YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Mannaniya College of Arts and Science
• Name of the Head of the institution	Dr P Nazeer
• Designation	Principal in charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04722869210
• Mobile no	9847602083
• Registered e-mail	mannaniya@gmail.com
• Alternate e-mail	drnazeerp@gmail.com
• Address	Pangode, Kallara
• City/Town	Thiruvananthapuram
• State/UT	Kerala
• Pin Code	695609
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Kerala University**
• Name of the IQAC Coordinator	**Dr Dilshad Bin Ashraf**
• Phone No.	**9995354778**
• Alternate phone No.	**9447334320**
• Mobile	**9995354778**
• IQAC e-mail address	**iqacmannaniya@gmail.com**
• Alternate Email address	**dilshadbin@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/07/Anti-Ragging-Abstract.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	yes

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.73**	**2020**	**08/01/2020**	**07/01/2025**

6.Date of Establishment of IQAC	**24/02/2017**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

effective implemetation and monitoring of online classes peer mentoring scheme among students Skill development programmes for students encouraged the teachers to attend workshop related to e learning and content development Association with Coursera and successfully conducted Mannaniya Coursera Online Learning Programme

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

Plan of Action	Achievements/Outcomes
purchasing a online platform for online programmes	purchased G Suite
Collaboration with some online learning platform	Successfully coducted Coursera online learning programmes for students, teachers and outsiders
systamatic feedback system	monthly feedback from students, teachers and parents about online classes, and made needed improvements as per the suggestions
Effective implementation of online classes	effectively deliverted and monitored online classes through out the pande,ic period

13.Whether the AQAR was placed before	Yes	

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
College Council	12/04/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	24/02/2021

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **180**

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

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

2.Student

2.1   **638**

Number of students during the year

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

2.2   **114**

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

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

2.3   **182**

Number of outgoing/ final year students during the year

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

3.Academic

3.1   **30**

Number of full time teachers during the year

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

3.2   **30**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	**180**
Number of courses offered by the institution across all programs during the year	

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

2.Student

2.1	**638**
Number of students during the year	

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

2.2	**114**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	**182**
Number of outgoing/ final year students during the year	

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

3.Academic

3.1	**30**
Number of full time teachers during the year	

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

3.2 Number of sanctioned posts during the year	**30**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**28**
4.3 Total number of computers on campus for academic purposes	**23**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College strictly abides the curriculum formulated by the University of Kerala so as to have its principles and expectations functionalized in a conscientious and systematic approach and ensures an applied learning to each beneficiary. As per the university direction, institution provided online learning and assessment to the students due to pandemic situation.

Programmes and academic activities are implemented as per the Master Time Table and the Department Time Table.

CLMC (College Level Monitoring Committee) and DLMC (Department Level Monitoring Committee) operate academic activities based on University guidelines

The evaluation of the Lesson plans by the Heads of Departments concerned ensures the quality of the classes.

The college maintains University Academic Calendar, Syllabus, Curriculum Handbook, College Calendar, etc

The college and classrooms are endowed with ample technological apparatuses to enable ICT oriented teaching /learning.

In order to optimize the transaction of the curriculum, it has been incorporated with Internships, Industrial and institutional visits.

The College does have a well-equipped library which has also made E-learning materials and platforms such INFLIBNET, NLIST, and WEBOPAC accessible to students.

Student Evaluation and Assessment is strictly adhered to the Credit and Semester System, introduced by the University.

Certificate or Diploma Programmes have been provided.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://www.keralauniversity.ac.in/downloads/Academiccalendar2020-211611818410.pdf]()

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

Our Institution follows the academic calendar issued by the University of Kerala strictly and plans all its activities including the conduct of Continuous Internal Evaluation. A well planned College calendar is prepared by our institution and subsequently every department prepares a semester plan for the conduct of CIE.

Internal Assessment tests, assignments, quizzes, and seminars are part of the Continuous Internal Evaluationof students. There is a well-defined process for the conduct as per the calendar of events. The course instructors prepare question papers based on the revised Bloom's Taxonomy along with the scheme of evaluation, reviewed and approved by the internal exam coordinator. The internal assessment test timetable prepared by the respective

departments and the examination committee publish it to the stakeholders, and conducted as per the schedule. Evaluation of answer scripts and calculation of marks are carried out by respective Course Instructors. Continuous Evaluation and Assessment are also done for laboratory courses. The internal marks obtained are further circulated among students for their acknowledgement and it is forwarded to the University of Kerala through the principal. The students' grievance and redressal cell is formulated at department, college and university level for addressing the issues regarding CIE.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.keralauniversity.ac.in/downloads/Academiccalendar2020-211611818410.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

