



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

KMM COLLEGE OF ARTS AND SCIENCE

**K.M.M. COLLEGE OF ARTS AND SCIENCE THRIKKAKARA COCHIN-682021
682021**

www.kmmcollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

KMM College of Arts & Science is a Self – Financing Institution approved by AICTE & Govt. of Kerala & affiliated to M.G. University, Kottayam. Our college prepares the youth with the right blend of knowledge, skill – sets and professional attitude, upholding ethical values and societal commitments. KMM College of Arts & Science is a part of Jai Bharath Educational Foundation which was established in 2002, and garnered reputation as an educational trend -setter that caters to equipping and empowering students from all backgrounds to succeed and progress through systematic application of innovative learning models. Now the foundation has become one of the leading promoters of educational institutions in the country under the vision of its founder chairman, Mr. A.M Kharim and other trust members. We focus on developing the right skills and orientation in students, as well as giving special focus on the holistic development of students. We offer the right blend of skill and knowledge that are required and we do our best in promoting attitudinal aspects to achieve success in the present world. The Institution brings a young and fresh outlook with an orientation to equip students with the skills and talents to meet the challenges of the present world with confidence. KMM college of Arts and Science Thrikkakara, has always focused and will remain focused on providing excellent educational services to the society.

Vision

To emerge as an institution par excellence, we integrate innovative technological capabilities, upholding ethical values and societal commitments with the right blend of knowledge, skill sets and professional attitude for the development of individuals.

Mission

“Quality and Affordable education for all”

Our college strives to achieve excellence in education by practicing innovative teaching-learning pedagogical approach, and thereby creating a unique atmosphere in which our dedicated faculty and excellent infrastructure can produce young professionals and empower them to manage future challenges and fulfill societal commitments.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Driven by our mission statement of academic excellence through innovative teaching learning approaches.
- Good support and cooperation from management.
- Located at the heart of Ernakulum District, just 2 kms away from Edappally Metro Station.
- Eager and responsive mindset of the students in attaining professional guidance to achieve higher goals.

- The college accommodates students from different social and economic arena by ensuring quality higher education.
- Liberal institutional space, which promotes free flow of valuable ideas and communication in collaboration.
- A disciplined campus culture with young and dedicated staff.
- Institution has a well-equipped infrastructure with a spacious built-up area.
- The outcome-based teaching method focuses on employment and entrepreneurship.
- As a mark of popularity there is a drastic increase in the number of students from 42 to 1829 over the last 14 years.
- Illustrious faculty panel, who believe in lifelong learning and committed to student-centered teaching.

Institutional Weakness

- Lack of external financial grants/support as we are coming under self-finance category.
- Lack of flexibility in the syllabus.
- Delay in University examination results makes it difficult to have a proper control over students' performance in academics.
- No research centres.

Institutional Opportunity

- Diversity of academic programmes especially new generation courses enable the institution to cater to the needs of higher studies especially for rural students.
- Presence of experienced professors and dedicated, young aspiring team of faculty members have the potential to develop the institution to its heights.
- The new learning of the age requires greater proficiency in soft skills . MOOC, Add-on and certificate courses for students give them confidence to compete with the outside world.
- The past track records of institution show that many students in the college had good talents in both arts and sports which could be nurtured with proper training.
- The College is well connected by all means of transportation. The easy accessibility attracts students with academic aptitude.
- The metropolitan city provides students opportunities for working while they learn. Proximity to industrial, trade and research centres open up great opportunities for the college. It ensures the possibility of academic-industry linkages. We can explore the possibility of collaborations with these research institutions in future.
- To arrange a greater number of FDPs / National Level /International Level conference .
- To organize specialized Training Programmes by the faculty.
- The mission of the college makes it imperative to engage in socially relevant programmes such as organising voluntary Blood -Donation Camps, Disaster Rehabilitation Activities .
- By ensuring students' maximum participation,the institution conducts awareness programmes on cybercrimes, De-addiction, and several social outreach programmes .

Institutional Challenge

- Frequent semester examinations and limited number of working days.

- Encouraging students to think beyond the curriculum ,to break the conventional stereotypes.
- Educational cultural & socio economic background of students set limitations on their career and higher educational prospects.
- Drop rate of the students is high due to lack of seriousness towards academic and career progress.
- State regulated tuition fee structure.
- Students are migrating to the UK, Canada, and Germany for higher education.
- The declining charm of conventional programmes.
- Competition among peer colleges.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curricular aspects involve a thorough evaluation of the curriculum offered at the educational institution. This evaluation includes the analysis and assessment of curriculum's design, relevance of curriculum to the societal needs, alignment of curriculum with educational objectives and also the effectiveness in fostering student learning outcomes. The curricular aspects also incorporate the addition of new and innovative strategies for teaching-learning processes, interdisciplinary and multidisciplinary approaches, and technology enabled learning tools. Apart from these kind of assessment processes the evaluation also considers the feedback analysis from all the stakeholders like students, employees, parents and alumni. Feedback systems are carried out to ensure that the academic curriculum remains dynamic, responsive, flexible, developing and parallel with all the new and emerging educational trends and societal requirements. Everything related to curricular structure, planning and implementation are continuously assessed for a better upgrade of the educational institution. Variety of methods and initiatives designed by each department to ensure the quality of educational experience provided for the students. Teaching faculty were provided with different innovative activities to enhance their competence and to make them acquainted with the upgraded technical skills. Institution integrates crosscutting issues in efficiently transacting the curriculum. On the whole a very comprehensive and inclusive examination of curricular aspects is inevitable for determining the quality and effectiveness of the various educational programmes offered by the institution seeking NAAC accreditation.

Teaching-learning and Evaluation

The NAAC accreditation context demands efficient teaching learning process at educational institutions. The teaching and learning methods have undergone very significant changes due to the upgrading demands and requirements of the educational system. The learning environments were made more student centric and innovative according to the growing needs of educational system. At individual level mentorship classes are given to analyse the needs and skills of individual students. At classroom level, group discussions, debates, presentations, and participative learning techniques were introduced. At the departmental level various initiatives were introduced like peer teaching and other departmental cultural programmes to enhance the interaction of students. At the institutional level, various student centric activities like workshops, seminars, industrial visits, field trips, projects, extension activities and outreach programmes were planned and organised. A continuous and transparent internal evaluation system is followed to make sure a better maintenance of the

quality of student's performance. The internal assessment considers attendance, quizzes, seminar presentations, internal test papers and assignment submission. The students are given adequate time to examine their published internal marks and thereafter they can go through a proper channel of addressing grievances related to their internal marks if they have any. For a better understanding of the objectives of the courses the students take up, the programme outcomes and course outcomes are made available for all the students. The assessment of all the internal evaluation aspects were held for an effective progression of the institution.

Research, Innovations and Extension

An ecosystem for innovations and information sharing has been established by the actions performed by several departments and cells. By offering the required entrepreneurial training, the institution encourages students to think about working for themselves as a career alternative. The last five years have seen five workshops and seminars on entrepreneurship, intellectual property rights (IPR), and research methodology. Three Ph.D.'s were registered. By including teachers and students in social extension initiatives, the institution emphasizes the importance of their holistic development. The goal of these initiatives, which include the Blood -Donation Camp, NSS Programmes, Anti-Drug Campaign, and others, is to foster a sense of community and the "we" element in society. Clothing for the underprivileged, food for the hungry, organic farming, street theatre, short film, health awareness, anti-drug campaign, blood- donation camp .The College provides parenting awareness course at St. Joseph LP School in Kakkanad, under the direction of NSS units. The college's NSS unit observed "Kanivonam," a ceremony in which kits for Onam were given to worthy recipients with the theme of showing compassion for the poor. The institution has carried out twenty-one extension and outreach activities through NSS/NCC, the government, and government-recognized agencies. There were 98 students on average who were involved in extension activities. There were 141 faculty-student research and internship collaboration engagements in a given year. There have been seven operational Memorandums of Understanding with organizations, other universities, businesses, corporate houses, etc.

Infrastructure and Learning Resources

The institution has an excellent infrastructure and facilities for teaching and learning, including classrooms, laboratories, computing equipment, ICT-enabled facilities, yoga centre, gymnasium, auditorium, and more. It spans 5 acres of land and has a build-up area of 42020 sq. Ft, including the college building and library. The college has 59 well-planned classrooms, 7 LCD projectors and LED televisions, 12 Wi-Fi access points, and 2 seminar halls with seating capacity of 140 and 65. The campus has 3 computer labs with 89 computers and latest software, as well as a radio room for students to showcase their talents and disseminate knowledge. The college has a well-equipped psychology lab with latest psychological tests, a counselling wing with 7 certified counsellors, a fashion designing lab, lift facility, 24X7 security service, CCTV cameras, separate rooms for IQAC, NCC, and NSS, an examination control room, and sanitary facilities. The college also has a spacious library of around 1680 sq. ft., fully automated with the Library Management System KOHA. The institution has

an Arts Club organizing cultural events to exhibit and promote students' talents. The college has football ground, badminton court and indoor sports facilities. The library is automated using the Integrated Library Management System (ILMS) from 2023, with all books barcoded and OPAC for easy browsing. The Veranda Club was formed to enhance students' aptitude and analytical abilities for competitive examinations. The library is open from 9am to 4pm.

Student Support and Progression

This criterion deals with efforts made by the institution in providing necessary support to students in order to acquire a fruitful learning experience in campus. The facilities provided for the holistic development of the students and their progression to higher studies and placements are dealt with in this criterion. It also looks into the engagement of the alumni in the development of the institution. Mechanisms facilitated by the institution to the student support including carrier guidance, placement cell, capacity enhancement programmes like soft skill development, remedial coaching, guidance for competitive examinations, bridge courses, personal counselling, grievance and redressal cell. Of the alumni association in academic matters, student support-both financial and non-financial. Alumni meetings are held and reported periodically. Skill enhancement programmes are also focused. Information on students' progression to higher studies or employment is emphasised, Coaching is given for state /national/international level competitive and qualifying examinations.

Governance, Leadership and Management

KMM College of Arts and Science, Thrikkakkara has embraced a decentralized and participatory form of operation in which day-to-day governance is carried out through Committee based decisions. The Principal is the prime authority of the college and chairperson of all administrative and academic committees. Right from the Manager to the staff and students, all the stakeholders have a role to play in the college's development. Management, Principal, IQAC, College Council, and Various Committees are all involved in decentralization and participatory management. The practice of decentralization is exercised by giving the faculty members and students the charge of important committees, clubs, placement cells, etc.

