sq.Mts. Library has partially automated with Grandha Software since 2015. The college library has three sections: Reading room, Reference section for teachers and students, and general and departmental stacks.

Library has collection of about 48959 books, 2946 reference books and 84 CDs. The collection of books includes reference books and books for various competitive examinations like PSC, UPSC, UGC NET, etc. The library has collection of rare books like Mahabharatha, Ramayana, and Rigveda.

The Library offers Online Public Access Catalogue (OPAC) facility through which users can search the library catalogue to locate and check the availability of books and other materials.

Library provides INFLIBNET for both teachers and students. Reprographic facility is available in the Library. Library has provisions for accommodation of 5 computers for searching the status of the books by staff and students. The library is open from 9.30 am to 4.30 pm on all working days.

Library runs under the guidance of an Advisory Committee. One librarian and staff runs the daily working of library. Advisory committee will verify and finalize the books and journals for purchase.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://ksmdbc.ac.in/library/

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

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

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

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

1.4

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

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

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

70

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

KSM DB College has various ICT facilities for teaching and learning. Adequate number of desktops with internet and Wi-Fi facility, LCD Projectors, printers, G Suit account, Enterprise Resource Planning (ERP) software- Campus Genie etc., is the IT Infrastructure facilities in the campus. The whole campus is Wi-Fi

enabled.

There are around 96 desktop computers with internet facility are available in the campus and all the departments are having at least one computer and printer. There are 16 ICT enabled class rooms and one common ICT enabled seminar hall in the campus.

There are two separate computer centers, each one having 15 computers with internet facilities, are available in the campus. One separate computer lab is working in Research department of Commerce with nine computers. The English Language lab belongs to Department of English.

The college has a well developed and maintained website, which includes the entire details of the College.

G -Suite for Education and Enterprise Resource Planning (ERP) software- Campus Genie are implemented in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/07/ICT-Facilities-1.pdf

4.3.2 - Number of Computers

93

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

6.11

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

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

KSM DB College has well established policies and procedures for maintaining infrastructure facilities in the college.

- For better utilization and maintenance of all infrastructure facilities, College has formulated Purchase Committee, Technical Committee and Infrastructure.
- The maintenance of physical infrastructure including college buildings, class-rooms and laboratories are systematically carried out by the management
- Urgent repair and servicing of equipments are carried out by the College itself. Maintenance of all equipments, machinery and ICT facilities and college website are overseen by respective service providers. The college has well formulated IT policy.
- The maintenance of the library is managed by the Library Advisory Committee and the Librarian
- The civil and electrical works are effectively carried out by utilizing PTA and management funds.
- The sports and games infrastructure facilities are used regularly by our students and maintenance works are done by the Physical Education Department itself.
- Our college has a well equipped waste management system. Biogas plant, dustbins usage and plastic free campus campaign are some among the effective initiatives taken.

- The plumbers, electricians, gardeners, security staff, cleaning staff etc., are appointed on contract basis and duly paid from management funds.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/igac-policy-documents/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1721

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

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

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

237

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://ksmdbc.ac.in/wp-content/uploads/2022/07/5.1.3.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

251

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

251

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

5.1.5 - The Institution has a transparent

A. All of the above

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

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

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

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

187

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

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

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

23

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

5.3 - Student Participation and Activities

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

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

08

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

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

KSMD College Sasthamcotta has a well-organized and democratically elected Student Council elected through the parliamentary mode of election as stipulated in the guidelines laid down by the University of Kerala every year. An Election Committee, formed for the purpose, conduct the election under the close monitoring of the discipline Committee.

Two class representatives from each class, wherein one female is mandatory, are elected and they form the Electoral College. From the members of the Electoral College 9 Students Council Office bearers - The Chairperson, Vice Chairperson, General Secretary, Joint Secretary, 2 University Council Councillors, Student Editor, Fine Arts Secretary and General Captain - and Department Association Secretaries are elected.

The Principal (President of the College Union), Staff Advisor, Advisor to the Fine Arts and Staff Editor to College Magazine help the student Council in its activities. The Student Council at KSMD College is a body of student representatives who work along with the management acting as a bridge between the students and the administrative authorities. Students Council functions for the benefit of the entire students and the general welfare of the College. All requests for financial assistance are to be given to the Principal through the Staff Advisor.

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/student-support/students-union/
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

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

The college alumni have contributed immensely by way of financial aid for developing infrastructure and providing scholarships for students. The college has an active General Alumni Association apart from the various Department Alumni Associations.

Dr. B.S.Sreekumar CA, a distinguished alumnus of the college, as a sign of respect for his alma mater, signed an MOU with the institution towards constructing a state-of-the-art fully air-conditioned Digital Library having an estimate of Rs. 1.5 crores in the year 2020-21.

Eminent businessman and distinguished alumnus of our college Dr. Ravi Pillai, has always been keen on helping our students. He has

given scholarships to many financially backward students during the academic year 2020-21.

Apart from financial support, the college alumni have been very active in conducting a number of programmes including awareness classes, seminars, Career Guidance classes etc. The department alumni have also contributed significantly during the year 2020-21. KANIVU is the name of the registered Alumni Association of members of 1989 batch B.Sc Botany students of the college. The Alumni Members of Kanivu in cooperation with the Department of Botany, Biodiversity Club and Bhoomitra Sena club planned to construct a Miyawaki forest in the college campus with the aim of afforesting the hills.

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=evTISb8pXtU
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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 Vision and Mission

The Vision of the institution is primarily the upliftment of the marginalized sections of society, while also providing adequate opportunity for the general community at large.

"Knowledge for each and wisdom for all" is the Mission statement of the institution.

Nature of Governance

Affiliated to University of Kerala, the College is managed by the Travancore Devaswom Board as per UGC regulations and Kerala Government Service Rules.

The formation of the Governing bodies of the institution is fully enrooted by the mission of the College. The Governing body ensures the participation of teachers, ministerial staffs, students, representatives of Management, Parents and Alumni, without any gender, communal or political bias.

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/vision-mission-motto/
Upload any additional information	View File

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

The College takes utmost care to involve all its stakeholders including teachers, students, parents, alumni and Local administration in decision- making at various levels.

Department level monitoring committee (DLMC) leads various academic activities in each Department. The Heads of the DLMC are Heads of Departments and they together with the College Principal are members of the College Level Monitoring Committee. Decisions taken at DLMC can be appealed at CLMC. DLMC is also in charge of remedial and tutorial systems. They cover all categories of students and monitor the mental as well as organisational issues among students. The DLMC bring to the attention of CLMC, any issues which need higher level of decision making. Student representatives are also members of various bodies and they are also involved in issues relating to students. IQAC is also having members from all stake holders.

The College union elections are done in a Parliamentary mode. Here, students of each class elect their representative and the

elected representatives elect college union representatives from among them. This system thus provides accountability and participative nature for the whole system. Due to the decentralized nature of election, issues of students are properly addressed during the process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC and the touch stone committee monitor and control all planning and developmental activities of the institution to ensure quality standards. Meetings are convened at regular intervals to plan all aspects of teaching -learning process.

Modern techniques in teaching like Online imparting of classes are planned and documented.

Programmes like SSP, WWS, ASAP and courses like VAC, NPTEL courses and CACEE courses are running in the institution and are all well documented so as to help in continuation.

Each and every activities of the examination wing are documented. Documentation of various plans regarding better conduct of academic activities like exam management, research process management etc is ensured.

The major activities and responsible system of the institution are shown below-

Curricular- CLMC/DLMC/ERPS

Co-curricular- Sports/NSS/NCC

Extra-curricular- Clubs

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/07/Objectives-of-the-strategic-plan.pdf
Upload any additional information	No File Uploaded

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.