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

1.2 - Academic Flexibility

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

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

6

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

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

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

4

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

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

73

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

1.3 - Curriculum Enrichment

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

The college has a bilateral system to integrate cross cutting issues into the curriculum structure. The first one is the introduction of those issues that are suggested by the university as part of the curriculum content which are to be covered across subjects and thus they can act as connecter across disciplines. The major suggestive cross- cutting issues prescribed across the

syllabi are Gender issues, Environment studies, sustainability and development, professional ethics, Human rights, etc. The first Degree programme syllabus structure, for example, is divided into, language, core subject, elective, foundation course, open course etc. However, these issues will not overload the course but at the same time promote multidisciplinary thinking and collaborative learning. The second system of integrating cross-cutting issues in the curricular activities is through the operation and involvement of the various committees and administrative Bodies functioning in the college. The committees such as, Women Grievance cell, Nature club, National Service Scheme, Entrepreneurship Development Club, Tourism Club, etc conduct different co curricular activities and programs that address such cross cutting themes. Debate, Seminars, and conferences on these issues have resulted in the fruitful enrichment of the curriculum.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

5

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

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

183

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/05/1.4.1-Feedback-Report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/05/1.4.1-Feedback-Report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

261

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

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

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

94

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

2.2 - Catering to Student Diversity

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

The institution has many methods to evaluate the knowledge and skills of the students. The admission is strictly based on the centralized allotment of University of Kerala. At the time of admission, the admission committee members examine the knowledge and ability of students through interaction with them. During admission process, the following information is collected:

- **Reasons for selecting the course**

- **Their inclination towards their respective subject**

- **Expectations about their career and academic progression**

- **Basic knowledge in English, Mathematics, General awareness**

- **Involvement in Sports, cultural and social activities**

- **Preference of second language**

An induction programme is conducted by IQAC for the newly admitted students. By considering the above factors and their general performance during the first month, they are categorized in to three groups- advanced learners, average learners and slow learners. Basic English classes are also conducted for these students to improve their communication skills. Average performers are motivated by providing information about the academic and career opportunities. Advanced learners are identified and encouraged. Details regarding various competitive examinations like UGC NET, UPSC, PSC, Railway Recruitment Board exams and banking recruitments are shared with the students to encourage them. Students are encouraged to participate in inter- collegiate competitions also.

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

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

Number of Students	Number of Teachers
638	30

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

2.3 - Teaching- Learning Process

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

Experiential Learning practices

- **ED club in association with Women Study Unit conducted a webinar on "Women Entrepreneurship Day" – Penkaruth**
- **Online Virtual Motivational Demo Class by ED club members**

through social media platforms to create awareness regarding entrepreneurial skills.
- Mask Production Initiative by MINT (Mannaniya Innovative Talent)

Participative Learning Practices

- N-List and Open Access Academic E-resources for Research organized by the Department of Commerce
- Online National Quiz programme organized by the Department of Commerce
- International Webinar on Contemporary Relevance of Arabic Language
- Webinar on Classical and Colloquial Arabic
- Webinar on Exploring Arabic Language in Globalised Society.
- Environmental Consciousness to avoid plastics from the campus is promoted through Swatch Bharath Mission unit
- International webinar was organized by the Department of Chemistry
- Certificate course in Library and Information Science

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

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

Information and Communication Technology (ICT) plays an important role in the process of empowering the technology into the educational activities. The ICT concept moved the traditional classroom of desks, notebooks, pencils, and blackboard to an online forum of computers, software, and the Internet.ICT enable the student who needs a special educational to accomplish working task at their own pace. In addition to this, with the help of ICT, students with multiple difficulties can communicate more easily. The other benefit is that arise from the using of ICT is the students can demonstrate their achievements in ways which might not be possible with traditional methods. Our institute is enabled ICT technology for enhancing the educational activities. We provided wired internet and Wi-Fi connection for all the staff and students. The institution has wall mounted and portable LCD

```
projector, Instalock screens, interactive board and TV, documents
projector, laptops, audio-video systems, microphone (wired and
wireless), mixer, camera, microphone attached podium stand, video
camera, CDs, DVDs etc for strengthening teaching-learning
facilities.
```

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

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

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

265

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

2.5 - Evaluation Process and Reforms

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

The Institution has transparent system for internal assessment. There is a centralized system for the faultlessconduct of internal examination. The method of internal assessment is based on University assigned pattern. The students are informed of the evaluation method at the commencement of programme, so that they can plan and schedule their studies accordingly. The evaluation process is done mainly based on theacademic performance of the students.