The Strategic Plan aims to strategize the joint efforts to accomplish multi-dimensional plans to give the institution a visual representation and direction for the ensuing 5 years. The eight main components of the Strategic Plan 2018–2023 are Academic Excellence, Student Support and Progression, Co-Curricular Activities, Infrastructure expansion, Faculty Empowerment, Community Services and Outreach Activities, Administration and management, Institutional Values and Best practices.

Our College has a well-structured and effective faculty appraisal system. The performance of each employee is assessed annually after completion of one year of service. The objective is to evaluate the performance and also to identify potential aspects for the progress and growth of the employee. The institute has the budgetary control system to monitor the effective and efficient use of financial resources. The institution conducts external financial audits timely and expertly.

Institutional Values and Best Practices

KMM College has an Anti-ragging committee, The Internal Complaints Committee (ICC) formed as per U.G.C. guidelines in order to avoid instances of ragging in the college. The campus offers facilities for women, including toilets, washrooms, sanitary facilities, and a gender-neutral canteen. KMM College's green campus aims to promote environmental friendliness. The campus maintains updated waste management by following proper recycling methods and disposing bio-degradable waste. Campus aims to promote tree-planting, soil erosion reduction, pollution reduction, and a vegetation culture among students, promoting harmony with nature and preserving natural resources for future generations. The institution is implementing measures to reduce energy usage, including installing energy-efficient lighting and appliances, prioritizing solar energy investments, establishing an Energy Monitoring Committee, conducting annual energy audits, and promoting maximum daylight usage in classrooms and offices. The college participated in the "CUP OF LIFE" project, a menstrual cup awareness and distribution programme, promoting environmental stewardship and community engagement. As part of a school adoption scheme, St Joseph LPS Kakkanad was adopted, aiming to enhance and uplift the school. The college organized various activities for 2023-24, including the Clean Up Drive, Environmental Day, ARDRAM Palliative Care Visit, and Medical Camp. The KMM Care Project, supported by NSS Units and Management, provides support to students and neighbours within the college community and focuses on mental health awareness, emergency assistance. The project organizes workshops, seminars, counselling sessions about waste management and recycling and promotes environmental initiatives like tree planting drives. The institution aims to inspire young students to build careers and transform into decent humans through a unique blend of creativity and inquiry.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KMM COLLEGE OF ARTS AND SCIENCE
Address	K.M.M. COLLEGE OF ARTS AND SCIENCE THRIKKAKARA COCHIN-682021
City	ERNAKULAM
State	Kerala
Pin	682021
Website	www.kmmcollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SABANA BACKER	0484-2577567	9895545924	0484-2577667	iqac@kmmcollege.edu.in
IQAC / CIQA coordinator	SUHAINA P S	0484-3590406	9746327594	0484-2577667	suhainaps@kmmcollege.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes minority1.pdf
If Yes, Specify minority status	
Religious	Muslim
Linguistic	
Any Other	

Establishment Details				
State	University name	Document		
Kerala	Mahatma Gandhi University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	15-05-2023	12	

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	K.M.M. COLLEGE OF ARTS AND SCIENCE THRIKKAKARA COCHIN-682021	Urban	5.4	109018.8

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English, Literature and Communication Studies Model III Double Main	36	PLUS TWO	English	50	25
UG	BCom,Commerce,Model I Finance and Taxation	36	PLUS TWO	English	140	87
UG	BCom,Commerce,Model II Computer Applications	36	PLUS TWO	English	120	87
UG	BCom,Commerce,Model II Finance and Taxation	36	PLUS TWO	English	60	39
UG	BCom,Commerce,Model II Logistics Management	36	PLUS TWO	English	60	32
UG	BSc,Fashion Design,Apparel and Fashion	36	PLUS TWO	English	70	35

	Design Model III					
UG	BSc,Computer Science,Computer Science Model III	36	PLUS TWO	English	50	46
UG	BSc,Computer Science,Cyber Forensic Model III	36	PLUS TWO	English	70	47
UG	BCA,Computer Science,	36	PLUS TWO	English	70	64
UG	BSc,Mathematics,Model II Computer Science	36	PLUS TWO	English	50	4
UG	BSc,Psychology,Model I	36	PLUS TWO	English	70	55
UG	BBA,Business Administration,	36	PLUS TWO	English	130	86
UG	BSW,Social Work,	36	PLUS TWO	English	70	0
PG	MA,English,	24	DEGREE	English	20	11
PG	MCom,Commerce,Finance and Taxation	24	DEGREE	English	40	32
PG	MCom,Commerce,Marketing and International Business	24	DEGREE	English	27	0
PG	MCom,Commerce,Management and Information Technology	24	DEGREE	English	20	0

PG	MCA,Computer Science,	24	DEGREE	English	60	22
PG	MSc,Computer Science,Cyber Forensics	24	DEGREE	English	12	0
PG	MSc,Computer Science,	24	DEGREE	English	15	1
PG	MSc,Mathematics,	24	DEGREE	English	20	3
PG	MSc,Psychology,	24	DEGREE	English	12	9
PG	MBA,Business Administration,	24	DEGREE	English	120	62

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	1				1				91			
Recruited	1	0	0	1	1	0	0	1	8	83	0	91
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				25
Recruited	3	22	0	25
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	0	0	0	1
M.Phil.	1	0	0	0	0	0	0	8	0	9
PG	0	0	0	0	0	0	6	48	0	54
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	27	0	29
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	675	9	0	0	684
	Female	836	18	1	0	855
	Others	0	0	0	0	0
PG	Male	83	1	0	0	84
	Female	154	2	0	0	156
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	5	3	1	7
	Female	4	7	0	2
	Others	0	0	0	0
ST	Male	0	0	0	1
	Female	0	0	1	1
	Others	0	0	0	0
OBC	Male	30	20	24	24
	Female	41	39	32	40
	Others	0	0	0	0
General	Male	244	206	213	217
	Female	345	370	399	399
	Others	0	0	0	0
Others	Male	4	15	29	11
	Female	7	16	15	8
	Others	0	0	0	0
Total		680	676	714	710

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>Ever since the adoption of the NEP-2020 by the Central Government, the college has initiated the preliminary preparations to implement it. The college has already followed a multidisciplinary and holistic approach in offering academic programmes, designing Add-on programmes and organizing extracurricular activities. The academic programmes offered by the college are in the emerging disciplines of Commerce, Management, English, Computer Science and Applications and Social Work. Students of different departments are encouraged to undertake minor/major projects in multidisciplinary/interdisciplinary areas. They are also encouraged to form teams with the representation of all the</p>
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	<p>disciplines in organizing sports, games and other extra-curricular activities. Even though the multidisciplinary and interdisciplinary open courses are being offered in the Choice Based Credit System, the college is prepared to offer more multidisciplinary/ interdisciplinary programmes subject to the approval of the sanctioning authorities.</p>
2. Academic bank of credits (ABC):	<p>The institution has initiated preparation for the adoption of Academic Bank of Credits (ABC) as envisaged in NEP – 2020 and in accordance with the University regulations. The preparedness for implementation of ABC is practised by the college through partnering with NPTEL as an active local chapter. The college is prepared to maintain a digital repository of academic credits earned by the students from various courses that could be used for the completion of their programmes subject to the rules and regulations of the affiliating University.</p>
3. Skill development:	<p>The development of skills of students is addressed in the Outcome Based Education followed in the college. Besides, several training programmes are offered in the college for improving life skills and ICT skills for promoting global competencies and developing holistic individuals as envisaged in the NEP – 2020. The life skills include communication skills, organizational skills, leadership skills, interpersonal skills, team-building skills, crisis management skills, problem-solving skills, decision making skills, social skills. These skills are developed through various orientation programmes conducted by various cells/clubs and associations in the college.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The institution is very focussed in the integration of traditional Indian languages and cultural aspects into the curriculum. As per the guidelines of the university, the institution has included Indian languages like Hindi and Malayalam as second languages. Department of Languages play a vital role in preserving the traditional and cultural aspects of our nation through various activities. The institution observes all the important days relevant to Indian tradition and culture.</p>
5. Focus on Outcome based education (OBE):	<p>Major aspects of Outcome Based Education has been incorporated in the institution. Prior attention has been given to design PO's and CO's as to ensure the</p>

	collaborative development of students. Innovative teaching-learning methods, student centric classroom activities and proper execution of learning management system are ensured for a better outcome. The institution is taking care to implement OBE aspects as per the direction of university.
6. Distance education/online education:	The Covid pandemic period has initiated to make use of the various online platforms for teaching and learning process. This initiation helped the teachers and students familiar with the modern online applications and tools. Management encourages the students to do various courses through online or distance mode to enhance their skills.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, Mr.Arjun Shaji and Ms. Mariya T.J, Faculty coordinators, KMM College, Thrikkakkara Mr. Niyaz Ahammed P.A and Ms. Kalana K.K, II BSW, student coordinators, KMM College, Thrikkakkara
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	An informative seminar on improving election literacy for faculty and students was held at KMM College in Thrikkakkara. The Election Commission of India's recognized state-level trainer, Mr. Abdul Jabber, led the seminar. The session was a component of a continuous campaign to raise public understanding of the voting process and its significance in a democracy
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Efforts were made by ELC by educating the first year undergraduate students, the importance of voting and registration process. The club also organized voter registration drives on campus to encourage students to register to vote. Students also had a chance to collaborate with local election officials to provide students with opportunities to volunteer as poll workers or election observers.
5. Extent of students above 18 years who are yet to be	The faculty coordinator of the ELC received a

enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

message from Election wing, Collectorate Office. It contains instructions on how to use "Voter Helpline Mobile App" to register the names on the voter's list. This information was circulated through student's whatsapp groups

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1779	1822	1889	1873	1576
File Description		Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 150

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
88	86	80	77	76

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
355.69	751.93	94.76	103.53	112.64
File Description		Document		
Upload Supporting Document		View Document		

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

KMM College of Arts & Science affiliated to **Mahatma Gandhi University, Kottayam, Kerala**, incorporates its vision and mission into the University's prescribed curriculum. The college has introduced the **Choice Based Credit System (CBCS)** in all undergraduate and postgraduate programmes in accordance with the guidelines of MG University. The college has organized systems in place for **Outcome Based Education (OBE)** to effectively implement and deliver the curriculum. By introducing new programmes, the institution equips students with knowledge and skills relevant to contemporary industry needs.

