



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		Mannaniya College of Arts & Science
• Name of the Head of the institution		Prof. (Dr.) P Nazeer
• Designation		Principal
• 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	University of Kerala				
• Name of the IQAC Coordinator	Dr Dilshad Bin Ashraf				
• Phone No.	04722869210				
• Alternate phone No.	9061608846				
• 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/				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mannaniyacollege.ac.in/wp-content/uploads/2022/07/MANNANIYA-COLLEGE-DIARY-FINAL.pdf				
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
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Management information system launched for effective functioning of academic and administrative activities	
Skill development platforms like readers arena,technology placement programme, emerging stars and walk with a scholar programme	
Conducted peer mentoring course for the students , which helped to give emotional and psychological support for the student community by their peer group	
Psychosocial support given for deprived children (community extension programme)	
Technology awareness and hands on training for faculties and staffs	
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
More skill development programmes and activities for students	conducted many activities through the platforms of IQAC viz. walk with a scholar programme, readers arena, emerging stars
Launching a management information system	installed and started using Embase (Management information system)
More career and education guidance programme for students	IQAC conducted many career and education guidance programme
Community extension programme	through orphanage support programme , students got opportunity to interact and support orphan students, through which they learned the emotions and issues of marginalized people
Strengthening of curriculum delivery	Various measures like facilitating Internships, Industrial Visits, Career Oriented Courses, were facilitated
ICT enabled teaching techniques	All teachers were trained and encouraged to utilize ICT enabled methods for teaching and other activities too

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Council	15/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	19/01/2023

15. Multidisciplinary / interdisciplinary

Flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education

Elective course :- During semester 5 students should select a course from other department, which will add on to their credit. Here all major departments viz commerce, tourism & travel management, islamic history, chemistry, economics & media studies offering elective course. Other than this physicl education department also offering an elective course. The student of chemistry should select the course from other departments.

Ensured the involvement of each student in outreach programmes, for successful completion of the course. Every student is thus, a member of either NSS ./ Nature club / Compulsory Social Service / Swatchh Bharat / Unnath Bharat Abhiyan activities, so as to get conscientized naturally into community engagement services.

16. Academic bank of credits (ABC):

NA

17. Skill development:

- Commerce, Arabic and Psychology departments offered certificate courses (GST, spoken arabic, peer mentoring, income tax) and bridge courses

aiming at skill development, and is imparting them to students, along with the normal courses.

- Lot of skill development platforms are launched by IQAC exclusively for student community. The following are a few platforms ad programmes

walk with a scholar, readers arena, film and drama club, emerging stars etc

- .Good practice/s of the institution pertaining to the Skill development in view of NEP 2020: IQAC and department associations organises workshops/orientation and practical sessions designed to

inculcate and improve communication, ICT, life and soft skills, like yoga, Tally/Word and the like.

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

The strategy and details regarding the integration of the Indian Knowledge system (teaching in Indian Language, culture etc,) into the curriculum.

Celebration of rituals and festivals on campus, to bring more knowledge and practice of the rich Indian heritage

Celebrating mother tongue day and Rashtrabasha week to uphold the legacy of our literature

Extra classes offered to the students, who opted Hindi as second language, to develop effective Hindi communication skills in speaking, reading, writing, grammar and to improve vocabulary

Reading week celebrated by department of Malayalam and Library and literary forum

Various programmes are arranged to inculcate reading habits in students

Provide the details of the degree courses taught in Indian languages and bilingually in the institution (taught both in Malayalam and English)

The College Union, which is a reflection of student governance, celebrates all festivals and traditions of national importance, and these are inclusive of all strata of people on campus, so as to take the importance of these traditions to all.

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

Outcome-based education (OBE) is an educational theory that places students at the centre of an academic program. It presupposes that by the end of a learning session, each student would have attained a level of mastery of the course so as to be in a position to realize on the completion of the course, a standard of achievement. IQAC plays an integral and active role to ensure that OBE is practised in the campus. Students are informed about OBE right from the admissions and is further explained to them during orientation and also by the respective course teachers. Programme and course outcomes for all programmes of all the courses are displayed on college website as well. Institute is also planning to conduct a hands on workshop on OBE in the next academic year

20.Distance education/online education:

NA

Extended Profile

1.Programme

1.1	217
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	753
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	126
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	199
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	32
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	32
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	6.56
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	26
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College strictly abides the curriculum formulated by the

University of Kerala. As per the university direction, the institution also provided online learning and assessment to the students due to the pandemic situation.