Governing Bodies

- o University of Kerala
- o Directorate of Collegiate Education (DCE)
- o Management - Travancore Devaswom Board
- o Head of the Institution - Principal

College Council

- o HODs
- o 3 Elected Faculties
- o Superintendent of Office
- o Students representatives

IQAC

- o Principal
- o Co-ordinator
- o Seven Core Committee members
- o Seven Steering Committee members

NSS/NCC/Academic and non-academic clubs

- o Co-ordinators
- o Members
- o Student participants

Non-teaching staff

- o Sr./Jr Superintendent
- o Office staff
- o Lab assistants
- o Librarian
- o Library assistants

PTA

- o Principal as President
- o A parent elected-as Vice-President
- o A teacher elected- as Teacher Secretary
- o Ten executive committee members (teachers & parents)

Service Rules

- o Employees are bound to follow University Act and Statutes (Kerala University) and
- o Kerala Service Rules (KSR)

Recruitment

- o In accordance with Kerala University Regulations and UGC Regulations

Promotion

- o According to the UGC Regulations regarding Career Advancement

Scheme (CAS)

- o Based on the Proforma of the Performance Based Appraisal System (PBAS) of University of Kerala
- o The IQAC verifies the applications before selection.

Grievance Redressal Mechanism

- o Online facility to submit grievance
- o Complaint Bo

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/about-the-college/
Link to Organogram of the institution webpage	https://ksmdbc.ac.in/wp-content/uploads/2022/07/Organogram.jpeg
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The following are facilities given by the institution and Government for teaching and non-teaching staff.

- The staff Cooperative Bank
- The Staff Club 'Oruma'
- DTP/Spiral Binding/Photocopy facility
- Library
- Gymnasium
- Women's Hostel
- Canteen
- tour & recreational activities exclusively for women faculty members.
- Facility to buy organic products
- Provision to attend relevant training programs
- Retirement Function
- Free Wi-Fi Facility
- Special Casual leave

Other Governmental Welfare Schemes include:

- Provident Fund (PF)
- Group Insurance Scheme (GIS)
- State Life Insurance Scheme (SLI)
- MediSEP, Medical Insurance Policy
- Maternity and Paternity Leave
- National Pension Scheme (NPS)
- Medical Reimbursement

Teaching Staff

- Career Advancement Scheme (CAS)-
- G-Suite account

Non-teaching Staff

- Personalised Cabins
- Die in harness
- Career Progression for non-teaching staff
- Festival allowance

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/facilities-others/
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

7

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

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

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

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

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

There are certain parameters for the Performance Appraisal System for teaching and non-teaching staff.

Teaching Staff

The teaching staffs of the institution strictly follow the rules and regulations resolved by the University of Kerala as per UGC Regulations (for the maintenance of standards in Higher Education). The teaching staff has to submit duly filled Performance Based Appraisal System (PBAS) proforma prescribed by the University to the IQAC of the college. After verification of proforma and supporting documents, IQAC recommends the Principal for requesting the University to constitute a screening committee for evaluation of proforma. The screening committee evaluates each PBAS proforma and recommends or not recommends the teacher for promotion. Subsequently the teacher has to get approval from Management, from University and lastly from Deputy Directorate of Collegiate Education.

Non-Teaching Staff

The non-teaching staff also has definite parameters of their performance. The promotion criteria have to be fulfilled according to the educational qualifications, and qualifying department tests as per the Kerala Service Rules.

Besides all these there are other mechanisms that indirectly support the quality improvement strategies by contributing suggestions and corrective measures such as satisfaction survey of students, Alumni and parents, Grievance Redressal Mechanism of the college, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 institution regularly conducts internal and external financial audit to maintain the financial management system in a transparent and systematic way, where all Government and Non-Government funds are operated through the College Principal. Usually, the Institution conducts two kinds of financial audits viz., internal audit and external audit.

Internal Audit

Internal audits are conducted by the institution periodically by audit wings of the Deputy Directorate of Collegiate Education (DDCE), Kollam and also by the Accountant General's (AG) office, Thiruvananthapuram. (Test audit). These two authorities inspect the files relating to financial matters under various scheme that the College has availed. All kinds of Government and Non-Government funds are managed by the Head of the institution. The Head Accountant (HA) of the administrative wing helps the Principal to maintain transparency in financial dealings.

External Audit

i) Funds from UGC / RUSA / Alumni etc.

ii) The PTA account

Mechanism for Settling Audit Objections

The audit objection report shall be received and acknowledged appropriately by the institution. Audit objections by the audit wing of the Deputy Directorate of Collegiate Education (DDCE) are clarified with substantiated reports. Usually 'first reply' to the audit report should be furnished within a period of 14 days.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

33,44,500

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

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

Mobilisation of Funds

The Institution receives funds from different Government and Non-Government schemes, Management, PTA, Scholarships, and Alumni and they are subject to external or internal audits to maintain transparency in every transaction.

Various Funds available are -

Central Government Funds

are used to enhance developmental activities mainly under three heads, viz.,

i) To purchase books and journals for academic development

ii) For new buildings, lab facility, equipment, etc. for infrastructure development

iii) For Research development- UGC funds for new Minor and major research projects wasn't provided after 2015. Already sanctioned projects utilises the funds received earlier

- UGC
- RUSA
- DST-FIST
- DBT-STAR
- Minor Projects
- Scholarships

State Government Funds-aregranted for innovative programmes like ASAP, WWS, SSP, SARD, clubs, NSS, etc. Various scholarships for students are initiated by Directorate of Collegiate Education (DCE).

- SARD
- State Government Fund for NSS
- State Government Fund for ASAP, WWS and SSP
- Scholarships

Other Non-Government Funds-mainly from the Management, PTA, Funds from Alumni and other contributions.

- Endowment Awards
- Funds Raised by Departments/Associations
- PTA Funds
- Aid from Philanthropists
- Contribution from Alumni
- Funds from Management
- Research grant from the University of Kerala

Purchase and technical committees of the institution play vital role for the optimal utilisation of finds

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Tutorial System

One of the primary functions of the institution is the long - established Tutorial system. It serves the purpose of monitoring each and every student of the college. As envisaged by educationists all around the globe, every individual unit comprising a good number of students (a regular batch) is allotted a Tutor at the department level. A Tutor is: -

1. Entrusted with the task of guiding the students from the time of their admission till they leave the institution.
2. Supposed to have a comprehensive record of all relevant details of the student, including academic, economic, socio-cultural, psychological parameters.

The Tutor assembles students of her/his batch once in every week other than the regular class hours (on Wednesday) and discusses their whereabouts, be it their academic, extra-curricular, financial or psychological issues.

Implementation of mentoring policy

The College has a well-planned Learner Mentoring Programme which enables learners to benefit from a holistic support system offered by mentors. This programme is not only confined to providing academic assistance but also seeks to be sensitive to all matters that interfere with the performance of learners.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

IQAC's Review Mechanism for Teaching-Learning review

- Orientation (Bridge Course) for 1st year UG students

It is one of the usual practices of the institution; takes place as an initiative of IQAC to provide bridge course for 1st year UG students. The course is to get familiar with the structure and processes of CBCSS.

- Academic Calendar (College)

The college strictly follows the academic calendar of the University of Kerala with regard to the teaching, learning and evaluation. Exclusive events of the institution such as IQAC meetings, Youth festival etc. are incorporated In this academic calendar.

- Remedial Coaching, SSP, WWS

As per the mentoring policy students are selected for remedial Coaching, SSP and WWS.