Curriculum Delivery Planning Process

KMM College of Arts & Science, Thrikkakara provides **12 Undergraduate and 09 Postgraduate Programmes** in the Choice Based Credit System (CBCS) format of MG University, incorporating interdisciplinary topics, as well as open and elective courses. The College Council and IQAC are responsible for managing the design and implementation of these programmes, with a focus on promoting national development, global skills, values, and technology.

The college creates **Semester Plans** for each department according to the Academic Calendar of the University. Every department develops an **Action Plan** that includes detailed goals and objectives for the academic year.

A comprehensive information about the learning outcomes can be found on the College website. An organized schedule helps in delivering the curriculum efficiently. The delivery process operates through a **three-tier system: a Master timetable at the College level, Department timetables at the department level, and individual timetables for faculty members for each semester.**

Curriculum Delivery Process

- The College creates Programme Outcomes that are approved by the IQAC whenever a new programme is implemented. Faculty members then create a **Course Plan** aligned with these outcomes.
- First-year students undergo an **Induction Programme** where they receive information on syllabi, internal and external examinations, and components of internal assessment. **Bridge Courses** are also provided to facilitate smooth transitions between educational levels.
- Faculty members utilize **Learning Management Systems** like Moodle, Google Classrooms etc. Workshops, Seminars, Industrial Visits, and Research Projects expose students to practical

aspects of the curriculum, promoting student-centric learning. **Remedial coaching** is available for students struggling with essential concepts or academic standards.

- The curriculum is enriched with **Add On Courses** like Artificial Intelligence, Cyber Security, Hospital Administration and online courses like MOOC, NPTEL etc. Project work and field work are integral part of the curriculum, providing hands-on experience and skill development.
- Department associations organize talks, competitions, and seminars to enrich students in their specific domains.
- **Continuous Internal Assessment** includes module-wise tests, internal examinations, and model examinations gives feedback on the teaching-learning process. Revision classes enhance students' confidence and reduce their anxiety and stress.
- Faculty share internal evaluation outcomes with students, providing guidance for academic excellence. Remedial classes and peer teaching support are offered based on assessment results to aid weaker and slower learners.

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

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 10

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0.11

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
7	3	0	0	0

File Description**Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**1.3 Curriculum Enrichment****1.3.1**

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

Response:

Cross Cutting in Curriculum

Cross-cutting concerns are incorporated into the curriculum of KMM College of Arts & Science, affiliated to Mahatma Gandhi University, Kottayam, Kerala. This is achieved through the integration of many interdisciplinary and thematic components across various academic programmes. Additionally, the college organizes seminars, projects, workshops on experiential learning, and awareness. The college also provides pre-placement training, soft skill development, and other value-added courses. Various functional cells within the college execute programmes and initiatives related to these integrated concerns.

Professional Ethics

- The college emphasizes professional ethics through **Career Guidance Programmes, Pre-placement Training** and **Soft Skill** classes facilitated by its placement cell.
- It prioritizes courses on cross-cutting issues and provides faculty training to integrate these

themes into teaching.

- **Collaborations with external experts and stakeholders** enhance the educational effort.
- The college diligently collects feedback from students, faculty, and stakeholders to analyze outcomes and ensure programme success.
- Career guidance programmes are conducted to create awareness of professional ethics.
- More emphasis is placed on encouraging students to act ethically, fairly, and equitably in all intercollegiate competitions and cultural activities.

Gender

- **The Women's Cell** of the college organises diverse empowerment programmes for women within and beyond the campus.
- Topics like gender equality, LGBT issues, and Feminist Criticism are included in the syllabus of various courses.
- The participation and representation of female students in Union Election, departmental associations and various cells are encouraged.
- The activities conducted by the Psychology Department strongly address these issues.

Environment and Sustainability

- The syllabus of various courses covers topics related to the environment and sustainability.
- A Compulsory Two -credit **MOOC course on Organic Farming** is offered to students under the university curriculum.
- The initiatives of the **Environment Conservation Cell** include promotion of Organic Farming.
- The college NSS unit takes the initiative to conduct environment-centered activities.
- Workshops and Outreach/Extension activities are conducted to assimilate the environmental values among the students.
- Various cells & departments of our college conduct different programmes addressing the same. To support this cause, the **Nature club** had celebrated World Soil Day and the **Literary Club** conducted an essay writing competition on World Environment Day.

Human Value

- Topics of human values are included in the syllabus of various courses.
- Various programmes & campaigns are conducted on days like World Humanitarian Day, World Senior Citizen Day etc.
- Social stigma among students is eased out through activities like visits to rehabilitation centres, old age homes etc.
- **Yoga Club, National Service Scheme, Anti- Narcotics Cell, Women's Cell** etc actively conduct programmes on this issue.

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

1.3.2

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

Response: 35.81

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

Response: 637

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System**1.4.1**

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 59.49

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
747	684	676	718	715

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1274	1382	1161	1082	1052

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 40.45

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
97	92	94	103	101

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

2022-23	2021-22	2020-21	2019-20	2018-19
280	299	252	190	183

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 20.22

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Teaching-Learning Process

The teaching-learning system has undergone a significant transformation, with educators as facilitators and mentors guiding students toward independent learning. Classroom innovations include interactive lectures, group discussions, debates and quizzes fostering participative and experiential learning. Students are encouraged to contribute conceptually during classes and seminars on syllabus-related topics, assignments and practical/viva sessions further enhance the learning experience.

At the institutional level, departments organize various student-centric activities like seminars, workshops, exhibitions, study tours, internships, industrial visits, projects, surveys etc. Volunteers are trained for specific roles in official functions, enhancing their organizational skills and confidence.

The college union, which acts as the epicentre of the student activities is a seminal example of the student centric system adopted.

Students are encouraged to participate in various creative, intellectual and artistic competitions/events held at various institutions far and near the college.

Experiential learning

Apart from classroom teachings, the undergraduate and postgraduate students get a chance to augment their learning experience through:

Flipped Classroom offers opportunity for student self-pacing and provides time for a deeper understanding of content.

Industrial visit: The students visit industry every year to learn their operation mechanisms and submit a report to the department.

Internships: Internship with various industries and institutions for the benefit of the students.

Laboratory facilities: Psychology labs, computer labs etc. ennoble experiential engagement.

MOOC courses on Organic Farming and Manure Making kindle the interests of the students in agriculture and sustainable modes of living.

Study tours and Field trips enhance cognitive and affective learning

Participative Learning: Students learn better by partaking in the process of knowledge sharing. Each department has envisaged a certain system to indulge the students in the participatory learning experience.

Group Discussion: Each course director ensures group discussion on certain topics of their study to increase mastery over the subject taught.

Peer Group Learning: Students themselves take the initiative to conduct discussions on certain topics. The advanced learners will guide the discussion for the benefit of the group members.

Seminars and Webinars: The College offers students' opportunities to participate in the seminars and Webinars.

Project: Each department has a project at the end of the course and a viva-voce is conducted as a process of learning.

Certificate Courses: The College offers various **ADD-ON** certificate courses for students to amplify their comprehension of the courses they study during their graduation.

College Magazine nurture literary and creative skills.

Problem-solving Methodologies:

Student projects provide opportunities for the students to explore new arenas of knowledge.

Field Trips by NSS and Social Work Department

Innovative avenues in Information Communication Technology:

ICT enabled class rooms and seminar halls.

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

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

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

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

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 94.21

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
93	90	88	83	78

File Description**Document**

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 27.03

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
28	26	22	18	16

File Description**Document**

List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.

[View Document](#)

Institution data in the prescribed format

[View Document](#)

Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities

[View Document](#)

2.5 Evaluation Process and Reforms**2.5.1**

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Internal External Assessment

The institution's Continuous Internal Evaluation is robust and transparent, blending academic, co-curricular and extracurricular parameters. Aligned with the university academic calendar, teachers plan learning units for each term, fostering effective and time-bound teaching. The Staff council, comprising the Principal and Heads of Departments, strategizes academic and non-academic activities, ensuring a systematic internal evaluation schedule.

Teachers receive briefings through departmental or general staff meetings and the examination committee efficiently organizes internal examinations with collected schemes and question papers. The IQAC oversees departmental year plans, ensuring their implementation. Department Heads set timetables, allocate duties, and plan teaching-learning activities.

Assessment Methods

Continuous assessment considers attendance, class activities, pre-knowledge tests, quizzes, seminars and assignment submissions. Internal exam grades, attendance, seminar and assignment results are published transparently after scrutiny. Internals are uploaded to the university website and these grades are included in end-semester examination mark lists. Student grievances are reported to the teacher concerned or HOD.

Mechanism of Internal Examination

The Institution conducts Internal Examination as decided by the IQAC and discussed in the Staff Council, the faculty members through various meetings. The schedule of the examinations are informed to the students.

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

Publication of Internals: After the internal examination, the paper evaluation by faculty is undertaken with due care and diligent. After the final scrutiny, by the Principal and the Head of the Department, the marks are entered and published.

Forum for Redressal : The published marks are displayed on the notice board for further scrutiny and rectification before being uploaded into the university website for compilation.

Mechanism of External Examination : The external examination is conducted by the MG University. Grievances are to be submitted to the university, if any.

Grievance Redressal Mechanism: The **Three-Tier Student Grievance Cell** comprises of **Principal, Vice Principal, and Head of Departments**. Individual grievances are addressed with care and empathy,

aiming for prompt resolution to satisfy the concerned members. Students are recommended to first contact their class teacher and then engage with the Department cell, consisting of the Head and two faculty members.

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

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Outcome -Based Education

Outcome-Based Education (OBE) constitutes a pedagogical approach that revolves around delineating specific goals (outcomes) for every educational component. The different programmes offered by the university have goal oriented outlook on the outcome of the course. Programme Outcomes (POs) delineate the knowledge, skills, and attitudes expected of graduates upon completing their academic programme. The primary objective is to achieve these goals by the culmination of students' educational performance. Our institution, as an affiliate of Mahatma Gandhi University, strictly adheres to the curriculum developed by the university. Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are meticulously crafted to align with Bloom's Taxonomy for educational objectives categorization.

Programme Outcomes

PO1: To develop effective communication skills to improve academic performance, better relationship with peers and teachers and increased self confidence.

PO2: To evolve leadership qualities to evaluate a given situation and come to a conclusion about the best of course of action.

PO3: To advance problem solving skills to prepare them for future work environments.