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

The CLMC (College Level Monitoring Committee), DLMC (Department Level Monitoring Committee) and regular IQAC meetings operate academic activities based on the guidelines of the University.

The Academic Committee set up by the college, have been entrusted with the task of conducting regular and recurrent staff discussions to optimize student learning.

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

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

ICT oriented teaching /learning is provided. Internships, Industrial and institutional visits are incorporated to optimize the transaction of the curriculum

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.

Certificate or Diploma Programmes have been provided to Students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.keralauniversity.ac.in/academic-calendar

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 (CIE). 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 (IA), assignments and seminars are part of the Continuous Internal Evaluation (CIE) of students. The internal examination timetable prepared by the respective departments and the examination committee published 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. Conducting laboratory experiments, viva and submission of laboratory records are the major components of laboratory course evaluation. The internal marks obtained are further circulated among students before 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/academic-calendar

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above 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

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)**

6

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

187

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

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

The syllabus of the BA/BSc/BCom Degree programme is embedded with cross-cutting themes distributed in different course content and specifically detailed in course description, even when many are not given and marked as separate course titles. However, there is a course, Environmental studies for the first semester B Com, with cooperation and Tourism as optional studies as well as for second semester BA/BSc students. Human Population and Environmental studies has been prescribed as a module for first semester B.Com co-operation and B.Com TTM students. The course entitled, Entrepreneurship Development incorporates gender issues and professional ethics. The course on Company Administration reflects thoughts and knowledge on professional development. The three courses, namely, Capital Market and Indian Financial Market, and Auditing provide professional ethics and professional etiquettes. Another course, titled Management and Administration provides societal values, peaceful coexistence and management of human beings. There is a course in B.Com named "Methodology and Perspectives of Business Education" which discusses business ethics and social ethics. The Course "Informatics and Cyber Law" deals with cyber ethics, security issues and privacy issues.

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

6

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

255

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/2023/05/CURRICULUM-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/2023/05/CURRICULUM-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

310

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

75

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 centralised allotments of University of Kerala. At the time of Admission the admission Committee members examine the knowledge and ability of students through interaction with them.

- Marks of qualifying examination
- Tests, Quiz programme are conducted department wise to know the level of awareness about the subjects
- Expectations about their career and academic progression
- Basic knowledge in English ,Mathematics, General awareness
- Involvement in Sports ,Cultural and Social activities

An induction programme is conducted by the IQACfor the newly admitted students .By considering their the above factors and their general performance during the first month, they are categorised 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.

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
753	32

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

- NSS seven day camp from 23-12-2021 to 29-12-2021
- International day against Drug Abuse - Vimukthi

- Blood Donation Camp
- Vimukthi Nadaka Kalari
- Shapadikkoru veedorukkal (Building a home for college mate)
- Field visit and factory visit by students, project work.
- On the job training for TTM students and M.Com students

Participative Learning Practice

- Environmental Consciousness to avoid plastics from the campus is promoted through Swatch Bharath Mission unit
- Certificate course in Library and Information Science
- Quiz programme, group discussion, debates, seminar presentation and participation in webinars

Problem Solving Methodologies

- Internship for M.Com and TTM students

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

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

32

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

32

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

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

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

16

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

236

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 and robust system for internal assessment. There is a centralised system for the faultless conduct of internal examination. The method of internal assessment is based on University assigned patterns. Total of 20 marks per course is assigned by the University for Internal Assessment and 80 marks for end semester examination. The students are informed of the evaluation method at the commencement of programme itself, so that they can plan and schedule their studies accordingly. The evaluation process is done mainly based on the punctuality and academic performance of the students.

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 - 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 concerned teaching faculty 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	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

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 Bachelor of Commerce- co-operation and Tourism and one PG course M.Com Finance. The outcome of the course is to build up knowledgeable graduates with the capacity to understand and interact in the modern globalised business and economic world.