- Tutorial Sessions
- Policy making
- Organising Professional Development Programmes for effective teaching
- Management Information System (MIS)
- Monitoring the evaluation of teachers by students
- DLMC reports
- PTA reports

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has taken initiative to conduct orientation sessions for the students coming to college after a span of one year due to the covid-19 scenario. The students were allowed to engage in tension relieving activities like singing, reciting, dancing and the like. They were also encouraged to share their experiences during the pandemic period. The teachers also shared their experiences. Awareness was also given to students on how to cope up with such challenging situations. The Centre for Women's Studies of the college has conducted online International Women's Day in collaboration with the NSS unit. The topic selected was "Athijeevanathinte Karuthu", the strength of Survival. This programme was intended to instil courage in female students to adjust with adverse situations in life. The Centre for Women Studies has also conducted an online training and demonstration programme "Cash out of Trash". Training was given to students on door mat making, paper art etc. The programme was intended to develop entrepreneurship among girl students helping them to become self sufficient and independent in their lives.

File Description	Documents
Annual gender sensitization action plan	https://ksmdbc.ac.in/criterion-7-2/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ksmdbc.ac.in/criterion-7-2/

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

A. 4 or All of the above

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

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

Solid Waste Management:

The Biogas Plant installed in the campus serves as an effective means of disposing solid waste in the campus. Waste bins are also kept in different places for effective disposal of waste materials. Plastic waste materials are segregated and kept in separate bins. The students are encouraged to bring lunch in lunch boxes to ensure the reduction of wrapping plaintain leaves and other plastic materials. The MoU signed with Sasthamcotta Gramapanchayath is still continuing and this serves as an effective method of collection and disposal of plastic waste. The MoU signed for e-waste management is still in practice. The biodegradable wastes are then treated in Biogas plants. The compost and biogas thus produced is used for organic farming and CollegeCanteen effectively.

Biomedical waste management: Facilities have been arranged for handling safe and eco friendly disposal of sanitary napkins, which

comes under biomedical waste category. Incinerators has been installed in the Campus for this purpose.(Thanal- Women's Amenitycentre).

Waste recycling system:The college maintains an organic farm where vegetables are cultivated. In the organic farming initiative, cow dung, compost, kitchen waste from Canteen are used successfully for increasing the yields.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

A. Any 4 or all of the above

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

K. S. M. D. B. College is founded on the values and principles of Shri Kumbalathu Sanku Pillai, a social reformer, politician and freedom fighter, who worked for the upliftment of downtrodden people and to spread modern education. As such the institution strives to be an inclusive community by inculcating the values of secularism and promoting cultural, regional and communal harmony. The staff-members and students of the college constitute a cross section of diverse linguistic, regional, communal and socio-economic background. Various programmes organised in the college celebrates this collective inclusiveness. Financial aid is provided to the students through endowments provided by the retired staff members and Alumni and also PTA. Blood donation camp is conducted every year to to motivate students to donate blood and save lives. The staff members of the college contribute to the nearby Sasthamcotta Ayyappa Swami Temple to organize grand festival every year. Town cleaning is initiated by the students after the Temple festival every year. Onam and Christmas are celebrated to promote communal harmony. Visits to destitute houses and orphanages are organised by the college. Seminars on aegal Awareness and also on health care are also organised. Drug Abuse awareness classes are also conducted.

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

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

K.S.M.D.B College takes various initiatives to sensitize the students and faculty to the constitutional obligations: values, rights, duties and responsibilities, by organizing many events and programmes. The College begins the sensitization programme every year with the induction of the undergraduate students, where the Principal emphasizes the importance of constitutional duties of all the citizens and the need to transform ourselves into responsible citizens. National festivals like Independence Day and Republic Day are celebrated with ceremonial flag hoisting and parade by the NCC and NSS units of the college invoking patriotic and nationalist fervour in the minds of the community. Other historically important days like Kargil Day, Pulwama Day etc. are also celebrated. Constitutional Day and Gandhi Jayanthi celebrations are also observed every year. Human Rights Club has conducted many programmes to raise awareness among students to promote and protect human rights. The College has taken initiative to create awareness on women's rights and also legal awareness. Eminent women administrators in Kerala State Government are invited as Resource Persons to interact with the students. The college does its best to ensure knowledge regarding the rights and responsibilities of the civilians.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://ksmdbc.ac.in/criterion-7-2/
Any other relevant information	Nil

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

B. Any 3 of the above

4. Annual awareness

programmes on Code of Conduct are organized

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

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

National festivals are celebrated to promote national integrity and to develop democratic spirit. The students enthusiastically participate in such events. The College also organises special programmes on the occasion of the birth or death anniversaries of great Indian personalities. The institution has a system in which references about epoch making social thinkers of India like Mahatma Gandhi, Jawaharlal Nehru, etc. are made through the public address system as and when their birth or death anniversaries fall. The College celebrates Gandhi Jayanti every year on 2nd October with prayer services. As part of this, the NSS unit of the college organises 'Service Week' with the motto of Swachh Bharat. National Science Day is celebrated on 28th February every year. The programmes conducted during the occasion is intended to develop scientific aptitude in the students and also helps them to pursue research in the subject. International Women's Day is celebrated every year with various programmes to enlighten and empower women. World Heart Day is celebrated to spread awareness against tobacco use, unhealthy diet and physical inactivity. International Biological Diversity Day is observed to create awareness and conservation of flora, fauna and species richness.

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

7.2 - Best Practices

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

Best Practice 1

SUBHIKSHA

This practice is started to make student community aware of the importance of sustainable agriculture. A large area of land is kept aside for organic farming. The main crop items include plantain, tapioca and different vegetables and ineapple. The fertilisers used in the farm are obtsined from the animal farm set up in the campus itself. The produce is sold to staff members, students or to the nearby shops and markets. After the harvest the vegetables and fruits are displayed for selling. The workers, students and staff are getting increasingly involved in the practice.

BEST PRACTICE 2

DEVATHEERTHAM: Conservation of Sasthamcotta Lake - Ramsar Site

This practice is initiated to conserve the Sasthamcotta Lake and also to create awareness in the students, and thereby the future generation, on importance of the unique features of freshwater ecosystem. This practice is also oriented towards creating a sustainable environment in and around the campus. The eco-friendly initiative has found a strong resonance in our Sasthamcotta locality towards the conservation of Ramsar Site. We are proud to say that our staff and students have created a sensation for the conservation of Sasthamcotta Lake.

File Description	Documents
Best practices in the Institutional website	https://ksmdbc.ac.in/best-practices/
Any other relevant information	https://ksmdbc.ac.in/best-practices/

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

The Vision of the College is the upliftment of the marginalized sections of society through education. The College has years and years of excellence in the academic field. The alumni of the institution comprises veterans in diverse fields of knowledge. Star plant garden "Nakshathravanam", Butterfly Garden and Medicinal Garden are set up by the Department of Botany. Organic farming is practised and the produce is sold to the benefit of the staff, students and community. Pineapple is also cultivated around the campus premises. Besides flora, a number of fauna are also kept in the campus. Fodder grass is cultivated to feed the animals and the waste produced is used as manure for organic farming. Miyawaki forest is planted near the campus to contribute to the sustenance of the environment. The College takes special care in enhancing the research potentials of our students. A number of research activities focused on biodiversity conservation, water quality checking, the impact of invasive alien species, the protection of indigenous species of plants are carried out. The students and staff come from different sections of the community and thus the Institution contributes to outstanding performance in communal harmony.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Kumbalathu Sankupillai Memorial Devaswom Board College is affiliated to the University of Kerala. It follows the guidelines, syllabus, academic calendar and evaluation pattern prescribed by the university. It is the University that provides the curricula framework which is revised periodically.

IQAC plays a key role in the effective dissemination of the curriculum. At the outset of every academic year, the IQAC chalks out an Action Plan for the proper delivery of the syllabus, on the basis of the academic calendar of the University

The IQAC has also taken the initiative for an ERPS system (a management information portal) to ensure proper monitoring and delivery of academic curriculum.