Internal assessment is based on

InternalExamination

One test paper is conducted in a semester as per University norms for UG students. For PG students, 2 test papers are conducted and highest mark scored among them is considered.

Assignment/Seminar

Assignment or seminar is provided in accordance with the requirements of the course, particularly based on the module or chapter or unit. For PG students, both seminar presentation and assignment are compulsory. Presentation varies from topic to topic or subject to subject. The general format for a presentation is as shown below:

- **Concept Review**
- **Description**
- **Analysis**
- **Interpretation**
- **Discussion**
- **Feedback**

The marks awarded for internal assessment for each category will be duly informed to the students and the grievances of the students are redressed. Afterrectification, the final internal marks are uploaded in the University site.

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

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

The students have to undergo two types of evaluation during a semester - Continuous Internal Evaluation and End Semester Examination. Every course is assigned 100 marks, out of which 20 marks are for Internal Evaluation and 80 marks are for External Examination conducted by the University.

The Institution has an effective system to make the examination related grievances transparent, time bound and efficient.The

Grievance Redressal system of the Institution addresses and resolves the grievances of the students regarding marks of internal assessment. The Grievance Redressal system is a three tier system.

The answer scripts of internal examination are corrected by the concernedfaculty and are given back to the students for scrutiny. The consolidated mark sheets are filed in the respective departments. If the students have any exam related grievances, they can give their written complaints to the Department Level Monitoring Committee. The complaints are discussed In the Department at the earliest.

If the student is not satisfied with DLMC, he/she can approach the College level Monitoring Committee. The Internal marks are uploaded in the University site only after clearing the complaints, if any.

If the student is not satisfied with CLMC, he/she can approach the University Level Monitoring Committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme outcomes and course outcomes of the six courses offered by the college are cited in the college website. The educational objectives and learning outcomes are clearly shown in the course outline of each course given by the University as a part of the syllabus and curriculum. The programme outcomes are the skills, the subject content knowledge and the aptitude developed subsequently at the end of a three/two year programme. The course outcomes are those that determine the cognitive process intended out of a course. Hence PO and CO is linked together.

There are two streams of courses under B.Com - co-operation and Tourism and one PG course-Finance. The outcome of the course is to build up knowledgeable graduates with the capacity to understand and interact in the modern globalisedand economic world.

The course outcome for a B.Sc Chemistryis that helps to achieve advanced skills required in a scientifically developed world.

B.A in Islamic History is a course of great demand, which creates interest on aspects of culture, history and politics

B.A Economics and Media Studies equip the students with knowledge of analytical economics.Media studies equip students to plan strategies for effective communication and to report news events.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The University has developed curriculum and syllabus for each course. Programme objectives and learning outcomes are clearly stated for the purpose of maximum attainment. Through different teaching-learning process, the institution performs to achieve maximum of the expected outcome. At the end of every semester, programme/course evaluation is conducted by each department. The internal evaluation extends throughout the semester. It is based on internal examination and assignment/seminar. Formative assessment is done by the University of Kerala at the end of each semester.

During a semester, an assignment/seminar is given to UG students for each course. For PG students, an assignment and a seminar presentation is compulsory. An internal examination is conducted for UG students in each semester. For PG students, 2 internal examinations are conducted and the best of two is considered.

Formative assessment is done by End Semester Examination, practical examination and VIVA Voce. Regular PTA meeting helps to evolve a healthy and conducive atmosphere for the smooth functioning of the Institution. Continuous skill up gradation and orientation/refresher courses impart new and innovative developments among faculty. This helps the faculty to deploy more effective methods in teaching to get optimal outcome from the designated courses/programmes conducted in the college.

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

2.6.3 - Pass percentage of Students during the year

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

78

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

2.7 - Student Satisfaction Survey

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

<u>Nil</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

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

3.2 - Innovation Ecosystem

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

Nil

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

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

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

6

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

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

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

1

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

3.4 - Extension Activities

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

Mannaniya College of Arts and Science had conducted several social awareness programs for the students in the academic year 2020- 21. Which included a

Inter Collegiate Online Quiz on International Yoga Day Onam Kit Distribution Inter Collegiate Quiz on National Sports Day Palliative Care Home Visit Tika Utsav Inter Collegiate Online Quiz on International Yoga Day Onam Kit Distribution Inter Collegiate Quiz on National Sports Day Palliative Care Home Visit Tika Utsav

These programs were conducted to create an awareness regarding the outer world apart from the curriculum to create empathy, harmony, nationalist feelings, to make them aware of the ecologically around them and the measures to protect them.