The course outcome for a Bachelor degree in Science is many. The course helps to achieve advanced skills required in a scientifically

developed world. The students attain immense subject knowledge, understanding and skills.

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

B.A Economics and Media Studies equip the students with knowledge of analytical economics and make inferences regarding development issues.

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

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

The 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	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

63

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

2.7 - Student Satisfaction Survey

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

<https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/SSS-2021-22-report.docx>

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

2

File Description	Documents
Any additional information	View File
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

1

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

3.3 - Research Publications and Awards

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

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

7

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)	View File
Any additional information	View File

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

15

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 as well as the public for the academic year 2021- 22. Which included a international day against drug abuse , Lahari vimukthi poster making competition , Vimukthi speech competition , Vimukthi drama competition , vimukthi seminar , World population day observation , World day for international justice , Sahapadikkoru veed, Covid 19 pandemic duty by our students, School re-opening duty by our students after Covid second wave at nearby schools, Ponmudi-Bonakkad mansoon relief , Vimukthi nadaka kalari, Financial aid to cancer patients, blood donations camp , student palliative care unit-home visit and supply of medicine. 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 measure.

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

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

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

0

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

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

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

39

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

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

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

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

600

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

3.5 - Collaboration

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

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

64

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The campus spreads on about 16 acres of picturesque land. The greenery and the scenery in and around the college provide a serene and tranquil atmosphere for teaching and learning. There are 16 classrooms in the college, which are spacious and majority equipped with ICT facilities. The College has three laboratories 1. Physics Lab- 2. Chemistry Lab 3. Computer Lab *There is a Seminar hall, a Smart Classroom and a mini Conference hall in the college. *Wi-Fi facility *The library of the college is a knowledge repository and is nourished with Books, General Periodicals, Journals and Dailies. *NLIST from INFLIBNET, which enables the clientele to access of e-books and e- journals free of cost. *An internet browsing centre *The National Digital Library of India is also making available to users through login ID and password. * 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 to check the uniqueness of the projects and dissertations of the students.

File Description	Documents
Upload any additional information	No File Uploaded
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 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 with 110 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 the major attraction of our College. Yoga Centre A Yoga centre is functioning in the college under the Department of Physical Education and Health and Fitness Club. Through this, regular yoga practices are provided to the staff and students of the college, which enriched the mental and physical strength. Arts Facilities The college gives due importance to the development of cultural and arts skills of the students

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

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

18

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

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

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

5000000

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

4.2 - Library as a Learning Resource

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

Name of the software- LIBSOFT -2010 onwards Nature of Automation - Partially Automated. Version - 4.1 2018

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

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

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

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

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

61635

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

16

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. 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.

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

4.3.2 - Number of Computers

29

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

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

18

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.

Mannaniya College of Arts and Science, Pangode has established proper systems and procedures for maintaining and utilizing physical, academic and other support facilities in the college. Laboratory The concerned Head of the Departments are in charge for the maintenance of the lab facilities. The lab assistant periodically maintains the lab equipments and amenities. Library Library is headed by a UGC Librarian who is responsible for proper maintenance and utilization of books and other facilities in the library. Health and Fitness Club The Health and fitness club is maintained by the Department of Physical Education. The Head of the Department properly maintains the gymnasium, yoga centre and other facilities. Sports and Games The stock registers and sports equipments are properly maintained in the Department. Computers and other ICT Facilities The Computers are supported by UPS, Servo Stabilizers and automatic switch over generators. Aircondition is also provided in the Computer Lab. Classrooms and Other Facilities For the proper running of the classes, the maintenance of class rooms and other physical facilities are entrusted to the two office attendants.

File Description	Documents
Upload any additional information	No File Uploaded
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

336

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

4

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	Nil
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

366

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

366

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

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

3

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.

22

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)

The college union acts as the council and a platform linking various mechanisms like management, faculty, students and community at large through various programmes and outreach initiatives. The college council contributes considerably to execute the vision, mission and the objectives of the institution. The student council organizes activities that promote ethical values, soft skills and offers healthy interventions to enrich academic quality.