. The College Level Monitoring Committee plans and conducts centralized examinations to evaluate student performance. It monitors the mechanism of continuous assessment of every student. The Department Level Monitoring Committee (DLMC) operates in all academic departments of the college to implement the guidelines and plans prescribed by the CLMC.

Periodic reports are collected from departments by the Principal to ensure that the syllabus is properly completed and the programme outcome is ensured. Value added programmes, seminars and invited talks are promoted to ensure maximum fulfillment of programme outcome.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/08/1.1-Curricular-Planning-and-Implementation-1.pdf

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

The College adheres to the guidelines and deadlines issued by the University of Kerala for the academic year. The measures taken by the College to adhere the academic calendar of the University including the conduct of CIE is stated below:

- The IQAC takes initiative to prepare an academic calendar based on the academic calendar and guidelines issued by the University of Kerala.
- The IQAC circulates notices inviting department procedures for the academic year through proper Action Plans at the beginning of the academic year.
- IQAC also ensures that departments submit the Annual Report at the end of the academic year.
- The College Level Monitoring Committee, having Head of Department of all departments as members, monitors and assesses the effective implementation of the curriculum and the timely conduct of internal examinations.
- Three internal evaluations, a centralized one monitored by CLMC directly and two class tests at department level/centralized are conducted. The other components of internal evaluation like assignment and (or) seminar is conducted based on the guidelines and weightage prescribed by the University of Kerala.
- The CLMC along with the support of DLMC, monitors the conduct of retest for deserving students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/08/1.1.2-academic-calendar-compressed-1.pdf

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

A. All of the above

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
26	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
12	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total	

number of students during the year	
802	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The syllabus prescribed by the University of Kerala has incorporated cross cutting issues like gender, environment, human values and professional ethics in almost all programmes offered and being an affiliated college we follow the same syllabus. The areas mentioned above are addressed in 4 platforms:</p> <ol style="list-style-type: none"> 1. In curriculum prescribed by University 2. In clubs, and 3. In Value Added Courses 4. Farm run by students <p>The subject domains which address gender, environment, human values and professional ethics include:</p> <ul style="list-style-type: none"> • English • Hindi • Sanskrit • Commerce • Botany • Zoology • Statistics • B.Voc - FPM • B.Voc - SD etc 	

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

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

26

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

814

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the	B. Any 3 of the above
--	------------------------------

institution from the following stakeholders Students Teachers Employers Alumni	
---	--

File Description	Documents
URL for stakeholder feedback report	https://ksmdbc.ac.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ksmdbc.ac.in/wp-content/uploads/2022/08/1.4.1-Curriclum-Feedback-1.pdf

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

1099

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

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

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

177

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

2.2 - Catering to Student Diversity

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

Learning level assesment policy of the institution is followed to categorise students based on their learning abilities

Programmes For Advanced Learners

- Value added courses were give students opportunity to develop their skills.
- The students are encouraged to enrol for NPTEL courses which will add to their educational achievements.
- Peer teaching
- Endowments for meritorious students
- Coaching for UGC and CSIR- NET- JRF exams equip the post graduate students to pursue their learning further.

Programmes For slow learners

- KODU- A Whatsapp group by Department of Malayalam creates and circulates audio notes of the syllabi for visually challenged students and slow learners.
- Remedial programme monitored by the departments helps to support slow learners to become on par with their peers.
- Language competency, language standardisation, accent neutralisation and acquisition of language skills are given stress both from mentors as well as from peers who are advanced learners.
- The faculty prepare and distribute simplified learning materials to suit the requirements of slow learners.
- The parents are periodically informed of their ward's progress and problems if any.

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/06/IQAC-POLICY-CATERING-TO-THE-NEEDS-OF-DIFFERENT-LEARNERS.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2732	97

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The adoption of outcome based education (OBE) ensures that the learning outcomes are attained through a dynamic process of instruction and evaluation.

Experiential Learning

The Students are provided with an environment where they can develop their knowledge, skills and values from direct experiences and not merely from classroom bound lecturers.

- The students of the department of Zoology and Botany gain first-hand knowledge experience through their familiarity with the abundant flora and fauna with which the pristine locality of the college is blessed.
- The largest freshwater lake and a Ramsar site, the Sasthamcotta lake is a treasure house of first hand learning for the students of life sciences department.
- Community based activities which are part of various club activities keep the learners in touch with the realities and needs of the society around them.

Participative Learning

- Koodu - An initiative that circulates audio notes of the syllabi which can be used for enhanced learning process of Malayalam language and literature.
- Peer teaching
- Laboratories for Science departments and Language lab for soft skills development
- Seminars and presentations are an integral part of syllabus.

Problem Solving Approach

- Projects and Internship works are undertaken

File Description	Documents
Upload any additional information	View File
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

ICT is now integrated into teaching learning process, as the digital era demands much more than conventional chalk and talk method. Learning Management Softwares like Google classroom, mangle are used in teaching and evaluation.

In keeping with the demands of the new pedagogy, teachers extensively complement their teaching process with ICT resources which makes the teaching learning process more effective, especially in the pandemic-stricken environment, ICT resources were more relied upon.

Students go through a digital version of the classroom - Google classroom where the teacher uploads notes, lectures, links of relevant sites and materials which the learners can access at their convenience and learn at their individualized pace. Thus was a necessity to combat the learning hurdles posed by the nationwide pandemic, and is also used to supplement offline classes in a proportionate manner.

Other online tools like youtube channels, blogs were also used.

Online classes through google meet, Zoom platform started during pandemic and 100 percent digitalisation efforts has

provided mobile gadgets to students to ensure effective learning

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

96

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

2.4 - Teacher Profile and Quality

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

97

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

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

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

51

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

607

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Continuous Internal Evaluation system is done meticulously to ensure a clear assessment of the learning potential and level of achievement of each learner. The evaluation process and reforms introduced by the University are effectively implemented by constituting a Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC). The individual departments maintain records pertaining to the assessment and evaluation of the students in the Continuous Evaluation(CE) and End Semester Examinations (ESE).

The DLMC and CLMC ensure transparency in the evaluation process. The schedule of internal examinations is announced and question papers from the concerned teachers are collected by

the internal examination committee. All internal assessment marks are published in the notice board of respective departments. Complaints, if any, are first addressed by the head of the departments and then forwarded to the college level committee and remedial actions are taken.

The College Level Monitoring Committee (CLMC) takes the initiative of conducting periodic internal examinations through a centralised system.

Regarding attendance and assignment marks, class tutors prepare monthly attendance statements and published in the notice board. Hard copies of CE mark sheets are kept as record in departments. The DLMC and CLMC ensure transparency in the evaluation process.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Grievance Redressal mechanism

The complaints of the students related to the continuous internal evaluation will be addressed by the grievance redressal system functioning in the college. The entire process is decentralised and different bodies take part in the transparent, time bound and efficient mode of addressing the grievances raised by the students.

CLMC

Continuous evaluation is done in a systematic and monitored manner by the CLMC. The attendance of the students is recorded by the respective departments and Re tests were conducted on the basis of genuineness. The result of examination is published in a time bound manner. Answer sheets of test papers are given to the students so that they can voice any grievances related to the internal exams to the Department Level Monitoring Committee through their tutor. .

DLMC

The DLMC under the coordination of the head of the department addresses the internal exam related grievances. The DLMC takes steps to re assess the learner's performance and revaluation is done, if found genuine and necessary. In case the learner is not satisfied at this level, they can bring up the matter to the CLMC.

File Description	Documents
Any additional information	View File
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.