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

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

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

2

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

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

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

30

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

0

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

3.5 - Collaboration

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

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

1

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

There are 16 classrooms in the college, equipped with ICT facilities.

The College has three laboratories

1. Physics Lab- functioning under the Department of Physics, well furnished, physics practical lab having a separate dark room for optics experiments.

2. Chemistry Lab in the Department of Chemistry. It has sufficient number of equipment and facilities for bachelor degree students.

3. Computer Lab- Even though no computer related courses in our college, we setup a well-equipped computer lab, general for all departments.

A Seminar Hall, Smart Classroom and a mini-Conference Hall are in the college. It has all the modern audio-visual equipment, LCD projector, the computer and the sound system.

Wi-Fi facility is available in the college

The library with NLIST from INFLIBNET is a knowledge repository and is nourished with Books, General Periodicals, Journals and Dailies. An internet browsing centre attached to the library

The National Digital Library of India is also available to users

The library is automated with -LIBSOFT 4.1 version with OPAC and Web OPAC facility.

Remote access to Catalogue of Library is available.

An online version of Plagiarism check software namely plagiarism Checker X is installed

Voice Amplifier is provided to all departments.

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

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

Sports and Games

The department of Physical Education has recognized the value of participating in Sports and physical activities as a means to develop the qualities such as, sportsman spirit, leadership, respect, group cohesion etc., may leads to social harmony. The Department conducted Inter Association games in eleven events and Athletics in fourteen disciplines. The Annual Athletic Meet of the College held on the second term of every year.

Outdoor Facilities

The College has a multi-purpose standard 200-meter track with110 meter length and 70 meter breath apart from track and field in athletics, a football field, Volleyball court, Cricket field; Kabaddi Court, Soft ball field and Shuttle Badminton Courts are included in this specified area.

Gymnasium

A well-equipped gymnasium is available.

Yoga Centre

A Yoga centre is functioning in the college under the Department of Physical Education and Health and Fitness Club. Every year,

International Yoga Day celebration are conducted by the
Department.

Arts Facilities

In order to promote arts, a team consisting of teachers and
students are selected every year. Arts competitions are held in
the college periodically and students are participated in the
University Arts Festivals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mannaniyacollege.ac.in/index.php/gymnasium/

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

18

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.mannaniyacollege.ac.in/index.php/ict/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

20

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

4.2 - Library as a Learning Resource

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

The Mannaniya College of Arts and Science Library is functioning in a well-furnished spacious hall with an area of 2200 square feet with 100 seating capacity. Library is nourished with thousands of Books, Periodicals, and Journals and Dailies. Library subscribes NLIST from INFLIBNET. An internet browsing centre attached to the library. The library is automated with an Integrated Library Management Software-LIBSOFT with OPAC (Online Public Accessing Catalogue) facility. Library has WebOPAC.

The Library Advisory Committee gives valuable suggestions and recommendations for the smooth functioning of the library. Plagiarism check software namely plagiarism checker x is installed. The remote access to the N-list e-resources is provided to the users by creating login ID and password of their own. The National Digital Library of India is also available. The books in the library are arranged subject wise according to Dewey Decimal Classification Scheme. Internship training is given to CLISc students of our own institution and neighbouring colleges. A Library and Literary Forum has been functioning in the college to organize some library extension activities like book talk, book introduction, meet the author, book exhibition etc.

Name of the software- LIBSOFT 2.1- 2010 onwards

Version LIBSOFT-4.1- 2018 onwards

Nature of Automation-Partially Automated.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.mannaniyacollege.ac.in/index.php/library-2/

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

0.82 Lakhs

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

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

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

25

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

4.3 - IT Infrastructure

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

In our college, the computer lab was established in the year 1998 with six computers. Computer lab is shifted to new spacious room with 28 computers during the academic year 2012-13. An internet browsing centre was established in the library during 2017-18 to support e-learning. It helps the students to access e- resources and online repositories. A computer each is provided to the office and all the departments for smooth and efficient functioning.

The first internet connection in the college was provided by BSNL in 1998. In 2014, the broadband connection was shifted to Videonix Cablenet and Communication with 1 mbps. In 2017-18, the bandwidth was increased to 3 mbps. Wi-Fi was first introduced for the staff members in 2016. But later in 2018-19, Wi-Fi was made available in the entire campus for all staff and students.