Each college union office bearer represents student fraternity inside and outside the institution and by making their voices and demands inside and outside the institution. The union also strives to engage students emotionally and physically through myriad cultural events, recreational activities and through sports and games, without deviating focus from the real academic goals. The college union acts as a medium between then students the college authorities in order to fulfill student's need by finding amicable solutions to their issues by creating an ideal atmosphere for supportive learning.

The activities administrated by the college union are:

1. College Union Oath Taking Ceremony
2. College Union Inauguration[11-03-2023]
3. Graffiti [08-03-2022]
4. Women's day [08-03-2022]
5. Voice of Mannaniya [22-03-2022]
6. Arts Fest [01-04-2022]
7. Sports Fest [02-03-2022]
8. Holi Photo Contest [18-03-2022]
9. Film Fest [30-03-2022]

College day [28-05-2022]

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

66

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

'Mannaniya Mates', the Registered Alumni Association of the institution, active since 2014, consists of an executive body with membership of 1900 members. This alumni - fraternity act as the

torch - bearers for the current generation of students by maintaining a strong bond between the old and new students. As the major stakeholders of the institution the prime vision is to enhance academic atmosphere, through healthy interventions and contributions attaining excellence. The alumni association strives to provide ample exposure to the present students in skill enhancement for improving their future career prospects. The major programme organized by the association during the period was convening a grand get-together of the all its alumni members. Two meetings of the executive committee members were convened on 18th March 2022 via online followed by an offline meeting on 5th April 2022, to discuss and arrange various activities for the event. The Special Annual Meet held on May 14th Saturday 2022 was a grand success with the large number of attendees and with exemplary programmes felicitating former teachers and students; 'Guru-vandhanam' honouring the retired teachers of the institution and the meritorious alumni members, who recently received doctoral degrees, who were felicitated with mementos.

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	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Mannaniya College of Arts and Science maintain a well circulated system of governance and leadership to execute its vision and mission. The developmental 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. The leadership of the institution interacts with other stakeholders through the Students Union Executive Committee, PTA, Alumni Association and Heads of the Department. The College Council meets periodically to review the academic process of the institution.

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.

File Description	Documents
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

Service- Learning Activity

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.

The management convened a meeting of the faculties in the college for the purpose of service- learning activities/programmes. The service- learning activities are mainly intended to enhance skill development, such as ICT and overall development of knowledge and community development.

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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/6.2.1-Supporting-document-1.pdf
Upload any additional information	View File

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

The college has 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	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/6-2.2-Additional-documents.pdf
Link to Organogram of the institution webpage	https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/6.2.2-Supporting-Documents-Organogram.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	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The 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 Wi-Fi facility is offered by the institution.
- Staff Club

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**

3

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

11

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	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/income-and-expenditure-21-22.pdf
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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	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 amenities 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	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/6.4.3-1.pdf
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 two practices institutionalized as a result of IQAC initiatives during the academic year 2021-22 are

1. Skill Development Platforms for students

Different platforms are formed under IQAC for the empowerment of student community. The following are the different initiatives under

IQAC

- Walk With a Scholar Programme A
- Readers Arena
- Peer mentoring Course
- Orphanage Support Programme
- Career & Educational guidance Programme
- Technology placement programme
- Counselling services

1. Faculty Development Programmes and Women Empowerment Programmes

IQAC has organized various FDP programmes in connection with the Management Information System for the teaching and nonteaching community during the year 21-22. During the academic year 21-22, IQAC in association with Women's Study Unit of the institution has organized various programmes to promote the general well being of female students, teaching and non teaching staff of the institution. It envisages women's empowerment through seminars, awareness programs and other welfare activities. It also envisions the empowerment of women and achieving gender quality through education in accordance with the institution's vision.

File Description	Documents
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/Counselling-services-report-21-22.pdf
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

1. Teaching Learning Evaluation and Faculty Development Programmes

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. IQAC also conducts Faculty Development Programmes and workshops for the teaching and non teaching faculties. Students are also free to approach the Principal of the institution for feedback and suggestions.