Outcome based education is the mode of framing syllabus for all the courses. Framing of syllabus is done by the university. For most of the programmes, course objectives and programme outcomes are predefined by the university while designing the programme and individual courses. These outcomes are displayed in the college website also.

An overview of the outcomes is presented to the students at the very beginning when they are initiated into the programme through an induction programme. Each course is introduced by outlining the course outcomes during the programme.

Induction programme is organised soon after the completion of the admission process. The Principal, and the faculty members and tutor address the students and the parents during this session, wherein they are given an overall awareness and knowledge of the choice based semester system followed by the university for undergraduate programmes. They are familiarised with the mode of evaluation and assessment comprising external examination conducted by the university at the end of each semester and the continuous assessment(evaluation) process and its various components

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/06/2.6.-KSMDBC-Course-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution follows the practice of objective measuring the level of attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs).

Methodology adopted to assess the attainment of outcomes

- Result analysis is done at the end of the programme: Tutors analyse the results at the end of each semester and are compiled at the end of the programme to measure the attainment of course objectives.
- Student progression: Survey on the progression details of under graduate and post graduate programmes is conducted by the concerned tutors.
- Continuous evaluation measures used for CO, PO, PSO attainment are:
 1. Internal examination: As part of continuous evaluation, internal examination is conducted in a centralised manner and valued answer scripts are handed over to the students within a period of one week.
 2. Assignments: Assignments are given to the students with a view to develop their problem solving skills and project implementation skills
 3. Seminars: The presentation skills of the students are tested through this component and the students are encouraged to use ICT in preparing and presenting seminars.
 4. Projects and Viva: Projects, field visits, viva and practical skill evaluations are also the value indicators for the programme and course outcome attainment evaluation.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/06/2.6.-KSMDBC-Course-Outcomes.pdf

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

358

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://ksmdbc.ac.in/wp-content/uploads/2022/07/ANNUAL-REPORT-2020-21-1.pdf

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://ksmdbc.ac.in/wp-content/uploads/2022/04/2.7.-SSS-2020-21.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)

9,657,000/-

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

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

13

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://ksmdbc.ac.in/funding-agencies/

3.2 - Innovation Ecosystem

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

KSM DB College has been a front runner in the creation of an ecosystem for innovation and promotion of ideas among students and faculty. The Institution's Innovation Council (IIC) set up in accordance with the direction of the Ministry of Human Resource Development (MHRD), Govt. of India has been instrumental in the creation of think tanks and opinion builders. Various clubs have been functioning under the auspices of IIC since its inception. The IIC includes ED club, IPR Cell, Planning Forum, Financial Library Cell, etc. It provides a meaningful platform for interaction between academic and industry.

The Kerala Development and Innovation Strategy Council (K-Disc) of Govt. of Kerala is bringing out path breaking strategic programmes for innovation promotion for local economic development named One District-One Idea/MSME Innovation Clusters. Our institution is one among the two Arts and Science Colleges in Kollam district selected for this innovation challenge, wherein it is supposed to formulate innovations for the development of the Chathanoor handloom cluster.

Department of Botany has organized a documentation of Invasive alien species of Sasthamcotta Lake. Fifteen students of B. Sc Final year participated in the investigations and 24 species of invasive aliens of the terrestrial vegetation have been documented.

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

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

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

10

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

3.3 - Research Publications and Awards

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

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

28

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

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

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

30

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

21

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

? SUBHIKSHA - 2020 - An organic farming venture initiated by the students for the cultivation of fruits, vegetables and fodder grass as a joint venture of the Subhiksha Keralam Project of the Govt. of Kerala.

`? Students under the NSS have turned into an epitome of social service by constructing homes for poor families

- Making and distribution of hand sanitisers and masks for the public
- Students worked hand in hand with the Police department to control traffic and maintain social distancing
- Webinars and awareness classes on how to face the Pandemic

? Adopted Village Scheme of the NSS Unit

? Student Palliative Club

? Agricultural Market: Helping hand for farmers

? Mozhi: Whatsapp collective for visually challenged people

? Karunya Padhathi

? Cleaning drive, social surveys

? Anti-drug Awareness Programme, YOGA for building Immunity, IT awareness survey in the Panchayath,

? Celebration of National Days with community participation

? ANERT Energy Centre Unit

? Rain Water Harvesting

? Swatch Bharath Abhiyan

? Wetland Care Programme: Awareness Programme for the protection of Wetland

Digitization of study materials

? Cash out of Trash: An Eco-Friendly Art. Online training programme for women

? International Women's Day Celebration

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/extension/
Upload any additional information	View File

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

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

7

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

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

64

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

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

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

4098

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

3.5 - Collaboration

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

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

8

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

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

KSM DB College has adequate infrastructure facilities for meeting the requirements of the college. The institution offers adequate number of spacious classrooms, laboratories, seminar halls, and library and research rooms for carrying out academic activities effectively.

There are thirteen labs facilities available for science departments. All these laboratories are supported by DBT STAR and DST-FIST since 2019. Chemistry lab is supported by SARD, KSCSTE. Food Lab is associated with B.Voc in Food Processing and Management Department.

There are two separate computer centers, each one having 15 computers with internet facilities. One separate computer lab is working in Research department of Commerce. The whole campus is supported with Wi-Fi facility. Language lab facility is available in English Department

College Central library provides a collection of about 48959 books and 2946 reference books with ample reading space, seven desktop computers with internet browsing and reprographic facility to student and INFLIBNET for both teachers and students.

.Common amenities include Cooperative store, womens' hostel, Staff cooperative bank, Campus Radio viz., 'Voice of DBC', College Canteen etc are available in the campus.

The institution has surveillance cameras, security staffs and ample vehicle parking facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/campus-layout/

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

KSM DB College has excellent facilities for both indoor and outdoor games in the campus and all sports and games activities in the college are conducted by Department of Physical Education.

National Cadet Corps (NCC) and National Service Scheme (NSS): The army wing of NCC is functioning in the campus.

Yoga Centre The institution celebrates International yoga day every year

Gymnasium: The institution has a well equipped and well maintained fitness centre in the campus

Sports Facilities

Facility	
Numbers	
Area	
Year of establishment	
football court	
1	
100m x 80m	
1988	
gymnasium	
1	
15.2m x 25.6m	
1975 (Modified on 2016)	
cricket ground	
1	
125m x110m	
1988	
cricket net practicing court	
1	
35m x 5 m	
2003	
volleyball court	
1	
22m x12 m	

1965

basketball courts outdoor

1

32 m x 18 m

2016

Khokho court

1

27 m x 16 m

2008

Ball badminton

1

24mx 12 m

1970

Shuttle badminton (indoor)

2

13.4 m x 6.1 m

2004

Table Tennis

2

2.74m x 1.52 m

2016

Kabadi Court

1

12.5 m x 10 m
1965
Handball court
1
40 m x 20 m
2012
Athletics
1
400 m track
1988

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/departments-of-physical-education/

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

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/07/ICT-Facilities-1.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

70.64

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

4.2 - Library as a Learning Resource

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

KSM DB College follows a centralized library system with an area of 307.1 Sq.Mts. Library has partially automated with Grandha Software since 2015. The college library has three sections: Reading room, Reference section for teachers and students, and general and departmental stacks.

Library has collection of about 48959 books, 2946 reference books and 84 CDs. The collection of books includes reference books and books for various competitive examinations like PSC, UPSC, UGC NET, etc. The library has collection of rare books like Mahabharatha, Ramayana, and Rigveda.

The Library offers Online Public Access Catalogue (OPAC)

facility through which users can search the library catalogue to locate and check the availability of books and other materials.