All PG classrooms and one classroom in each UG department are equipped with LCD Projectors and Instalock Screen. In addition to these a smart classroom, ICT enabled seminar hall and mini conference hall are also installed to promote technology enabled education. Also, the library is automated with an Integrated Library Management Software-LIBSOFT with OPAC (Online Public Accessing Catalogue) facility (LIBSOFT 2.1- 2010 onwards). The new version LIBSOFT-4.1 is available since 2018. A limited edition of the online Plagiarism Checker X is available in the library at free of cost.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mannaniyacollege.ac.in/index.php/ict/

4.3.2 - Number of Computers

23

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

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

28

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

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

All the maintenance activities are vested with the College Management with adequate support from PTA. For the regular maintenance of the infrastructure, a management representative visit the college periodically and discuss with the Principal, IQAC Co-ordinator, Office Superintendent and the senior faculties.

Laboratory: The HOSs are in charge for the maintenance of the lab facilities. The Stock Register is kept in each lab and is periodically certified by the HODs.

Library: Library is headed by a UGC Librarian who is responsible for proper maintenance and utilization the library.

Health and Fitness Club

The health and fitness club is maintained by the Department of Physical Education. The necessary facilities are provided by college management. The stock registers and sports equipment are properly maintained in the Department.

Computers and other ICT Facilities

Maintenance expenses are met from the College Management Fund and from the Government Fund.

Classrooms and Other Facilities

The maintenance of classrooms and other physical facilities are entrusted to the two office attendants. PTA funded cleaning staff is also available to ensure cleanliness in the campus and premises. The common room and toilets are maintained by these staffs. The security staff ensures safety of the campus.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

248

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

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

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

0

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

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

File Description	Documents
Link to Institutional website	https://www.mannaniyacollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

84

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

84

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

8

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

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

5.2.2.1 - Number of outgoing student progression to higher education

40

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

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

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

4

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

5.3 - Student Participation and Activities

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

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

11

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

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

Despite the extraordinary Covid situation prevailing worldwide, which has made an election of a student council impossible in all educational organisations, this institution has nevertheless

executed intrinsic care to include student representation as much as possible to compensatethe absence. Other than these measures taken to effectively compensate the absence of an official body of students, to make the student engagement and involvement much more meaningful and transparent, a ' Students IQAC' was additionally constituted by the institution. Furthermore, student representatives were diligently included in all the crucial committees to facilitate them to actively participate in the decision-making process of the pre-eminent institutional bodies. The statutory bodies of the institution that have student-representation, and the student members of those bodies are as follows:

- SC/ST Cell – Athira Babu
- OBC & Minority Cell - Rinsamol
- Student Grievance Redressal Cell – Juvairia
- IQAC - Riswana Parveen
- WSU & Internal Complaint Committee – Archana

Through these stringent measures and practices, the institution solemnly ensures and facilitatesactive student- engagement abiding by the established norms of the administrative process as well as in the planning and execution of all major curricular and extracurricular activities, as per the regulations and statutes stipulated by the university and UGC.

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

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

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

93

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

5.4 - Alumni Engagement

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

A registered Alumni Association named "Mannaniya Mates" had its inception in 2014. The association has an executive body and a membership of around 1100 members. This association is a backbone for maintaining relationship among old students and also acts as a visionary to the present group of students. It supports college and its well-being through conducting many activities. The academic atmosphere of the college has improved by their direct intervention in all matters of quality enhancement and attainment. The alumni often give exposure to the students in skill development and career advancement projects. The major on-campus activities of the association include alumni endowment for excellent outgoing students, participation in blood donation camps, awarding certificate of appreciation to outgoing students who excelled in sports, appreciation awards to newly awarded doctorates, ICT supported extension classes, active participation in disaster management etc. The major activity of the alumni association during 2020-2021is an Annual meeting of Alumni-Mannaniya mates conducted online through Facebook live during the pandemic.

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

5.4.2 - Alumni contribution during the year	**E. <1Lakhs**

(INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Mannaniya College of Arts and Science maintain a well circulated system of governance and leadership to execute its vision and mission. The development plans of the college are mainly based on achieving excellence and targeting the benefits at the unit level. The college has a vision of extending affordable education and facilitating outreach programmes to link the institution with the community in and around. With such an aim, the participation of management and all the stakeholders are made available for the purpose of decision making and beneficial activities. The college owes its existence to the farsighted vision of Jamia Mannaniya Islamiya Charitable Society under the aegis of a body of Muslim religious scholars. The vision and mission of the institution has been explicitly articulated in such a way as to educate and empower the rural community especially the minorities in the locality. It also envisions the empowerment of women and achieving gender quality through education.