PO4: To advance creative thinking to explore new ideas and come up with innovative ways to solve problems

PO5: To progress technology literacy which develop the ability to use ,manage, understand and assess technology

The college website serves as a platform where POs and PSOs for every programme are hosted, ensuring accessibility to students, faculty, and the public.

POs and PSOs are prominently showcased on the college notice board, offering students a clear insight into educational objectives and anticipated learning outcomes.

Orientation programmes conducted at the beginning of each academic year, provide students with comprehensive information regarding POs, PSOs, syllabi, and the scope of programmes/courses.

Course Outcomes (COs)

Website: Course Outcomes (COs) for all courses are published on the college website, facilitating access to detailed learning objectives by students, faculty, and the public.

Departmental orientation / Tutor: Individual departments conduct orientation programmes at the start of the academic year to acquaint students with syllabi, PSOs, and COs pertinent to their respective programmes/courses.

Programme Specific Outcomes (PSOs) articulate the specific abilities graduates should possess in a particular programme. Both POs and PSOs are attained by students upon programme completion. Course Outcomes (COs) specify what students should achieve through the study of individual courses or instructional units.

The students realize the meritorious aspects of the course through various extension activities, orientation programmes, interactive sessions, career guidance and counselling sessions , seminars and workshops by various departments .The institution also aims to update the students with new horizons of knowledge in order to identify novel areas of study related to the basic programme.

File Description	Document
Upload Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:**Attainment of POs and Cos**

Mahatma Gandhi University syllabus incorporates COs for every programme, delineating the specific learning objectives for each course.

Through effective communication of POs, PSOs, and COs across various channels, the college endeavours to promote transparency, accountability, and student engagement. This concerted effort ensures students are equipped with the requisite knowledge and skills to excel academically and prosper in their chosen field.

Student Performance and Learning Outcome

Evaluation of Attainment of POs and COs Outcome-Based Education (OBE) aims to delineate measurable outcomes of student performance, with a focus on enhancing their knowledge, skills, and attitudes. Educational activities are meticulously directed towards attaining these outcomes, maintaining a clear distinction between POs, PSOs, and COs. POs encapsulate the skills, knowledge, and behaviours students acquire throughout their programme, while PSOs describe the abilities specific to a programme. Each course is characterized by specific COs, indicating post-completion competencies. CO statements are developed based on course content, leveraging Bloom's Taxonomy. Assessment of learners encompasses a mix of direct and indirect tools to measure outcomes alignment with societal needs.

Mapping COs to POs and PSOs establishes a constructive relationship and aids in learning evaluation based on student performance. This process assists in identifying gaps in course coverage and assesses the emphasis on learning outcomes within each course. Direct assessment tools carry significant weightage, including internal tests, assignments/seminars, and external tests. Indirect assessment relies mainly on Programme Exit Surveys and Course Exit Surveys, with survey data analysis informing corrective actions for performance enhancement. Final attainment values are computed by combining direct and indirect outcomes, with an 80 : 20 ratio assigned for programme outcomes, programme-specific outcomes, and course outcomes.

Stages of outcome evaluation**Mapping of COs to POs and PSOs**

Each course in charge maps the correlations of COs to POs and PSOs with suitable levels in the matrix as shown below:

LEVELS	CORRELATION
0	NIL
1	Low

2 Moderate

3 High

Attainment Analysis:

The target attainment level of POs is obtained from the CO mapping matrix.

The levels of attainment of POs/PSOs/COs are defined for assessment as follows:

LEVELS	OUTCOME ATTAINMENT %
0	Not attained
1	50% - 60%
2	60% - 70%
3	>= 70%

File Description	Document
Upload Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 41.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
262	268	253	272	167

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

2022-23	2021-22	2020-21	2019-20	2018-19
652	631	638	627	418

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.74

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The Institution prides itself on fostering uniqueness and supporting innovation through a dedicated apparatus designed to enrich knowledge transfer and entrepreneurial skills among its students.

Central to this initiative is the **Entrepreneurship Development Cell (ED Club)**, which serves as a cornerstone in nurturing aspiring entrepreneurs. This club is instrumental in enhancing skills in business development, management, and organizational leadership, all while preparing students to navigate the associated risks of entrepreneurship. Through a series of workshops and sessions, students are equipped with practical insights into managerial competencies and strategies essential for entrepreneurial success. For instance, **workshops on paper bag making and the art of makeup** not only impart creative skills but also instill valuable lessons in negotiation and product development.

The Department of BBA adds to this entrepreneurial spirit with initiatives like the **"Cooking Without**

Fire" culinary competition. Beyond honing culinary skills, this competition fosters resilience and competitive spirit among students, crucial attributes in today's dynamic job market.

Research and innovation are further encouraged through the **Research and Development Cell**, which supports faculty members in exploring diverse research opportunities. This cell plays a pivotal role in fostering a culture of research within the institution, motivating faculty to integrate their findings into student learning experiences.

Exhibitions like **Inno Expo 2022** organized by the Department of MBA provide a platform for showcasing innovative product developments and exploring new dimensions of marketing strategies.

In keeping with global perspectives, the Department of Management Studies organized an international webinar titled "**Fresh Graduates and Job Opportunities Abroad.**" This webinar aimed to broaden students' horizons by exploring job prospects beyond national borders, thereby equipping them with the necessary insights for international career paths.

Similarly, the PG Department of Computer Science collaborates with the **Tech Club – CYRIX 2021** to enhance students' **employability skills** through focused talks and workshops. These initiatives are designed to bridge the gap between academic knowledge and industry requirements, ensuring graduates are well-prepared for the challenges of the modern workplace.

Beyond academics, the institution promotes holistic development through initiatives such as the **KMM College Radio Club**. Students are offered a range of counseling sessions aimed at fostering appreciation for the **Indian knowledge system**. Such holistic development initiatives ensure that students not only excel academically but also develop into well-rounded individuals equipped with a diverse skill set.

Overall, the institution's commitment to fostering uniqueness and supporting innovation is evident through its multifaceted approach to education. By integrating practical skills development, research opportunities, global perspectives, and holistic growth initiatives, the institution prepares its students to thrive in a competitive and rapidly evolving global landscape. Through these efforts, the institution continues to cultivate a culture of entrepreneurship, research excellence, and holistic development, ensuring its students are well-prepared to make meaningful contributions to society and the economy.

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

3.2.2

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

Response: 8

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on

Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6	1	1	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.01

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities**3.4.1**

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The institution gives relevance to the holistic development of the students and teachers by making them part of social extension activities. These activities such as National Service Scheme, Blood Donation Camp, Anti Drug Campaign etc aim at developing the community harmony and the “we” feeling of the society. KMM family stood together in providing warmth to the needy and orphans. Joining hands with local community organisations and serving the community helps them to elaborate their responsibilities, social commitment and knowledge in social issues.

1.Outreach activities of Departments:

Street play with the theme ' **Say No to Dowry** ' brought into limelight the social issue of dowry. Through the involvement in these activities students learn to tackle the toxic issues in society by breaking down the conventional myths.

Antidrug Campaign : Jeevani Say No to Drugs, Say Yes to Life was organised by the college in association with the Department of Information and Public Relation, Ernakulam.

To make a positive impact on the lives of others and with the objective of fostering empathy and support for the underprivileged and marginalised communities various departments organised programmes like **Clothes for the Poor, Pothichoru : Food for the poor, Alok for Distribution of Sewing machines and a Walkathon for International Day against Drug Abuse and Illicit Trafficking**. Students became a part of Mission One Rupee Project to build houses for disabled people in Wayanad.

2. Observation Visits:

Visits to various Rehabilitation centres like **Peace Valley and Athulya Old Age home** and interactive and entertainment sessions in the old age homes entitled **Vayovandanam , Vayodeeksha, Karuthal** were conducted under various departments. The student's interaction with the inmates makes them aware of social responsibilities and human values.

3. Community Training:

In order to build a stronger and more resilient society, various departments organised programmes like **Computer Awareness for Kudumbasree Unit , Suicide Prevention Day, PCOS: Personal Hygiene and Well being , an awareness class and a Health Awareness campaign for teaching and non-teaching staff**.

Initiatives like Ithal, which distributes sanitary napkins, and She Market demonstrate the institution's commitment to women's empowerment.

Teachfest : One day of being a teacher, an awareness class was organised for the students of SRV School on Cyber security. To enhance mathematical competencies among students, the Department of Mathematics organised an Abacus Competition for the students of Cochin Public school.

The NCC cadets and the NSS volunteers of the college organised **Blood Donation Camp , Health Check Up Camp and a Childhood Awareness Campaign**.

The 'NSS' Unit undertakes an initiative of School Adoption aimed at fostering substantial development within the adopted school. The NSS unit of the college celebrated 'Kanivonam ' by distributing Onam kits to the deserving people .The volunteers of the NSS Unit initiated cleaning activities in significant places of Government hospital and the NCC organised a **Clean up Drive at Cherai Beach** by diligently cleaning up the beach area, and thus participating in the Swach Bharath Mission.

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

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

KMM College of Arts and Science has been distinguished as the **Top Performing Institution** in the inaugural edition of **Trash Hunt 1.0**, a pioneering **beach cleanup initiative** convened by **Captains Social Foundation** in synergy with **UNICEF Yuwaah India**, **Suchitwa Mission**, and **Mission Life**, an endeavour spearheaded by the **Ministry of Environment, Forest and Climate Change of India**. This commendable achievement was realised on July 28, 2024, at Fort Kochi Beach, Ernakulam, in **commemoration of World Nature Conservation Day**. This serves as a testament to the institution's unwavering commitment to environmental conservation and sustainability. The recognition is a culmination of the various multifaceted outreach and social extension services initiated by the NSS, NCC, various departments, and clubs of KMM College, which have been tirelessly striving to educate and sensitise society on myriad issues. This accolade not only acknowledges the institution's significant impact and contributions to the community but also underscores its dominant position in championing eco-friendly practices and conservation.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 20

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
20	0	0	0	0

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration**3.5.1**

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 07

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

To support the teaching learning environment the institution has adequate infrastructure and physical facilities spread across **5.40 acres of land**. The institution has a built-up area of **109018.86 sq.ft**. The entire built-up area is divided into four blocks i.e, Main academic block, Library block, Academic annexe and Recreation block.