1. Modern Approaches to learning

Based on the reviews and studies, the IQAC 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 from the academic year 20-21 onwards and the remedial teachings, Peer teachings are also successfully implemented through LMS platforms and through offline mode during the academic year 21-22.

File Description	Documents
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/6.5.2-supporting-document.pdf
Upload any additional information	View File

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

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/2019/06/6.5.3-additional-document.docx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Mannaniya College of Arts and Science in association with MYTRI: The Gender Forum and The Women's Study Unit has arranged various programs for the promotion of gender equality on the campus. All the teachers and students actively participated in the promotion and well-being of these programs. Such programs include the International Men's Day celebration, International Women's Day Observation, Webinar on Gender-Based Violence against Women in Kerala, Webinar on the topic of gender equality, etc. In addition to these various programs, specific facilities are arranged for girl students on campus. They are the 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	Nil
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	Nil

7.1.2 - The Institution has facilities for

C. Any 2 of the above

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

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

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

The Mannaniya College of Arts and Science has implemented a number of initiatives to lessen the environmental damage caused by different types of waste. The college rigorously adheres to the green guidelines established by the Kerala government, making an effort to produce as little garbage as possible and recycle it. The college has implemented a carefully thought-out waste management system on campus. A part of this objective is the drive to decrease waste production and discourage the usage of plastic products. Four categories of garbage, including solid, liquid, hazardous lab waste, and e-waste, are used to separate the collected waste. To manage solid, liquid, and toxic lab waste, and e-wastes on campus, the following techniques are used.

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

5.

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).

Covid 19 Pandemic Duty (15-09-2021), School Re-Opening After Covid Second Wave (1-11-2021), Ponmudi Bonakkad - Monsoon Relief (16-11-2021),

National Integration Camp, Vimukthi-Nadaka Kalari-

(08-01-2021), Financial Aid to Cancer Pateint-12-01-2022, Blood Donation Camp (13-01-2021)

Palliative Award Ceremony(18-03-2021), Student Palliative Care Unit- Home Visits and Supply of Medicines, SahapadikkoruVeedorikkal (31-03-2022)

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	View File

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

Students have certain obligations to the constitutions and values. It is the responsibility of every students to uphold the constitutions. Many activities are being done in Mannaniya College of arts and science to inform and aware the students about the constitutional obligation. Quit India Movement, Independence Day World Day for International Justice are celebrated every year with the cooperation of students and teachers. When such programmes are organized, it helps children to understand the importance and value of constitution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above 4.
Annual awareness programmes on Code of

Conduct are organized

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

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

Mannaniya College Of Arts And Science celebrate all National and International days in a variety of ways. National reading day, international yoga day are celebrated every year in the college in an official manner .

- World Elephant Day And Environment Day is also celebrated.
- Poster making competition ,Webinar also conducted in association with these events.
- Vimukthi Poster Making Competition, Speech Competition , Drama Competition Seminar Presentation etc are conducted in International Day against Drug Abuse.
- An essay writing competition conducted for celebrating Nagasakki day on 9th august 2021.

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 practice 1 - Holistic support to deprived children - Value imbibing and the related philanthropic outlook are path of an

educational programme that may contribute to the development of the nation. Objectives of the practice is to inculcate a value system in a modern life, also supporting the deprived, which is a great humanitarian practice.. The team of faculties and students of our college often visited Banath orphanage, Mukkunnam and Children's Home, Kanjirappally. The philanthropic programmes brings each one of the learner of the college directly with the value system expected out of such programmes.

Best practice 2 - Peer counselling Programme: - It helping process that involves one-on-one interaction between members of a group, who have several things in common. In an academic setting, it usually refers to students helping their fellow students. A support from a trained peer will be helpful to overcome several stressors in their lives. These may include academic stress, pressure to choose your careers, peer pressure, relationship problems, body image issues, substance abuse and addiction. It may not be possible for everyone to approach a professional counsellor with ease, due to various reasons including unavailability, and the stigma associated with asking for help.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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

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. As per the university direction, the institution also provided online learning and assessment to the students due to the pandemic situation.

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

The CLMC (College Level Monitoring Committee), DLMC (Department Level Monitoring Committee) and regular IQAC meetings operate academic activities based on the guidelines of the University.