File Description	Documents
Paste link for additional information	https://www.mannaniyacollege.ac.in/index.php/visionmissioncorevalues/
Upload any additional information	View File

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

The Institution effectively practices a policy of decentralization and participative management. The college follows a decentralized system of management and ensures participation from mandatory bodies and stakeholders. The participatory functioning style creates an environment of solidarity through shared decision making which ensures democratic functioning and dynamic growth of

the institution. Staff Council, College Council, Students union, IQAC and Alumni meetings are conducted regularly to pool in suggestions for improvement and innovative proposals for change. IQAC and various sub committees have been granted freedom and authority to visualize, implement and monitor programs aimed at strengthening the overall quality of the Institution. Faculties and students are given adequate opportunities to develop and practice leadership skills. Functional autonomy is vouchsafed to all departments in order to evolve a participative democratic culture in the institution. One of the many instances of the participatory and decentralized management of the institution during the academic year is the international webinars organized by different departments in association with IQAC.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

The Governing body, College Council and IQAC Periodically examines the weaknesses and necessities of the institution and take measures in the form of strategic plans. Academic development strategic planning is done and implemented by the management comprising of the board of directors. At the beginning of every semester, the boards of directors convene a meeting to discuss the issues, challenges and problems faced by the academic community of the college. Accordingly, the management developed a programme and strategic plans for the particular academic period. The blueprint of the plan was sent to the principal for recommendations, changes needed and opinion. A revised plan thus developed was finalized by the board of directors for the effective implementation of the perspective plan for sustainable development. This included academic and infrastructure development that are needed for the period of action.

Every academic year, activities thus designed by the management were assessed and evaluated on the basis of self evaluation, mostly in the form of oral presentations. The management collected opinionnaires from the stakeholders to assess the impact and

effectiveness of the strategic plans implemented. The deployment documents were uploaded accordingly. We succesfully implemented peer counselling program as strageic plan and the report is attached.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

The college has a multi-faceted organizational structure. The governance of the college is diverging in to two streams- one occupied by the University of Kerala and the Directorate of Collegiate Education under the ministry of education. The second one is the internal governing body comprising of the board of directors including the Chairman and the Manager of the college. The internal governance is controlled by the Principal and the other non statutory bodies established by the governing body. The administration of the college is controlled by the Principal, College Council and the other governing bodies instituted for the purpose.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/05/MCAS-ORGANOGRAM-1.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

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

6.3 - Faculty Empowerment Strategies

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

The college has prioritized faculty empowerment strategies as part of its quality improvement programmes. There are two levels of welfare measures, one from the government and the other from the college management or through staff contribution. The institution has a Staff association where all the teaching and non- teaching staff are members. It functions by utilizing the fund raised from all the staff for welfare activities of the teaching and non-teaching staff.

The institution extends many welfare measures such as;

- **Duty leave are granted for attending officially sanctioned seminars and workshops**
- **Parking facility for staff's vehicles is arranged in the campus.**
- **Free Internet facility is offered by the institution.**

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

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

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

0

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

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

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

1

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

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

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

19

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

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

We have effectively implemented a self-appraisal system for improving the job performance of the faculties/non-teaching faculties. The self-appraisal report includes faculties general information, academic qualification, progress report on their research and publications, curriculum covered in each academic year, contribution to teaching, administrative performance, extracurricular and co-curricular activities etc and the same should be submitted at the end of each academic year. The evaluation committee consists of the Principal, the college council and IQAC evaluate the performance of the faculties and provide suggestion for improving their professional competence, if required. The evaluation committee also check active participation of faculties in co-curricular as well as extra- curricular activities, whether the faculty members are using ICT enabled teaching methods or not, whether the faculties are faultlessly conducting internal examinations or not, timely publication of internal examination results etc. For the non- teaching staff, the self-appraisal system is based on their administrative activities. Under the instruction of the principal and the management, the superintendent of the institution evaluate the performance of the non-teaching staff and provide them suggestions to improve the functioning of the administrative system. An alternative review will be conducted by IQAC at the end of each academic year and provides recommendations and suggestions for the improving growth, competencies, and potentials of faculties and the non- teaching faculty fraternity.

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

6.4 - Financial Management and Resource Mobilization

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

The audit wing under DCE and the AG of Kerala regularly conducts the internal and external audit of accounts. All the Records including the registers, file receipts, ledger, books etc have been verified during these audits. The final report is submitted to the Directorate of Collegiate Education, Govt.of Kerala. Statutory audit is done regularly and Cash books are maintained.

The institution provides two levels of audit system- External and Internal Financial Audit System. The External Audit System includes the different levels of audit from the Directorate of Collegiate Education, Accountant General, Kerala.

The Internal Audit system is executed through Chartered Accountants (PTA, NSS, WWS, ASAP, SSP). Also the Internal Audit system includes three levels from Head Accountant, Superintendent, and to the Principal.