- The college has **57 well-planned and spacious classrooms** that provide an optimal learning environment for students.
- Each department is equipped with its own dedicated staff room that includes desktop computers and internet connectivity.
- The college has three computer labs, totaling 120 computers, all of which are well-maintained and equipped with up-to-date software and facilities.
- The **psychology lab** is equipped with resources and tools that allow students to conduct psychological tests and experiments.
- The **fashion design lab** offers a professional environment for students to learn **pattern-making, garment construction**, and other essential aspects of fashion design.
- The campus features ICT-enabled classrooms supported by 16 LCD projectors, speakers, and computers, aimed at enhancing the teaching and learning experience.
- The college has been utilizing the Moodle Learning Management System since 2020, continuing through December 2022. After that, the institution has shifted to EMBASE Pro Suite (ERP Software).
- The college campus is equipped with a **spacious library of around 3484.23 Sq.ft** with a seating capacity of **60 and partially automated with ILMS-KOHA**.
- The college ensures fast network connectivity with **12 Wi-Fi routers and 100 Mbps** lease line connection from **Asianet broadband to support wide range of activities for students and staff in the campus**.
- One open stage of 2700 sqft, two seminar halls with seating capacity of 200 and 70 and one auditorium with seating capacity of 1000 (MOU signed with sister concern) to facilitate cultural activities, training, workshops etc. for students and teachers.
- The college has a separate **counselling room** operated by the Department of Psychology.
- The campus ensures sports facilities such as a football turf, a basketball court, and a badminton

court, along with opportunities for indoor games including carroms, table tennis, and chess.

- **Divyangjan-friendly** campus is ensured through handrails, ramps, lift and separate washrooms.
- **Lift facility** available in the campus.
- Separate rooms and facilities are provided for IQAC, NCC, NSS, Placement, and staff recreation.
- **Campus Radio, Sick room, first aid box, Prayer room, and a complaint box** are available in the campus.
- The college has separate space for the **Examination control room with 2 computers, 4 multi-functional printers with proper network and internet connection .**
- To ensure the safety and security **24X7 Security Service & CCTV** cameras are set around the campus and in classrooms for examination surveillance.
- **Sanitary napkin vending machines and napkin incinerators** are available in the campus.
- There are **5 water coolers with filter and 1 water purifier** installed for providing drinking water.
- **Fire extinguishers** are kept in each floor.
- To facilitate uninterrupted teaching and learning environment ,power backup facility is provided through **30 KV Generator**.

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

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 67.71

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
209.35	698.93	23.18	22.37	6.60

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The library, partially automated with digital facilities and an Integrated Library Management System (ILMS)-KOHA, stands as a cornerstone of academic excellence. Our library seamlessly integrates traditional library functions with digital services, to ensure a comprehensive, efficient, and user-friendly experience for all patrons. The library offers high-speed internet connectivity ensuring seamless access. This infrastructure is integral to supporting the library's mission of providing comprehensive and accessible information services to its patrons.

- The library is functioning in a separate block with 3484.23 Sq.ft with seating capacity of 60 and 12 computers with digital library access.
- Library is an open window for students and stakeholders on every working days from 8.45am to 4pm under the guidance of the librarian.
- In the library 15,012 Books, 4 Journals, 9 Magazines, 2 Malayalam and 5 English Newspapers are available .

Library Automation

- **KOHA** is an open-source Integrated Library Management System (ILMS) offers a comprehensive suite of tools for library management, including modules for cataloging, circulation, acquisitions, patron management, and reporting.
- The college library has been automated with the help of the Integrated Library Management

System KOHA from 2022 onwards using the 21.11.04.001 version.

- All books have been barcoded and classified using the ILMS, and the issue, return and renewal of books are carried out using the ILMS.
- The integration of digital facilities and ILMS has significantly increased the library's usage among faculty and students. Faculty members utilize the extensive resources for curriculum development and staying current in their fields. Students benefit from easy access to academic materials, aiding in their studies, assignments and academic projects.

Other features of the library

- Library has 2 computers for librarians and 10 computers for students and teachers with internet access.
- Library is equipped with a reprographic machine which allows convenience for patrons by providing onsite photocopying, scanning, and printing services.
- To ensure the smooth running of the library, an **Advisory committee** is formed, consisting of the Librarian as Convener who coordinates the activities and meetings. The committee includes heads of various departments (HODs) to ensure a broad representation of the library's user community.
- **Gate register** is maintained in the library to track and manage the entry and exit of the visitors .
- **Accession register** is maintained to record acquisition of all the new books .
- **Employment newspaper** is also available at the library which provides the latest weekly updates of the job vacancies for the final year students.
- Providing access to books specifically tailored for competitive examinations like UPSC, SSC, Bank exams in the library is a valuable service that supports students in achieving their career aspirations.
- A collection of previous year university examination question papers and project reports of the final year students are maintained for further reference.
- **CCTV cameras** are installed in the library for strict surveillance

Amount spent on Purchase of Books and Journals

- Total expenditure for the purchase of books and journals is Rs.59,445 for the year 2022-2023.

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

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The IT facilities at the college are designed to empower students, faculty, and staff with the tools and resources necessary for excellence in teaching, learning, and administration. The college has a **total of 177 computers**, with three computer labs accommodating 120 of them. The labs are equipped with regularly updated software to meet the requirements of the courses. Students can use the computer lab from **9:00 am to 4:00 pm**.

Each department operates its own computer systems, totaling 12 computers, all equipped with internet connectivity. The finance department utilizes the **Tally software** suite for accounting, while the administration department relies on MS Office for office tasks. **The college ensures fast network connectivity through a 100 Mbps leased line connection from Asianet Broadband.**

Twelve Wi-Fi routers have been strategically installed across various locations to ensure complete network coverage throughout the campus, facilitated by access points managed through a centralized access controller. **The computers have been upgraded to Core i3 processors**, indicating a substantial investment in hardware to meet modern computing demands, providing higher performance for more demanding applications and multitasking.

The college ensures secure management of user accounts through account and password management systems and provides licensed and open-source software for different academic requirements. The college library has been digitalized with the **Integrated Library Management System (KOHA)** and is **equipped with 12 desktop computers with internet access**, including two for the librarian and ten for teachers and students. The library also has a barcode reader, a Zebra TLP barcode printer, and a reprographic machine.

Upcoming and completed event details are updated on the college website. The institution has an **official YouTube channel and social media pages on Instagram and Facebook to update current events and information.** There are 21 LCD projectors and eight LED televisions on campus to provide clear visual representations of academic resources. **There are 16 ICT-enabled classrooms with LCD projectors and audio systems.** CCTV cameras are installed around the campus and in classrooms for

university examination surveillance.

The college has a dedicated Examination Control Room with two computers and four multi-functional printers (for printing, scanning, and photocopying) with proper network and internet connections. The college is equipped with ten Canon printers (models LBP 2900, 2006N, 2520), three Konica Minolta Bizhub printers, one Zebra TLP barcode printer, and one Epson LX310 dot matrix printer. There are also two pairs of PA audio systems in total.

The college uses biometric **time punching devices** for staff attendance monitoring. To facilitate an uninterrupted teaching and learning environment, **power backup is provided through a 30 KV generator and 30 KV (6X5 KV) uninterruptible power supply (UPS).**

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

4.3.2

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

Response: 12.18

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 146

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 14.23**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
43.80	33.62	38.06	40.58	45.82

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 4.41

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
61	167	113	42	11

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 11.51

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

2022-23	2021-22	2020-21	2019-20	2018-19
914	104	11	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 13.82

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
105	153	104	42	6

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
652	631	638	627	418

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.86

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

2022-23	2021-22	2020-21	2019-20	2018-19
4	9	7	2	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 11

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

2022-23	2021-22	2020-21	2019-20	2018-19
10	0	0	1	0

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

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

Response: 5.4

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	13	6	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement**5.4.1**

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

Response:**Alumni****The institution has a registered Alumni.**

The concept of an Alumni association is pivotal in bridging the gap between college life and career life, facilitating the transition of current students into the professional world, and equipping them to tackle the challenges that lie ahead. This idea led to the establishment of KMM College Thrikkakara Alumni Association.

The primary objective of this Association is to provide its members with exclusive benefits while also serving as a supportive network for the **KMM Alumni Community**. By offering guidance, organizing events, and creating opportunities for engagement, the Association aims to foster a sense of camaraderie and uphold the core values shared among alumni.

The Institution has an officially registered Alumni Association to strengthen the bond between alumni and current students. Alumni plays a crucial role in supporting the students through various means such as **mentorship, financial assistance, guidance, and placement opportunities**. Upon graduation, every student automatically becomes a member of this esteemed association.

Alumni members meeting was conducted on July 15, 2022, with the primary objective of forming the **Alumni Cell, Core Committee, and Executive Committee**. During this meeting, pivotal roles such as the Convenor and Treasurer were designated to ensure the efficient functioning of the Association.

The Institution has established a dedicated Alumni Association to foster a strong connection between former students and current ones. This association facilitates various forms of support from alumni to students, including interactions, financial aid, guidance, and placement assistance. Every graduating student is automatically entered into the association to benefit from these offerings throughout their academic and professional journey.

The Alumni Association of KMM College of Arts & Science, Thrikkakara, recently organized an Alumni Meet and Reunion event entitled "**THIRIKE 2k23**" on March 12, 2023, aimed at enhancing Alumni involvement within the college community. At this gathering, alumni engaged with current students, offering insightful guidance on pursuing higher studies and securing placements. The interactive session provided a motivational talk and a platform for students to seek advice and insights from alumni on career-related matters.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

KMM College of Arts and Science, Thrikkakara has embraced a decentralized and participatory form of operation in which day-to-day governance is carried out through Committee based decisions. The Principal is the prime authority of the college and chairperson of all administrative and academic committees. The success of the Institution is the outcome of the collective efforts of all those who work to achieve the institution's vision. Right from the Manager to the staff and students, all the stakeholders have a role to play in the college's development.

VISION: To emerge as an institution par excellence, we integrate innovative technological capabilities, upholding ethical values and societal commitments with the right blend of knowledge, skill sets, and professional attitude for the development of individuals.

MISSION: Our College strives to achieve excellence in education by practicing innovative teaching-learning pedagogical approach, and thereby creating a unique atmosphere in which our dedicated faculty and excellent infrastructure can produce young professionals and empower them to manage future challenges and fulfil societal commitments.

MOTTO

“Quality and Affordable education for all”

The KMM College’s vision and mission reflect the distinctive characteristics of the institution and caters to the educational, social, cultural, and economic needs of society. The college regularly organizes socially relevant events and outreach programmes so that students learn to engage with socio-cultural issues constructively. The academic and non-academic scenario mould the students into an enlightened citizen with the potential to craft socially dynamic future generations.