The Academic Committee set up by the college, have been entrusted with the task of conducting regular and recurrent staff discussions to optimize student learning.

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

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

ICT oriented teaching /learning is provided. Internships, Industrial and institutional visits are incorporated to optimize the transaction of the curriculum

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.

Certificate or Diploma Programmes have been provided to Students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.keralauniversity.ac.in/academic-calendar

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 (CIE). 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 (IA), assignments and seminars are part of the Continuous Internal Evaluation (CIE) of students. The internal examination timetable prepared by the respective departments and the examination committee published 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. Conducting laboratory experiments, viva and submission of laboratory records are the major components of laboratory course evaluation. The internal marks obtained are further circulated among students before 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/academic-calendar

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

C. Any 2 of the above

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

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

1.2 - Academic Flexibility

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

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

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)

6

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

187

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

1.3 - Curriculum Enrichment

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

The syllabus of the BA/BSc/BCom Degree programme is embedded with cross-cutting themes distributed in different course content and specifically detailed in course description, even when many are not given and marked as separate course titles. However, there is a course, Environmental studies for the first semester B Com, with cooperation and Tourism as optional studies as well as for second semester BA/BSc students. Human Population and Environmental studies has been prescribed as a module for first semester B.Com co-operation and B.Com TTM students. The course entitled, Entrepreneurship Development incorporates gender issues and professional ethics. The course on Company Administration reflects thoughts and knowledge on professional development. The three courses, namely, Capital Market and Indian Financial Market, and Auditing provide professional ethics and professional etiquettes. Another course, titled Management and Administration provides societal values, peaceful coexistence and management of human beings. There is a course in B.Com named "Methodology and Perspectives of Business Education" which discusses business ethics and social ethics. The Course "Informatics and Cyber Law" deals with cyber ethics, security issues and privacy issues.

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

6

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

255

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

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/05/CURRICULUM-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/2023/05/CURRICULUM-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

310

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

75

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 centralised allotments of University of Kerala. At the time of Admission the admission Committee members examine the knowledge and ability of students through interaction with them.

- Marks of qualifying examination
- Tests, Quiz programme are conducted department wise to know the level of awareness about the subjects
- Expectations about their career and academic progression
- Basic knowledge in English ,Mathematics, General awareness
- Involvement in Sports ,Cultural and Social activities

An induction programme is conducted by the IQACfor the newly admitted students .By considering their the above factors and their general performance during the first month, they are categorised 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.

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
753	32

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

- NSS seven day camp from 23-12-2021 to 29-12-2021
- International day against Drug Abuse - Vimukthi
- Blood Donation Camp
- Vimukthi Nadaka Kalari
- Shapadikkoru veedorukkal (Building a home for college mate)
- Field visit and factory visit by students, project work.
- On the job training for TTM students and M.Com students

Participative Learning Practice

- Environmental Consciousness to avoid plastics from the campus is promoted through Swatch Bharath Mission unit
- Certificate course in Library and Information Science
- Quiz programme, group discussion, debates, seminar presentation and participation in webinars

Problem Solving Methodologies

- Internship for M.Com and TTM students

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

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

32

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

32

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

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

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

16

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

236

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 and robust system for internal assessment. There is a centralised system for the faultless conduct of internal examination. The method of internal assessment is based on University assigned patterns. Total of 20 marks per course is assigned by the University for Internal Assessment and 80 marks for end semester examination. The students are informed of the evaluation method at the commencement of programme itself, so that they can plan and schedule their studies accordingly. The evaluation process is done mainly based on the punctuality and academic performance of the students.

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 - 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 concerned teaching faculty 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	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

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 Bachelor of Commerce- co-operation and Tourism and one PG course M.Com Finance. The outcome of the course is to build up knowledgeable graduates with the capacity to understand and interact in the modern globalised business and economic world.

The course outcome for a Bachelor degree in Science is many. The course helps to achieve advanced skills required in a scientifically developed world. The students attain immense subject knowledge, understanding and skills.

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

B.A Economics and Media Studies equip the students with knowledge of analytical economics and make inferences regarding development issues.