Library provides INFLIBNET for both teachers and students. Reprographic facility is available in the Library. Library has provisions for accommodation of 5 computers for searching the status of the books by staff and students. The library is open from 9.30 am to 4.30 pm on all working days.

Library runs under the guidance of an Advisory Committee. One librarian and staff runs the daily working of library. Advisory committee will verify and finalize the books and journals for purchase.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://ksmdbc.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

1.4

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

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

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

70

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

KSM DB College has various ICT facilities for teaching and learning. Adequate number of desktops with internet and Wi-Fi facility, LCD Projectors, printers, G Suit account, Enterprise Resource Planning (ERP) software- Campus Genie etc., is the IT Infrastructure facilities in the campus. The whole campus is Wi-Fi enabled.

There are around 96 desktop computers with internet facility are available in the campus and all the departments are having at least one computer and printer. There are 16 ICT enabled class rooms and one common ICT enabled seminar hall in the campus.

There are two separate computer centers, each one having 15 computers with internet facilities, are available in the campus. One separate computer lab is working in Research department of Commerce with nine computers. The English Language lab belongs to Department of English.

The college has a well developed and maintained website, which includes the entire details of the College.

G -Suite for Education and Enterprise Resource Planning (ERP) software- Campus Genie are implemented in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/07/ICT-Facilities-1.pdf

4.3.2 - Number of Computers

93

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

6.11

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

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

KSM DB College has well established policies and procedures for maintaining infrastructure facilities in the college.

- For better utilization and maintenance of all infrastructure facilities, College has formulated Purchase Committee, Technical Committee and Infrastructure.
- The maintenance of physical infrastructure including college buildings, class-rooms and laboratories are systematically carried out by the management
- Urgent repair and servicing of equipments are carried out by the College itself. Maintenance of all equipments, machinery and ICT facilities and college website are overseen by respective service providers. The college has well formulated IT policy.
- The maintenance of the library is managed by the Library Advisory Committee and the Librarian
- The civil and electrical works are effectively carried out by utilizing PTA and management funds.
- The sports and games infrastructure facilities are used regularly by our students and maintenance works are done by the Physical Education Department itself.
- Our college has a well equipped waste management system. Biogas plant, dustbins usage and plastic free campus campaign are some among the effective initiatives taken.
- The plumbers, electricians, gardeners, security staff, cleaning staff etc., are appointed on contract basis and duly paid from management funds.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://ksmdbc.ac.in/igac-policy-documents/

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

1721

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

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

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

237

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://ksmdbc.ac.in/wp-content/uploads/2022/07/5.1.3.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
251	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
251	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

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

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

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

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

187

--

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

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

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

23

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

5.3 - Student Participation and Activities

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

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

08

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

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

KSMDB College Sasthamcotta has a well-organized and democratically elected Student Council elected through the parliamentary mode of election as stipulated in the guidelines laid down by the University of Kerala every year. An Election Committee, formed for the purpose, conduct the election under the close monitoring of the discipline Committee.

Two class representatives from each class, wherein one female is mandatory, are elected and they form the Electoral College. From the members of the Electoral College 9 Students Council Office bearers - The Chairperson, Vice Chairperson, General Secretary, Joint Secretary, 2 University Council Councillors, Student Editor, Fine Arts Secretary and General Captain - and Department Association Secretaries are elected.

The Principal (President of the College Union), Staff Advisor, Advisor to the Fine Arts and Staff Editor to College Magazine help the student Council in its activities. The Student Council at KSMDB College is a body of student representatives who work along with the management acting as a bridge between the students and the administrative authorities. Students Council functions for the benefit of the entire students and the general welfare of the College. All requests for financial assistance are to be given to the Principal through the Staff Advisor.

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/student-support/students-union/
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

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

The college alumni have contributed immensely by way of financial aid for developing infrastructure and providing scholarships for students. The college has an active General Alumni Association apart from the various Department Alumni Associations.

Dr. B.S.Sreekumar CA, a distinguished alumnus of the college, as a sign of respect for his alma mater, signed an MOU with the institution towards constructing a state-of-the-art fully air-conditioned Digital Library having an estimate of Rs. 1.5 crores in the year 2020-21.

Eminent businessman and distinguished alumnus of our college

Dr. Ravi Pillai, has always been keen on helping our students. He has given scholarships to many financially backward students during the academic year 2020-21.

Apart from financial support, the college alumni have been very active in conducting a number of programmes including awareness classes, seminars, Career Guidance classes etc. The department alumni have also contributed significantly during the year 2020-21. KANIVU is the name of the registered Alumni Association of members of 1989 batch B.Sc Botany students of the college. The Alumni Members of Kanivu in cooperation with the Department of Botany, Biodiversity Club and Bhoomitra Sena club planned to construct a Miyawaki forest in the college campus with the aim of afforesting the hills.

File Description	Documents
Paste link for additional information	https://www.youtube.com/watch?v=evTISb8pXtU
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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 Vision and Mission

The Vision of the institution is primarily the upliftment of the marginalized sections of society, while also providing adequate opportunity for the general community at large.

"Knowledge for each and wisdom for all" is the Mission statement of the institution.

Nature of Governance

Affiliated to University of Kerala, the College is managed by the Travancore Devaswom Board as per UGC regulations and Kerala Government Service Rules.

The formation of the Governing bodies of the institution is fully enrooted by the mission of the College. The Governing body ensures the participation of teachers, ministerial staffs, students, representatives of Management, Parents and Alumni, without any gender, communal or political bias.

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/vision-mission-motto/
Upload any additional information	View File

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

The College takes utmost care to involve all its stakeholders including teachers, students, parents, alumni and Local administration in decision- making at various levels.

Department level monitoring committee (DLMC) leads various academic activities in each Department. The Heads of the DLMC are Heads of Departments and they together with the College Principal are members of the College Level Monitoring Committee. Decisions taken at DLMC can be appealed at CLMC. DLMC is also in charge of remedial and tutorial systems. They cover all categories of students and monitor the mental as well as organisational issues among students. The DLMC bring to the attention of CLMC, any issues which need higher level of decision making. Student representatives are also members of various bodies and they are also involved in issues relating to students. IQAC is also having members from all stake holders.

The College union elections are done in a Parliamentary mode.

Here, students of each class elect their representative and the elected representatives elect college union representatives from among them. This system thus provides accountability and participative nature for the whole system. Due to the decentralized nature of election, issues of students are properly addressed during the process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC and the touch stone committee monitor and control all planning and developmental activities of the institution to ensure quality standards. Meetings are convened at regular intervals to plan all aspects of teaching-learning process.

Modern techniques in teaching like Online imparting of classes are planned and documented.

Programmes like SSP, WWS, ASAP and courses like VAC, NPTEL courses and CACEE courses are running in the institution and are all well documented so as to help in continuation.

Each and every activities of the examination wing are documented. Documentation of various plans regarding better conduct of academic activities like exam management, research process management etc is ensured.

The major activities and responsible system of the institution are shown below-

Curricular- CLMC/DLMC/ERPS

Co-curricular- Sports/NSS/NCC

Extra-curricular- Clubs

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://ksmdbc.ac.in/wp-content/uploads/2022/07/Objectives-of-the-strategic-plan.pdf
Upload any additional information	No File Uploaded

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.