The college’s vision exemplified through a broad spectrum of activities meticulously curated across the academic year. These initiatives encompass **Soft Skill Training, Linguistic and Communicative advancement, Expert talks, Awareness classes** and analogous engagements serve to enhance students’ interpersonal adeptness, communication proficiency and critical reasoning abilities.

Decentralization and Participatory Governance

The practice of decentralization is exercised by giving the faculty members and students the charge of important committees, clubs and cells. Regularly convened meetings at different tiers of governance,

including managing committee assemblies, College Council gatherings, departmental deliberations, as well as the convening of numerous clubs and committees, serve as a catalyst in expediting the implementation of decentralization and participative management within the institutional framework. IQAC has been leading the academic activities of the college to bring about innovations and professionalism.

Case Study- Starting of new UG and PG programme

In the year 2022, our institution secured official accreditation from the university to initiate the Master of Science in Psychology (MSc Psychology). Notably, during the academic year 2019-2020, the university officially approved the commencement of the BSc Psychology programme and, thereby marking a significant milestone in our educational offerings.

The submission of comprehensive proposals from various departments marked the inception of the programme. These proposals underwent a rigorous and judicious evaluation, marked by extensive discussions within the esteemed Core Committee. The ultimate determination was vested in the governing body, which subsequently endorsed the decisions, thereby culminating in the program’s formal implementation by the college.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is

effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institutions managing committee is responsible for drafting strategic and prospective plans, which outline objectives and long-term tactics. Currently, the organisation is following the 2018-2025 strategic plan which aims at coordinate collective efforts to achieve multi-dimensional goals and provide visual representation and direction for the next five years. The components outlined in the strategic plan for 2018-2025 are academic excellence, student support and advancement, co-curricular activities, expanding infrastructure, empowering faculty, community services and outreach activities, administration and management and institutional values and best practices.

Policies and procedures

Policies and procedures are essential for ensuring consistent and effective implementation of strategic plans. Our college has privileged policies and procedures for its efficient functioning and it is displayed on the college website.

- The institutional vision and mission serve as the foundation for the **quality policy**.
- The institution's standards and guiding principles are suggested in the **policy documents**, which cover everything from administrative to environmental regulations.

Appointment procedures

Each teaching and non-teaching staff member's appointment is originally for a year, which is regarded as a probationary term.

Unless the management decides to shorten or prolong it, the probationary period is considered to be over after a year. After the completion of probation period, the management has the option to extend the service term for an additional set number of academic years.

- Every member of the teaching staff will be appointed to the position of assistant professor. Each faculty member who teaches UG or PG students must have a department head. For a predetermined amount of time, the assistant professors will rotate in selecting the department head, who will be chosen based on the assistant professor's leadership abilities, teaching background, and college academic standing.

Strategic Plan Deployment

Of the envisioned proposals in strategic plan 2018-2025, the following implementation and execution are accomplished:

- The college added UG and PG programmes such as:
 - Bachelor of Social Work
 - BSc. Psychology and MSc. Psychology
 - BSc. Cyber Forensic

- Introduced add on courses by various departments (digital marketing, cyber security, logistics management and aviation, data analytics, artificial intelligence, hospital administration)
- Conducted activities under placement cell and career guidance cell.
- Conducted skill enhancement programmes and life skills training
- Mentor-Mentee system implemented to develop teacher- student professional bonding.
- Placements are arranged in the college to promote wide possibilities for students in various fields.
- ICT enabled classrooms and smart classrooms implemented for better teaching learning environment.
- Signed MOUs – school adoption, veranda an educational learning solutions
- Increased academic space for better infrastructure expansion such as constructed conference hall, campus radio, new library building, open stage , new buildings constructed
- Conducted faculty development programmes, seminars for faculties
- Conducted yearly audit properly.
- Constituted Internal Quality Assurance Cell (IQAC) in the year 2022

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The organization supports a variety of welfare programmes for teaching and non-teaching employees, including financial and medical security, and financial assistance for academic purposes.

Statutory welfare schemes

- Provident Fund Scheme - Employees are provided with provident funds.
- Health insurance coverage through ESI

Non-Statutory welfare schemes

- Interest-free short-term loans and an advanced salary.
- Salary increment considering years of service .
- Financial assistance for travel, participation in national and international workshops and conferences, Research publications, webinars, workshops
- Technical assistance – A Computer facility with Internet, and also a high-speed wifi.
- Provisions for Duty Leave, Maternity leave and Medical leave.
- Casual leave for 10 days for teaching staff and 12 days for non-teaching staff.
- Separate hygienic washrooms and recreational room for staff.
- Security cabin for security & also free uniforms for security.
- Canteen facility with reasonable rate.
- Separate staff parking area.
- Medical aid facility – employees are provided with basic medical amenities, including first aid.
- Staff Welfare Fund to provide financial assistance in emergencies.
- Celebrations for teachers - Staff Day, Onam Celebration, Christmas Celebration, Staff tour.
- Hostel facilities for staff, from distant places at subsidized rates.

Career development

Faculty Development Programmes: To improve their ability to teach and expand their expertise, the college occasionally offers Faculty Development Programmes.

Appraisal of Teaching Staff

The institutional performance appraisal system is in place to regularly assess its human resources to accomplish its uncompromising quality parameters. It facilitates teaching and non-teaching staff for career progression through self-evaluation mechanisms, internal and external appraisals.

Multi Stage Appraisal Mechanism

Teacher's Self-appraisal – To determine individual strengths and weaknesses and to identify training needs. These records duly verified by the heads of the departments, are regularly evaluated by the principal.

1. **Student's feedback** - Student's feedback through an evaluation questionnaire on the teaching performance of the faculty plays a vital role. The feedback is then analysed and reviewed by the principal and the same is discussed with the faculty concerned in person.
2. **Principal appraisal of Teachers** – The Principal prepares a confidential report about teachers based on various criteria. The managing committee evaluates the confidential report.
3. **Principal appraisal of HOD** – The evaluation criteria are based on HOD's duties and responsibilities, yearly goals, and leadership traits.

1. **HOD appraisal of Teachers** – The HOD reviews the appraisal process with his/her department faculty at the beginning of each year.

Performance Appraisal System - Non- teaching staff

All non-teaching staff is also assessed through annual performance appraisal. The various parameters for non-teaching staff members are assessed under different categories i.e. professional competence, performance evaluation, personal characteristics, attitude towards co-workers, and attitude towards public, staff/student relations.

Redressal Mechanism

Redressal mechanism ensures that students' issues are addressed fairly, transparently, and efficiently. A dedicated grievance cell is established in our college. This cell is responsible for receiving, investigating, and resolving complaints. It ensures confidentiality and impartiality in handling grievances.

File Description	Document
Upload Additional information	View Document

6.3.2

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

Response: 3.69

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

2022-23	2021-22	2020-21	2019-20	2018-19
12	3	0	0	0

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 2.04

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
04	05	1	1	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
27	23	28	26	28

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Mobilization of Fund

KMM College of Arts & Science, Thrikkakara is a self-financing institution. Therefore, a substantial part of its financial needs is met with the tuition fee from the students which is the major source of income for the college. The fee consists of application fee, admission fee, semester fee, record fee and fine. Funds are mobilized for the welfare of staff like ESI. There is no grant received by the college either from the government or any other wings.

Optimum utilization of resources

All fixed assets such as land and buildings, equipment, vehicles, furniture and fixtures etc which are

effectively utilised for future benefits. The finance and accounts department functions smoothly, keeping in view of transparency, accountability and objectivity. The institution constantly monitors the effective utilisation of available financial resources for the infrastructure development which enhance the teaching learning process and development of the students. The funds are utilized for the welfare of students by providing a library and purchasing of lab equipment. The funds are utilised for external training sessions and add on courses. The funds are utilised in a very transparent manner and the financial statements such as Income and Expenditure Account and Balance Sheets are prepared at the end of every financial year. The various department heads, IQAC, placement cell and other important committees submit their proposals to the Principal and the budgets will be prepared accordingly in order to meet the requirements of various departments and cells.

The planning committee conducts annual financial planning and budget according to the requirements. The purchase committee monitors purchase quotation and disbursement of funds under the supervision of vice principal.

Internal Audit

Auditing is an important part of the proper functioning of an Institution. Internal audit is conducted by the administrative office and it is verified by the principal. Internal audits are conducted for the examination of the institutions budget preparation process and for the analysis of the institutions resource mobilization.

External Audit

The external auditing process involves in-depth analysis and evaluation of financial records by an external auditor. In our institution, the external audit is conducted annually once in every financial year in the month of September- October. The external audit starts with a managing committee meeting. An authorized chartered accountant is appointed as the college financial auditor to audit the yearly financial reports and account statements. The external auditor conducts an external audit for the college every year. The auditor checks all the required documents and bank statements correctly. The auditor verifies the income and expenditure details of the college.

The process of external auditing involves:

- Checking and verification of financial statements
- Verifying payments and receipts
- Verification of account books and preparation of balance sheets

The auditor verifies the income and expenditure details of the college as per the balance sheet and provisions stipulated by law. The audited statement is signed by the authorities of the management and chartered accountant.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC has played a crucial role in institutionalizing quality assurance strategies and processes at the college. The initiatives taken by the IQAC have improved the quality of education and services offered by the institution. The IQAC has reviewed the teaching-learning process, structures and methodologies of operations, and learning outcomes at periodic intervals. IQAC implements the Outcome Based Education in all programmes offered in the college.

Quality assurance strategies and processes initiated by the IQAC

- **Remedial Classes:** Remedial classes and remedial education provide students with the support they need to succeed academically. They offer instructions, summarize main points, and enhance learning interest and motivation for students who need more support in core areas.
- **Bridge Course:** A bridge course with a specifically designed syllabus for newly admitted UG students is conducted. The syllabus includes regulations of UG programmes, basics of courses, and career opportunities related to the courses.
- **Peer Teaching:** Peer teaching has been organized for the students. The peer trainers were selected from the class based on their knowledge of the subjects.
- Various **Orientation Programmes / Expert Talks / Seminars / Workshops / FDPs** are initiated
- **Monitors Student mentoring:** Mentoring is an effective and popular way of providing guidance and support to students on both educational and personal aspects, thereby shaping their future. Effective mentoring also helps to accomplish the programme vision and mission of an institution.
- Various **extra/ co-curricular activities and sports activities** implemented by various clubs and departments in association with IQAC.
- **Free ships and Fee concessions** to eligible students.
- A well – structured **Mentoring system, counselling cell**
- IQAC periodically reviews the activities of statutory and non- statutory bodies.
- Various Policies and Strategic Plans are framed by IQAC and Management.
- IQAC has collected the **Students feedback** on curriculum and infrastructure facilities provided by the institution
- Improved the performance of **Career Guidance and Placement Cell**
- **Safety Awareness Session and Mock Drill:** IQAC conducts Safety Awareness Session and Mock Drill in association with Fire and Rescue Station.