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

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

The 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	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

63

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

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

<https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/SSS-2021-22-report.docx>

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**

2

File Description	Documents
Any additional information	View File
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

1

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

3.3 - Research Publications and Awards

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

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

7

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)	View File
Any additional information	View File

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

15

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	
<p>Mannaniya College of Arts and Science had conducted several social awareness programs for the Students as well as the public for the academic year 2021- 22. Which included a international day against drug abuse , Lahari vimukthi poster making competition , Vimukthi speech competition , Vimukthi drama competition , vimukthi seminar , World population day observation , World day for international justice , Sahapadikkoru veed, Covid 19 pandemic duty by our students, School re-opening duty by our students after Covid second wave at nearby schools, Ponmudi-Bonakkad mansoon relief , Vimukthi nadaka kalari, Financial aid to cancer patients, blood donations camp , student palliative care unit-home visit and supply of medicine. 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 measure.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	
3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year	
0	

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

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

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

39

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

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

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

600

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

64

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**

0

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The campus spreads on about 16 acres of picturesque land. The greenery and the scenery in and around the college provide a serene and tranquil atmosphere for teaching and learning. There

are 16 classrooms in the college, which are spacious and majority equipped with ICT facilities. The College has three laboratories 1. Physics Lab- 2. Chemistry Lab 3. Computer Lab *There is a Seminar hall, a Smart Classroom and a mini Conference hall in the college. *Wi-Fi facility *The library of the college is a knowledge repository and is nourished with Books, General Periodicals, Journals and Dailies. *NLIST from INFLIBNET, which enables the clientele to access of e-books and e- journals free of cost. *An internet browsing centre *The National Digital Library of India is also making available to users through login ID and password. * 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 to check the uniqueness of the projects and dissertations of the students.

File Description	Documents
Upload any additional information	No File Uploaded
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 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 with 110 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 the major attraction of our College. **Yoga Centre** A Yoga centre is functioning in the college under the Department of Physical Education and Health and Fitness Club. Through this, regular yoga practices are provided to the staff and students of the college, which enriched the mental and physical strength. **Arts Facilities** The college gives due importance to the development of cultural and arts skills of the students

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

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

18

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

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

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

5000000

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

4.2 - Library as a Learning Resource

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

Name of the software- LIBSOFT -2010 onwards Nature of Automation - Partially Automated. Version - 4.1 2018

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
61635	
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	
16	

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. 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.

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

4.3.2 - Number of Computers

29

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

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
18	
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.	
<p>Mannaniya College of Arts and Science, Pangode has established proper systems and procedures for maintaining and utilizing physical, academic and other support facilities in the college. Laboratory The concerned Head of the Departments are in charge for the maintenance of the lab facilities. The lab assistant periodically maintains the lab equipments and amenities. Library Library is headed by a UGC Librarian who is responsible for proper maintenance and utilization of books and other facilities in the library. Health and Fitness Club The Health and fitness club is maintained by the Department of Physical Education. The Head of the Department properly maintains the gymnasium, yoga centre and other facilities. Sports and Games The stock registers and sports equipments are properly maintained in the Department.</p>	

Computers and other ICT Facilities The Computers are supported by UPS, Servo Stabilizers and automatic switch over generators. Aircondition is also provided in the Computer Lab. Classrooms and Other Facilities For the proper running of the classes, the maintenance of class rooms and other physical facilities are entrusted to the two office attendants.

File Description	Documents
Upload any additional information	No File Uploaded
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

336

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

4

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	Nil
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	
366	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
366	
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	A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

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

3

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.

22

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)

The college union acts as the council and a platform linking various mechanisms like management, faculty, students and community at large through various programmes and outreach initiatives. The college council contributes considerably to execute the vision, mission and the objectives of the institution. The student council organizes activities that promote ethical values, soft skills and offers healthy interventions to enrich academic quality.

Each college union office bearer represents student fraternity inside and outside the institution and by making their voices and demands inside and outside the institution. The union also strives to engage students emotionally and physically through myriad cultural events, recreational activities and through sports and games, without deviating focus from the real academic goals. The college union acts as a medium between the students and the college authorities in order to fulfill student's need by finding amicable solutions to their issues by creating an ideal atmosphere for supportive learning.