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

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

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

Nil

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

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

Our college has a well defined and systematic strategy to ensure the effective utilization of available resources. Since the college belongs to the aided category, the State Government grants salary for the teachers and non-teaching staff.

The PTA fund is used for improving the student's amneties and other infrastructure development of the college. Care has been taken by the college for fund mobilization to distribute academic help to the deserving students in the form of Scholarships and other timely financial help as per the rules and regulations.

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

6.5 - Internal Quality Assurance System

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

The Objectives of IQAC are

- **To aim to be a 'College of Excellence'**
- **To achieve academic and administrative excellence**
- **To Create a student-centric atmosphere for holistic learning**
- **To develop stronger Industry-Academia relation for the benefit of staff and students**
- **To promote Interdisciplinary and collaborative research**
- **To enhance the quality of staff by promoting and encouraging overall faculty development**
- **To aim for International collaborations and International**

- **programs**
  - **To enhance Infrastructure for Teaching-Learning and Administration.**

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

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

To review the teaching and learning process, IQAC has implemented several initiatives such as more effective teaching learning evaluation, modern approaches to teaching, Faculty workshops etc in the college. Two of them are described here.

1. Teaching Learning Evaluation

The college regularly conducts periodical reviews in its teaching learning process. The review is conducted by the academic committee and the IQAC of the college. The committee has a structured and methodological design for the effective implementation of the review process in teaching and learning. There is a well cut out plan for the praxis of theory and practice in the classroom. All the teaching and learning evaluations are conducted through online mode, due to the widespread of Covid -19 Pandemic during the academic year 20-21.

1. Modern Approaches to learning

Based on the reviews and studies, the Academic Committee will recommend necessary reforms in the teaching learning process taking place in the college. Accordingly, advantageous methods of teaching learning strategies are recommended for the effective implementation of the syllabus in the class rooms. Adequate classroom modifications and content specifications are ensured to address the issues, problems and challenges faced by the instructors and the learner. Modern approaches of teaching using Learning Management System (LMS) platforms and G -Suit facilities were implemented during the academic year 20-21.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/annual-report-2020-21-1-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Mannaniya College of Arts and Science in association with MYTRI: the gender forum and the women study unit have arranged various programmes for the promotion of gender equality in the campus. All the teachers and students actively participated in the promotion and wellbeing of these programmes. Such programmes include International Men's Day celebration, Internatinal Women's Day Observation, Webinar on Gender Based Violence against Women in Kerala, Webinar on the topic gender equality etc. In addition to these various programmes, specific facilities are arranged for

girls' students in the campus. They are Common Room for girl students, Counselling (both boys and girls) and for providing safety and security, various committees are arranged (Anti-Sexual Harassment Committee, Anti Ragging Committee) etc.

File Description	Documents
Annual gender sensitization action plan	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/07/7.1.1-word.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/07/7.1.1-SD.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

Waste is collected by the sweeper every day from various sources and is sorted at each level. Solid waste is classified into three main types they are plastic, no degradable and degradable waste. Three labeled large dustbins are provided in each block of the college for collecting the different types of waste. The degradable waste is invested into the landfill which is located in the campus. The non-degradable waste and plastic are shifted into the central waste collection centre, Trivandrum city every week. The food waste collected from the canteen and the classrooms are shifted to the biogas plant which is installed in the campus. The used sanitary napkins are disposed of in the napkin incinerator. Liquid waste management is done through a proper drainage system.

Since the college is situated in a rubber estate, plenty of water is needed to cultivate the trees properly. Therefore, the wastewater from bathrooms and washrooms is channelled towards the plantations. Laboratory liquid chemical waste is collected and safely disposed of after proper neutralization. These electronic wastes are dumped in a room and transferred to the e-waste central collection point in Trivandrum every month

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

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

The Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities

Mannaniya College of arts and science conducts various programmes in association with National service scheme, Malayalam vedhi and Arabic assosiation to promote cultural linguistic communal and socio-economic awareness among the students. International Arabic Language Day is one of the important programmes which is conducted in connection with this.

International Arabic Language Day

As a part of International Arabic Language Day, Department of Arabic and IQAC, Mannaniya College of Arts and Science, organized a webinar on "Exploring Arabic Languages in Globalized Society" on 18-12-2020. Dr Anverasha, HOD and Assistant Professor, Department of Arabic welcomed the participants and Dr P.Nazeer, Principal of the Mannaniya College of Arts and Science inaugurated the webinar. The resource person was Mr Muhammed Riyaz K, Assistant Professor and HOD, Department of Arabic, MES Keveeyem College, Valancheri. He pointed out the importance of Arabic language in the present era, its tradition, etc. About fifty-five volunteers participated in the webinar and all of them received the participation certificate for the concerned program, Dr Dilshad Bin Ashraf, IQAC Co-ordinator expressed vote of thanks for the webinar

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

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

1. Independence Day (15-08-2020)

Independence Day was proudly celebrated in the campus under the aegis of the NSS unit. Dr Baiju A, Head of the Department, Department of Physical Education hoisted the flag in the presence of programme officers and volunteers.