IQAC's Review Mechanisms

- The performance of teaching and non-teaching staff are assessed according to the **Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**
- Undertakes various Audits such as Academic And Administrative Audit, Gender Audit, Green Audit
- Monitor the Grievance Redressal Mechanism
- Feedback was collected from stakeholders and analysed to assess various aspects of institutional functioning

Structures & Methodologies of Operations

- Academic And Administrative Audit
- Gender Audit, Green Audit
- Audit recommendations are communicated to concerned department

Learning Outcomes

- The IQAC has developed a comprehensive OBE policy for timely measurement of the attainment of learning outcomes.
- Directed the creation of the Programme Outcomes, Programme Specific Outcomes and Course Outcomes and the mapping of PO, PSO and CO.

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

6.5.2**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The institution believes in the equality of genders and has zero tolerance to any kind of discrimination. Gender equality is not only a fundamental human right, but also a necessary foundation for a peaceful, prosperous and sustainable world. The college has taken various measures to promote empowerment and upliftment of women. The IQAC and Women's cell conducted a detailed **Gender Audit** in March 2023 covering a period from 2022-2023.

Curricular Activities

The **Admission Process** of the institution is gender neutral.

Co-Curricular Activities

The **Women's cell** celebrates International Women's day and also organizes talks on sensitizing students and staff on basic gender issues like social misbehaviours, equality of genders, women wellbeing.

The **School of Social Work** celebrates National Girl Child day (24th January) and also plays a significant role in creating regard and respect among the both genders among the community outside the campus.

Internal Complaints Committee (ICC) follows the legal orders of the government to get rid of harassments in any form. Complaints of women, if any, are taken up by the ICC and the committee tries to solve the issues at the earliest.

During the intervals teachers remain in the corridors, especially at the time when new students come to the college, for ensuring that they are not confronting any ragging or harassment issues.

The College has an **Anti-ragging committee** formed as per U.G.C. guidelines in order to avoid instances of ragging either in the college.

Membership in **NSS** is encouraged.

Student's Council, the **post of Vice Chairperson is reserved for girls**, besides two lady **representatives** are also elected. Nevertheless, girls are free to contest for any post.

The participation of girl students at cultural events both at college and inter-college level is higher than that of boys.

Participation of women in Sports and Games is ensured.

The greater involvement in decision making authorities indicates the encouragement given to women.

Women in Administrative Positions (Leadership)

HoDs of 7 Departments

IQAC - Coordinator

Facilities for Women on the Campus

- Toilets and washrooms with amenities for women.
- Sanitary Napkin Vending Machines and incinerator facilities are provided on the campus.
- Gender neutral canteen.
- Of the 94 teaching faculty, 83 are female.
- Of the 28 non-teaching staff, 22 are female.

Safety and Security

To guarantee the security of the staff and students CCTV cameras are installed in common areas including library, passage-ways, corridors, seminar halls, laboratories and the whole campus and security staff are deployed in the campus.

Attendance is recorded every hour and students are permitted to leave campus during college hours only with permission from HoD/Class teacher and Principal.

Female faculty coordinators are appointed as escorts for field trips, tours and extension activities.

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

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**

5.Disabled-friendly, barrier free environment**Response:** A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

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

and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The management, various units, and staff members of KMM College of Arts and Science, Thrikkakara, have implemented several institutional efforts and initiatives to foster an inclusive environment. These initiatives aim to cultivate tolerance and harmony among students and employees, while also sensitizing them to their constitutional obligations.

Tolerance towards communal and socio-economic diversity

- World Environmental Day, International Yoga Day, World Oceans Day, International Day against Drug Abuse & Illicit Trafficking, World Ozone Day, and International Plastic Bag Free Day etc celebrated on campus by conducting various programmes.
- Aloki by the BBA Department distributed three sewing machines to three needy women in our locality.
- Biriyani Challenge is a part of a programme called '**Sahapadikku Oru Sneha Veedu**' for helping poor students in the college.
- **Medical Camp:Health Awareness Campaign** Body Composition Analysis for teaching and nonteaching staff.
- Children's Day, National Girl Child Day, International Childhood Cancer Awareness Day etc were celebrated by organizing various programmes in our nearby schools.
- Conducted blood- donation camps in the college .
- Street play with the theme '**Say No to Dowry**' highlighted the social issue of dowry.
- **Pothichoru**-A programme for distribution of food to the needy.
- **Short film** was made to create awareness about suicides and mental health.

Constitutional obligations: values, rights, duties and responsibilities of citizens

- National days like Independence Day, Republic day, Gandhi Jayanti, World Students Day etc are celebrated with great pomp and grand celebrations to pay tribute to the nation.
- The NCC dedicated Kargil Vijay Diwas to commemorate the soldiers who lost their lives during the 1999 Kargil War.

Tolerance and harmony towards cultural, regional, linguistic diversities

- The college celebrates festivals such as Kerala Piravi and Onam. As part of '**Kanivonam**', the NSS team collected groceries for needy people.
- International Mother Tongue Day, World Hindi Day, Commerce Day, etc are celebrated in the college through various competitions.
- The main event of the Arts Club, in collaboration with the college union, was '**Arts Day - Kalayattam**'.
- On National Statistics Day, National Mathematics Day and International Pi Day, the Department of Mathematics organized various competitions for the students of Cochin Public School, Thrikkakara.
- **Teacher's Day**-To inculcate a sense of student bondness to teachers.

- To enhance cultural diversity, the Fashion Design Department organized '**Ethnic Day**' and '**State-Wise Assignment**', where students gave presentations and created an appropriate ambiance.
- College has conducted major Soft Skill Development Programmes such as **Cyber Security Awareness Programme, Webinar on Aesthetics of Interview Skills, Growth & Opportunities of Medical Coding, and Organic Farming etc.**
- The Women's Cell celebrated Women's Day by organizing various programmes.

To inculcate human values and responsibilities.

- The NSS team undertook '**School Adoption**' by adopting St. Joseph’s School, Thoppil
- Human values and responsibilities are reinforced by observing World Humanitarian Day, World Senior Citizens Day, International Day of Older Persons.
- The '**Mission One Rupee**' programme, in collaboration with the Department of Social Work and IQAC, aimed to construct homes for poor and homeless families.
- A group of students and teachers visited old age home centres and palliative care centres .

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice I

KMM Care Project

Objectives

KMM Care Project is an initiative by NSS Units and supported by the Management. The project extends its compassionate reach to students and neighbours within the college community. The objectives of “KMM Care” could include a range of goals aimed at making a positive impact on the community and fostering student development.

1. **Emergency Assistance:** The KMM Care Project establishes an emergency fund to help students facing financial crises, medical emergencies, or unexpected hardships.
2. **Neighborly Outreach:** Volunteers organize regular clean-up drives in the neighborhood.

3. **Health and Hygiene Awareness:** The project conducts health camps, distributes hygiene kits, and educates neighbours about preventive health measures.
4. **Elderly Companionship:** Students visit nearby senior citizens, engage in conversations, and provide companionship.
5. **Skill-Sharing Workshops:** Hosts workshops where students and neighbours can learn practical skills.
6. **Environmental Initiatives:** Students and neighbors collaborate to plant trees in the vicinity.

The Context

Our College is located at Thrikkakara Municipality, Ernakulam. The recent headlines about air pollution issues in the Thrikkakara Municipality area, present a compelling opportunity for the college to address important environmental concerns through initiatives like "KMM Care" Project.

1. Organize regular **clean-up drives** in partnership with local residents to remove litter and pollutants from public spaces, thereby improving environmental hygiene.
2. Collaborate with healthcare institutions to educate the community about the health risks associated with air pollution and provide access to healthcare services for those affected.
3. Organize awareness campaigns within the college and local community about the health impacts of air pollution and ways to reduce individual and collective carbon footprints.
4. By integrating these approaches into the "KMM Care" outreach programme, the college can play a proactive role in addressing the air pollution in Thrikkakara Municipality while empowering students to become agents of positive change in their community.

The Practice

The KMM Care project, represents a significant commitment to community welfare and social responsibility within Indian higher education. This initiative underscores the college's dedication to addressing pressing societal issues such as environmental concerns, health disparities, and community development. By actively engaging students in meaningful outreach activities, KMM Care not only enriches the educational experience but also cultivates a sense of empathy, leadership, and civic duty among participants. Such projects are crucial in higher education as they bridge the gap between academic learning and real-world challenges, fostering a holistic approach to student development. Our programmes like **paper bag** making and distribution, **paper pen** making workshops, and **Sneharamam projects** highlight the institution's responsibilities towards the neighboring environment. Initiatives like KMM Care serve as exemplars of the transformative impact that education institutions can have on communities and the broader social fabric of India.

Evidence of Success

Our NSS Units actively participate in programmes such as palliative care, food distribution, and visits to old age homes. Every year our volunteers initiate blood- donation camps in association with the Indian Medical Association (IMA) and Government Blood Banks. Additionally, we conducted a successful free medical camp in collaboration with several NGOs. A total of 321 individuals participated in this medical camp. Students have actively participated in anti-drug campaigns in association with government departments.

Problem Encountered and Resource Required

It is important to address logistical challenges such as resource constraints, volunteer coordination, and ensuring the sustainability of these initiatives beyond individual student involvement.

Best Practice II

KMM Career Connect

KMM Career Connect is a project executed by the NSS Unit of the college, designed to help students and the public, bridge the gap between their academic education and professional careers.

Objectives

1. This project aims to enhance students' employability and career readiness through various initiatives.
2. The main objective of this programme is to provide information regarding various job opportunities and enhance their ability to perform the employability skills they need.
3. Under this project, we are mainly focusing on the unemployed youth and marginalized groups in and around the college.
4. Initiating community sensitization activities

The Context

The college has a tradition of community service and is committed to the progress and development of the local community, especially the neighbourhood. The **Career Connect Project** aims to provide equal opportunities for youths in all aspects. Such programmes offer training in soft skills, technical skills, and professional behavior, making them more attractive to employers. Career Connect Programmes often collaborate with companies to offer internships and job placements, giving students a head start in their careers.