Governing Bodies

- o University of Kerala
- o Directorate of Collegiate Education (DCE)
- o Management - Travancore Devaswom Board
- o Head of the Institution - Principal

College Council

- o HODs
- o 3 Elected Faculties
- o Superintendent of Office
- o Students representatives

IQAC

- o Principal
- o Co-ordinator
- o Seven Core Committee members
- o Seven Steering Committee members

NSS/NCC/Academic and non-academic clubs

- o Co-ordinators
- o Members
- o Student participants

Non-teaching staff

- o Sr./Jr Superintendent
- o Office staff
- o Lab assistants
- o Librarian
- o Library assistants

PTA

- o Principal as President
- o A parent elected-as Vice-President
- o A teacher elected- as Teacher Secretary
- o Ten executive committee members (teachers & parents)

Service Rules

- o Employees are bound to follow University Act and Statutes (Kerala University) and
- o Kerala Service Rules (KSR)

Recruitment

- o In accordance with Kerala University Regulations and UGC Regulations

Promotion

- o According to the UGC Regulations regarding Career Advancement Scheme (CAS)
- o Based on the Proforma of the Performance Based Appraisal System (PBAS) of University of Kerala
- o The IQAC verifies the applications before selection.

Grievance Redressal Mechanism

- o Online facility to submit grievance
- o Complaint Bo

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/about-the-college/
Link to Organogram of the institution webpage	https://ksmdbc.ac.in/wp-content/uploads/2022/07/Organogram.jpeg
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The following are facilities given by the institution and

Government for teaching and non-teaching staff.

- The staff Cooperative Bank
- The Staff Club 'Oruma'
- DTP/Spiral Binding/Photocopy facility
- Library
- Gymnasium
- Women's Hostel
- Canteen
- tour & recreational activities exclusively for women faculty members.
- Facility to buy organic products
- Provision to attend relevant training programs
- Retirement Function
- Free Wi-Fi Facility
- Special Casual leave

Other Governmental Welfare Schemes include:

- Provident Fund (PF)
- Group Insurance Scheme (GIS)
- State Life Insurance Scheme (SLI)
- MediSEP, Medical Insurance Policy
- Maternity and Paternity Leave
- National Pension Scheme (NPS)
- Medical Reimbursement

Teaching Staff

- Career Advancement Scheme (CAS)-
- G-Suite account

Non-teaching Staff

- Personalised Cabins
- Die in harness
- Career Progression for non-teaching staff
- Festival allowance

File Description	Documents
Paste link for additional information	https://ksmdbc.ac.in/facilities-others/
Upload any additional information	No File Uploaded

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

7

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

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

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

33

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

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

There are certain parameters for the Performance Appraisal System for teaching and non-teaching staff.

Teaching Staff

The teaching staffs of the institution strictly follow the rules and regulations resolved by the University of Kerala as per UGC Regulations (for the maintenance of standards in Higher Education). The teaching staff has to submit duly filled Performance Based Appraisal System (PBAS) proforma prescribed by the University to the IQAC of the college. After verification of proforma and supporting documents, IQAC recommends the Principal for requesting the University to constitute a screening committee for evaluation of proforma. The screening committee evaluates each PBAS proforma and recommends or not recommends the teacher for promotion. Subsequently the teacher has to get approval from Management, from University and lastly from Deputy Directorate of Collegiate Education.

Non-Teaching Staff

The non-teaching staff also has definite parameters of their performance. The promotion criteria have to be fulfilled according to the educational qualifications, and qualifying department tests as per the Kerala Service Rules.

Besides all these there are other mechanisms that indirectly support the quality improvement strategies by contributing suggestions and corrective measures such as satisfaction survey of students, Alumni and parents, Grievance Redressal Mechanism of the college, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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 institution regularly conducts internal and external financial audit to maintain the financial management system in a transparent and systematic way, where all Government and Non-Government funds are operated through the College Principal. Usually, the Institution conducts two kinds of financial audits viz., internal audit and external audit.

Internal Audit

Internal audits are conducted by the institution periodically by audit wings of the Deputy Directorate of Collegiate Education (DDCE), Kollam and also by the Accountant General's (AG) office, Thiruvananthapuram. (Test audit). These two authorities inspect the files relating to financial matters under various scheme that the College has availed. All kinds of Government and Non-Government funds are managed by the Head of the institution. The Head Accountant (HA) of the administrative wing helps the Principal to maintain transparency in financial dealings.

External Audit

i) Funds from UGC / RUSA / Alumni etc.

ii) The PTA account

Mechanism for Settling Audit Objections

The audit objection report shall be received and acknowledged appropriately by the institution. Audit objections by the audit wing of the Deputy Directorate of Collegiate Education (DDCE) are clarified with substantiated reports. Usually 'first reply' to the audit report should be furnished within a period of 14 days.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

33,44,500

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

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

Mobilisation of Funds

The Institution receives funds from different Government and Non-Government schemes, Management, PTA, Scholarships, and Alumni and they are subject to external or internal audits to maintain transparency in every transaction.

Various Funds available are -

Central Government Funds

are used to enhance developmental activities mainly under three heads, viz.,

i) To purchase books and journals for academic development

ii) For new buildings, lab facility, equipment, etc. for infrastructure development

iii) For Research development- UGC funds for new Minor and major research projects wasn't provided after 2015. Already sanctioned projects utilises the funds received earlier

- UGC
- RUSA
- DST-FIST
- DBT-STAR
- Minor Projects
- Scholarships

State Government Funds-aregranted for innovative programmes like ASAP, WWS, SSP, SARD, clubs, NSS, etc. Various scholarships for students are initiated by Directorate of Collegiate Education (DCE).

- SARD
- State Government Fund for NSS
- State Government Fund for ASAP, WWS and SSP
- Scholarships

Other Non-Government Funds-mainly from the Management, PTA, Funds from Alumni and other contributions.

- Endowment Awards
- Funds Raised by Departments/Associations
- PTA Funds
- Aid from Philanthropists
- Contribution from Alumni
- Funds from Management
- Research grant from the University of Kerala

Purchase and technical committees of the institution play vital

role for the optimal utilisation of finds	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
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	
<p>Tutorial System</p> <p>One of the primary functions of the institution is the long - established Tutorial system. It serves the purpose of monitoring each and every student of the college. As envisaged by educationists all around the globe, every individual unit comprising a good number of students (a regular batch) is allotted a Tutor at the department level. A Tutor is: -</p> <ol style="list-style-type: none"> 1. Entrusted with the task of guiding the students from the time of their admission till they leave the institution. 2. Supposed to have a comprehensive record of all relevant details of the student, including academic, economic, socio-cultural, psychological parameters. <p>The Tutor assembles students of her/his batch once in every week other than the regular class hours (on Wednesday) and discusses their whereabouts, be it their academic, extra-curricular, financial or psychological issues.</p> <p>Implementation of mentoring policy</p> <p>The College has a well-planned Learner Mentoring Programme which enables learners to benefit from a holistic support system offered by mentors. This programme is not only confined to providing academic assistance but also seeks to be sensitive to all matters that interfere with the performance of learners.</p>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

IQAC's Review Mechanism for Teaching-Learning review

- Orientation (Bridge Course) for 1st year UG students

It is one of the usual practices of the institution; takes place as an initiative of IQAC to provide bridge course for 1st year UG students. The course is to get familiar with the structure and processes of CBCSS.

- Academic Calendar (College)

The college strictly follows the academic calendar of the University of Kerala with regard to the teaching, learning and evaluation. Exclusive events of the institution such as IQAC meetings, Youth festival etc. are incorporated In this academic calendar.

- Remedial Coaching, SSP, WWS

As per the mentoring policy students are selected for remedial Coaching, SSP and WWS.