2. Martyr's Day Observation 30-01-2021

Martyr's Day is celebrated nationally on January 30 . This day was chosen as the day Nathuram Godse assassinated Mohandas Karamchand Gandhi in 1948. In commemoration of the death day of Mahathma Gandhi, NSS volunteers of the Mannaniya College of Arts and Science took the Martyr's Day pledge. The NSS Programme Officers Dr Shijina A.S and Dr Baiju A co-ordinated the programme.

3. Teachers Day (05-09-2020)

National Service Scheme, Mannaniya College of Arts and Science organized the teachers' day programme "Share Time" through google meet online platform on 05-09-2020 at 8 pm. The inauguration speech was delivered by our volunteer Rinzamol. Former principals, retired teachers, current teachers and volunteers are participated. Through this program, all the teachers were honoured by NSS volunteers. Around 60 persons participated in it. The volunteers shared the old photos and videos

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/07/7.1.9-word-pdf-.pdf
Any other relevant information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/07/7.1.9-SD-pdf-.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

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

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

Report attached

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

7.2 - Best Practices

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

Best Practices

Best Practice -1

Online learning programmes

Our institution collaborated with Coursera and successfully conducted Mannaniya Coursera Online Learning Programme (MaCoOLP). 949 persons joined for different certificate programmes of world famous universities through this portal. Our institution also collaborated with a well known Edutech company Talrop and conducted online course on website development.

949 persons from different parts of the country joined for the MaCoOLP. It includes students , teachers and alumni of our college and many from different states. Five hundred courses of different universities were studied by the participants. 89 persons joined for website development course conducted by our college in collaboration with Talrop Techies park.

Best Practice -2

Peer Mentoring Programme

A peer mentoring course was conducted by dept of psychology. Through that certificate course 12 students are trained in peer mentoring . after that these students conducted one week personal growth workshops in online mode for the students of our college and students of some schools.

Twelve students who are trained in peer mentoring conducted online personal growth workshop for 70 students of our institution and 30 students of MYCA English Medium school, Kanjirappally, Kottayam

File Description	Documents
Best practices in the Institutional website	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/best-practices.pdf
Any other relevant information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/07/best-practice-supporting-doc_compressed.pdf

7.3 - Institutional Distinctiveness

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

Mannaniya College of Arts & Science offers liberal education to all, especially

to women and economically weaker sections of the society, inspiring them to become

academically proficient, financially independent and socially committed citizens. The college

stands for excellence in academics, skill development and character formation. The College is

aptly located at Pangode, a historic village in the vicinity of the fringes of the Reserve forests of

Western Ghats, bordering the Thiruvananthapuram district of Kerala. The institution owes its

existence to the prophetic vision of a congregation of erudite and pious Muslim scholars of Jamia

Mannaniya Islamiya Charitable Society

Addressing poverty and inequality and thereby attracting the poor/marginalised through

scholarship for students

SC/ST/OEC students receive fellowships

SC/ST/Minority/OBC cells for addressing problems of marginalised

Gender Sensitisation Programmes

Majority students are women in the campus

Effective grievance redressal mechanisms through Internal
Complaints Committee (ICC)

Efficient and active Centre for Women's Studies

Gender Sensitization Campaign

All classes are occupied with cameras

Majority of students from rural area

Provide education to women and the tribal communities.

Disabled-friendly washrooms

Wheelchairs

Ramps

Lifts

Psychological

Tutorial and mentoring

Peaceful and harmonious atmosphere

Center of Library science course of university if Kerala

Center of different Distant Education Exam Of University If Kerala

College providing Professional course CMA US in association with
ISDC

Travel and tourism aided course under university of Kerala

Mannaniya College of arts and science have Travel and Tourism
course which is the only

aided course under Kerala university

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

7.3.2 - Plan of action for the next academic year

Bridge course from each department

Increasing the number of research guides in the institution

Enhancing commerce dept to a research department

Computer courses for students

GST and Tally add on courses for commerce students

Enhansing the internet connectivity speed to 25mbps

More computer systems for IT resource centre in library

establihing student IQAC team for effective monitoring of teaching learning system