The Practice

The NSS Unit has organised/undertaken several initiatives to educate and help society through continuous community engagement and extended support. The NSS team already established a open library for partner school students as part of the **Partner School Project**. The PG Students and Teachers are provided with various sessions at partner school related to parenting and all. Under the Project NSS team had organized a two day visit at **Veliyapparakkudi, a Tribal Colony at Mankulam Panchayat, Idukki District**.

1. Specifically, the visit focused on a tribal colony comprising 140 households belonging to the 'Mannan' tribe in Veliyapparakkudi.
2. During the visit, the NSS team interacted with the natives and Oorumooppa about the socio-economic profile, education levels, living conditions, and challenges faced by the community.
3. The NSS Team also donated various sports items, books, and sanitary pads to the community.

Evidence of Success

The '**Career Connect**' initiatives have instilled a sense of social commitment and self-motivation among the students. Students from NSS and NCC actively participate in activities related to Career Connect,

which are beneficial for their academic journey. As part of this project, we have started WhatsApp groups to inform the public about various job opportunities. The unit has also initiated the regular dissemination of this information through a blog maintained by college volunteers.

Problem Encountered and Resource Required

Striking a balance between standardized assessments and holistic evaluation methods that measure critical thinking, lack of resources, can be a challenge. Being a self-financing institution, financial support to students' for social work activities and programmes is provided by management have some limitations.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

KMM college of Arts and science, Thrikkakara comprises a team of service-oriented individuals, educationalists and philanthropists as a Centre of Excellence in higher education. The vision of the institution is to aspire the welfare of society through the excellence in science and arts by developing leadership qualities. The institution consistently motivates the students by providing a platform for their social and mental development through integrating qualities like honesty, delegation, confidence, commitment, optimism, creativity and perseverance. The institution has never faltered in inspiring the students in the pursuit of knowledge, moral values, and social responsibility. Thus in compliance with vision and mission, the institution emphasise on the **Holistic Development** of students and staff.

The college gives high priority to the overall wellness of students. The campus provides extensive resources like **teachers, library, internet, and IT support** to promote students' learning, problem solving, and creativity to foster intellectual wellness. The timing of college classes is beneficial for students seeking part-time jobs, especially since our institution is located near several popular malls in Kerala.

Diverse methods like individual and group assignments, training sessions, workshops, presentations, educative sessions and off-site visits are adopted for completion of modules. Upon successful completion of the programme, the students become exceptionally adept in skills of language, communication, problem solving, decision making, strategic planning and time management towards involvement in the society. A **Convocation Ceremony** is scheduled towards the end of the post graduate programmes and the certificates of course completion are presented during the Convocation Ceremony.

The distinctive practice of offering fee concessions to deserving students exemplifies our institution's commitment to foster inclusivity, equity, and social mobility through education. By removing financial barriers and empowering students from diverse socio-economic backgrounds, the **fee concession programme** not only enriches individual lives but also strengthens the fabric of our academic community and society at large.

A **Counselling Centre** in the college is maintained by the Department of Psychology who specialises in clinical psychology. It assists college students and personnel who require the support of a psychologist during office hours to resolve their issues. Though the Counselling Centre primarily provides professional support to students with psychological problems such as stress, depression, anxiety, etc, it also provides career guidance to those students who are confused about choosing their career path.

Apart from these activities the **women's cell, media and yoga club etc.**, also organise programmes to improve the mental and physical health of the students. The college conducts workshops and training camps to help students with self-defence and Cardio Pulmonary Resuscitation (CPR). The college also offers gaming, and cultural programmes to students. College and departmental level orientation programmes support freshers on campus and make them feel mentally comfortable.

The **National Service Scheme** unit organises camps for blood testing and donation, eye tests and dental check-ups. The NSS unit has also **adopted a nearby school (St. Joseph LPS, Kakkanad)** and conducted various programmes like drug awareness class, setting up of herbal gardens, distribution of study materials etc.

Moreover, students are motivated to visit orphanages, old age homes, palliative care centres etc. Every year, the college's NSS units organise a seven-day off-campus residential camp that provides opportunities for group living, collective experience sharing, and community engagement.

The **National Cadet Corps** unit organise various initiatives as part of national day celebrations like cleaning water bodies, awareness rally etc. NCC takes initiatives of several outreach programmes to express their social commitment. Three year NCC training helps the students to become sincere and responsible human beings having an enthusiastic mind to serve the country.

The college promotes human values like **equality, justice, and peace; professional values like honesty, punctuality, and discipline; and societal values like commitment, tolerance, and empathy.**

The resources mentioned above, initiatives, support and practices would reduce the stress among students, faculty and office staff, create positive change in their attitudes, and contribute to their well-being, making the campus distinctive.

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

5. CONCLUSION

Additional Information :

In recent years, the college has improved its physical and academic infrastructure, as well as teaching and learning practices. The institution focuses on student-centered learning, utilizing experiential, participative, and problem-solving methods supported by digital tools.

The library is fully automated with **KOHA**. The college subscribes to e-journals and e-books. The campus is a free **Wi-Fi campus**, and classrooms are ICT-enabled. **Green initiatives** are promoted to foster eco-consciousness in society. The institution offers new generation, job-oriented programmes to enhance students' placement opportunities.

The College's **ED Club** hosts seminars, webinars, and expert talks to enhance skills and share knowledge. The club also produces and sells items like paper bags, cloth bags, jewellery etc. with profits contributing to the "**Earn while You Learn**" initiative. The NSS Unit works on community development projects, such as **Sneha Veedu, Palliative Care, and KMM Care**, benefiting villages. As part of MG University project, the NSS unit adopted St. Joseph LPS ,Kakkanad to conduct awareness programmes and uplift the community.

These initiatives reflect the institution's dedication to comprehensive education, community involvement, and sustainable development.

Concluding Remarks :

Situated in Thrikkakara near the esteemed Thrikkakara Vamana Moorthy Temple and the bustling urban center of Cochin, KMM College of Arts & Science is dedicated to foster student growth through academic excellence and spiritual enrichment. With a notable 22 year history, the college has established itself as a revered institution that prioritizes top-notch education and holistic student development. Demonstrating social responsibility, the college offers scholarships and financial assistance tailored to students from diverse socio-economic backgrounds, promoting an inclusive environment that nurtures individuals from varied origins.

The institution's core philosophy centers around a student-focused approach to education. Our educators are encouraged to drive social change, with the classroom serving as a hub for interactive learning, reflective practices, and participatory teaching methods. Renowned for its academic, cultural, and societal impact, KMM College of Arts & Science also places a strong emphasis on research and innovation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.1	<p><i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</i></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: C. Feedback collected and analysed Remark : Input edited as per the supporting documents</p>																				
2.4.2	<p><i>Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)</i></p> <p>2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>29</td> <td>29</td> <td>20</td> <td>20</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>26</td> <td>22</td> <td>18</td> <td>16</td> </tr> </tbody> </table> <p>Remark : Input edited as per the data template</p>	2022-23	2021-22	2020-21	2019-20	2018-19	28	29	29	20	20	2022-23	2021-22	2020-21	2019-20	2018-19	28	26	22	18	16
2022-23	2021-22	2020-21	2019-20	2018-19																	
28	29	29	20	20																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
28	26	22	18	16																	
3.3.1	<p>Number of research papers published per teacher in the Journals notified on UGC care list during the last five years</p> <p>3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>5</td> <td>0</td> <td>2</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Input edited as per the supporting documents</p>	2022-23	2021-22	2020-21	2019-20	2018-19	3	5	0	2	4	2022-23	2021-22	2020-21	2019-20	2018-19	2	0	0	0	0
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3	5	0	2	4																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
2	0	0	0	0																	

3.5.1	<p>Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.</p> <p>Answer before DVV Verification : Answer After DVV Verification :07</p> <p>Remark : Input edited as The MoU done in the year 2023 may not be fulfilling criteria of functionality as per the intent of the metric focusing activities of on-the-job training, project work, student / faculty exchange and collaborative research</p>																				
5.2.2	<p>Percentage of students qualifying in state/national/ international level examinations during the last five years</p> <p>5.2.2.1. Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 831 1046 965"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>12</td> <td>9</td> <td>4</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1043 1046 1178"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>9</td> <td>7</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Input edited as per the provided documents</p>	2022-23	2021-22	2020-21	2019-20	2018-19	4	12	9	4	0	2022-23	2021-22	2020-21	2019-20	2018-19	4	9	7	2	0
2022-23	2021-22	2020-21	2019-20	2018-19																	
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5.3.1	<p>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 last five years</p> <p>5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1615 1046 1749"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>2</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1827 1046 1962"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>0</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Input edited as per the supporting documents</p>	2022-23	2021-22	2020-21	2019-20	2018-19	10	2	0	1	0	2022-23	2021-22	2020-21	2019-20	2018-19	10	0	0	1	0
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2022-23	2021-22	2020-21	2019-20	2018-19																	
10	0	0	1	0																	

6.3.3	<p>Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years</p> <p>6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 472 1046 607"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>39</td> <td>27</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 685 1046 819"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>04</td> <td>05</td> <td>1</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>6.3.3.2. Number of non-teaching staff year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 898 1046 1032"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>23</td> <td>28</td> <td>26</td> <td>28</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1111 1046 1245"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>27</td> <td>23</td> <td>28</td> <td>26</td> <td>28</td> </tr> </tbody> </table> <p>Remark : Input edited as per the supporting documents by eliminating FDP of less than 5 days</p>	2022-23	2021-22	2020-21	2019-20	2018-19	20	39	27	0	0	2022-23	2021-22	2020-21	2019-20	2018-19	04	05	1	1	0	2022-23	2021-22	2020-21	2019-20	2018-19	27	23	28	26	28	2022-23	2021-22	2020-21	2019-20	2018-19	27	23	28	26	28
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27	23	28	26	28																																					
6.5.2	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented 2. Academic and Administrative Audit (AAA) and follow-up action taken 3. Collaborative quality initiatives with other institution(s) 4. Participation in NIRF and other recognized rankings 5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc. <p>Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above Remark : Input edited as per the supporting documents</p>																																								

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of teaching staff / full time teachers during the last five years (Without repeat count):

Answer before DVV Verification : 166

Answer after DVV Verification : 150

1.2 **Number of teaching staff / full time teachers year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
93	90	88	83	78

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
88	86	80	77	76