- Tutorial Sessions
- Policy making
- Organising Professional Development Programmes for effective teaching
- Management Information System (MIS)
- Monitoring the evaluation of teachers by students
- DLMC reports
- PTA reports

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above
---	------------------------------

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year
<p>The college has taken initiative to conduct orientation sessions for the students coming to college after a span of one year due to the covid-19 scenario. The students were allowed to engage in tension relieving activities like singing, reciting,dancing and the like.They were also encouraged to share their experiences during the pandemic period. The teachers also shared their experiences.Awareness was also given to students on how to cope up with such challenging situations.The Centre for Women's Studies of the college has</p>

conducted online International Women's Day in collaboration with the NSS unit. The topic selected was "Athijeevanathinte Karuthu", the strength of Survival. This programme was intended to instil courage in female students to adjust with adverse situations in life. The Centre for Women Studies has also conducted an online training and demonstration programme "Cash out of Trash". Training was given to students on door mat making, paper art etc. The programme was intended to develop entrepreneurship among girl students helping them to become self sufficient and independent in their lives.

File Description	Documents
Annual gender sensitization action plan	https://ksmdbc.ac.in/criterion-7-2/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ksmdbc.ac.in/criterion-7-2/

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

A. 4 or All of the above

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

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

Solid Waste Management:

The Biogas Plant installed in the campus serves as an effective means of disposing solid waste in the campus. Waste bins are also kept in different places for effective disposal of waste materials. Plastic waste materials are segregated and kept in

separate bins. The students are encouraged to bring lunch in lunch boxes to ensure the reduction of wrapping plain tain leaves and other plastic materials. The MoU signed with Sasthamcotta Gramapanchayath is still continuing and this serves as an effective method of collection and disposal of plastic waste. The MoU signed for e-waste management is still in practice. The biodegradable wastes are then treated in Biogas plants. The compost and biogas thus produced is used for organic farming and CollegeCanteen effectively.

Biomedical waste management: Facilities have been arranged for handling safe and eco friendly disposal of sanitary napkins, which comes under biomedical waste category. Incinerators has been installed in the Campus for this purpose.(Thanal- Women's Amenitycentre).

Waste recycling system:The college maintains an organic farm where vegetables are cultivated. In the organic farming initiative, cow dung, compost, kitchen waste from Canteen are used successfully for increasing the yields.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built	B. Any 3 of the above

<p>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</p>	
---	--

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p> <p>K. S. M. D. B. College is founded on the values and principles of Shri Kumbalathu Sanku Pillai, a social reformer, politician and freedom fighter, who worked for the upliftment of downtrodden people and to spread modern education. As such the institution strives to be an inclusive community by inculcating the values of secularism and promoting cultural, regional and communal harmony. The staff-members and students of the college constitute a cross section of diverse linguistic, regional, communal and socio-economic background. Various programmes organised in the college celebrates this collective inclusiveness. Financial aid is provided to the students through endowments provided by the retired staff members and Alumni and also PTA. Blood donation camp is conducted every year to to motivate students to donate blood and save lives. The staff members of the college contribute to the nearby Sasthamcotta Ayyappa Swami Temple to organize grand festival every year. Town cleaning is initiated by the students after the Temple festival every year. Onam and Christmas are celebrated to promote</p>

communal harmony. Visits to destitute houses and orphanages are organised by the college. Seminars on aegal Awareness and also on health care are also organised. Drug Abuse awareness classes are also conducted.

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

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

K.S.M.D.B College takes various initiatives to sensitize the students and faculty to the constitutional obligations: values, rights, duties and responsibilities, by organizing many events and programmes. The College begins the sensitization programme every year with the induction of the undergraduate students, where the Principal emphasizes the importance of constitutional duties of all the citizens and the need to transform ourselves into responsible citizens. National festivals like Independence Day and Republic Day are celebrated with ceremonial flag hoisting and parade by the NCC and NSS units of the college invoking patriotic and nationalist fervour in the minds of the community. Other historically important days like Kargil Day, Pulwama Day etc. are also celebrated. Constitutional Day and Gandhi Jayanthi celebrations are also observed every year. Human Rights Club has conducted many programmes to raise awareness among students to promote and protect human rights. The College has taken initiative to create awareness on women's rights and also legal awareness. Eminent women administrators in Kerala State Government are invited as Resource Persons to interact with the students. The college does its best to ensure knowledge regarding the rights and responsibilities of the civilians.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://ksmdbc.ac.in/criterion-7-2/
Any other relevant information	Nil

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

B. Any 3 of the above

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

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

National festivals are celebrated to promote national integrity and to develop democratic spirit. The students enthusiastically participate in such events. The College also organises special programmes on the occasion of the birth or death anniversaries of great Indian personalities. The institution has a system in which references about epoch making social thinkers of India like Mahatma Gandhi, Jawaharlal Nehru, etc. are made through the public address system as and when their birth or death

anniversaries fall. The College celebrates Gandhi Jayanti every year on 2nd October with prayer services. As part of this, the NSS unit of the college organises 'Service Week' with the motto of Swachh Bharat. National Science Day is celebrated on 28th February every year. The programmes conducted during the occasion is intended to develop scientific aptitude in the students and also helps them to pursue research in the subject. International Women's Day is celebrated every year with various programmes to enlighten and empower women. World Heart Day is celebrated to spread awareness against tobacco use, unhealthy diet and physical inactivity. International Biological Diversity Day is observed to create awareness and conservation of flora, fauna and species richness.

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

7.2 - Best Practices

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

Best Practice 1

SUBHIKSHA

This practice is started to make student community aware of the importance of sustainable agriculture. A large area of land is kept aside for organic farming. The main crop items include plantain, tapioca and different vegetables and pineapple. The fertilisers used in the farm are obtained from the animal farm set up in the campus itself. The produce is sold to staff members, students or to the nearby shops and markets. After the harvest the vegetables and fruits are displayed for selling. The workers, students and staff are getting increasingly involved in the practice.

BEST PRACTICE 2

DEVATHEERTHAM: Conservation of Sasthamcotta Lake - Ramsar Site

This practice is initiated to conserve the Sasthamcotta Lake and also to create awareness in the students, and thereby the future generation, on importance of the unique features of freshwater ecosystem. This practice is also oriented towards creating a sustainable environment in and around the campus. The eco-friendly initiative has found a strong resonance in our Sasthamcotta locality towards the conservation of Ramsar Site. We are proud to say that our staff and students have created a sensation for the conservation of Sasthamcotta Lake.

File Description	Documents
Best practices in the Institutional website	https://ksmdbc.ac.in/best-practices/
Any other relevant information	https://ksmdbc.ac.in/best-practices/

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

The Vision of the College is the upliftment of the marginalized sections of society through education. The College has years and years of excellence in the academic field. The alumni of the institution comprises veterans in diverse fields of knowledge. Star plant garden "Nakshathravanam", Butterfly Garden and Medicinal Garden are set up by the Department of Botany. Organic farming is practised and the produce is sold to the benefit of the staff, students and community. Pineapple is also cultivated around the campus premises. Besides flora, a number of fauna are also kept in the campus. Fodder grass is cultivated to feed the animals and the waste produced is used as manure for organic farming. Miyawaki forest is planted near the campus to contribute to the sustenance of the environment. The College takes special care in enhancing the research potentials of our students. A number of research activities focused on biodiversity conservation, water quality checking, the impact of invasive alien species, the protection of indigenous species of plants are carried out. The students and staff come from different sections of the community and thus

the Institution contributes to outstanding performance in communal harmony.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Construction of Instrumentation Lab for Science Departments.
- Sign MoUs with reputed industries and organisations for the conduct of internships and placements of students.
- Enhance ICT enabled teaching.
- Construction of new blocks to provide better facilities to the students.
- Organise seminars and workshops on emerging areas.
- Hands on training programmes for teachers and research scholars.
- Strengthen entrepreneurship initiatives.
- Promote Research activities and establish Research Centres in PG departments.
- Strengthen Environment protection activities.
- Recognition of science departments under the FIST programme and DBT STAR Scheme.
- Avail major and minor research programmes from various funding agencies for the benefit of the faculty.
- Extension of consultancy services to the public
- Organise more seminars, conferences and symposia.