The activities administered by the college union are:

1. College Union Oath Taking Ceremony
2. College Union Inauguration[11-03-2023]
3. Graffiti [08-03-2022]
4. Women's day [08-03-2022]
5. Voice of Mannaniya [22-03-2022]
6. Arts Fest [01-04-2022]
7. Sports Fest [02-03-2022]
8. Holi Photo Contest [18-03-2022]

9. Film Fest [30-03-2022]

College day [28-05-2022]

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**

66

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

'Mannaniya Mates', the Registered Alumni Association of the institution, active since 2014, consists of an executive body with membership of 1900 members. This alumni - fraternity act as the torch - bearers for the current generation of students by maintaining a strong bond between the old and new students. As the major stakeholders of the institution the prime vision is to enhance academic atmosphere, through healthy interventions and contributions attaining excellence. The alumni association strives to provide ample exposure to the present students in skill enhancement for improving their future career prospects. The major programme organized by the association during the

period was convening a grand get-together of the all its alumni members. Two meetings of the executive committee members were convened on 18th March 2022 via online followed by an offline meeting on 5th April 2022, to discuss and arrange various activities for the event. The Special Annual Meet held on May 14th Saturday 2022 was a grand success with the large number of attendees and with exemplary programmes felicitating former teachers and students; 'Guru-vandhanam' honouring the retired teachers of the institution and the meritorious alumni members, who recently received doctoral degrees, who were felicitated with mementos.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Mannaniya College of Arts and Science maintain a well circulated system of governance and leadership to execute its vision and mission. The developmental 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. The leadership of the institution interacts with other stakeholders through the Students Union Executive Committee, PTA, Alumni Association and Heads of the Department. The College Council meets periodically to review the academic process of the institution.

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.

File Description	Documents
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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.

Service- Learning Activity

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.

The management convened a meeting of the faculties in the college for the purpose of service- learning activities/programmes. The service- learning activities are mainly intended to enhance skill development, such as ICT and overall development of knowledge and community development.

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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/6.2.1-Supporting-document-1.pdf
Upload any additional information	View File

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

The college has 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	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/6-2.2-Additional-documents.pdf
Link to Organogram of the institution webpage	https://www.mannaniyacollege.ac.in/wp-content/uploads/2023/07/6.2.2-Supporting-Documents-Organogram.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	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The 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 Wi-Fi facility is offered by the institution.
- Staff Club

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**

3

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

11

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	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/income-and-expenditure-21-22.pdf
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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	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 amenities 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	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/6.4.3-1.pdf
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 two practices institutionalized as a result of IQAC initiatives during the academic year 2021-22 are

1. Skill Development Platforms for students

Different platforms are formed under IQAC for the empowerment of student community. The following are the different initiatives

under IQAC

- Walk With a Scholar Programme A
- Readers Arena
- Peer mentoring Course
- Orphanage Support Programme
- Career & Educational guidance Programme
- Technology placement programme
- Counselling services

1. Faculty Development Programmes and Women Empowerment Programmes

IQAC has organized various FDP programmes in connection with the Management Information System for the teaching and nonteaching community during the year 21-22. During the academic year 21-22, IQAC in association with Women's Study Unit of the institution has organized various programmes to promote the general well being of female students, teaching and non teaching staff of the institution. It envisages women's empowerment through seminars, awareness programs and other welfare activities. It also envisions the empowerment of women and achieving gender quality through education in accordance with the institution's vision.

File Description	Documents
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/Counselling-services-report-21-22.pdf
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

1. Teaching Learning Evaluation and Faculty Development Programmes

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. IQAC also conducts Faculty Development Programmes and workshops for the teaching and non teaching faculties. Students are also free to approach the Principal of the institution for feedback and suggestions.

1. Modern Approaches to learning

Based on the reviews and studies, the IQAC 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 from the academic year 20-21 onwards and the remedial teachings, Peer teachings are also successfully implemented through LMS platforms and through offline mode during the academic year 21-22.

File Description	Documents
Paste link for additional information	https://www.mannaniyacollege.ac.in/wp-content/uploads/2019/06/6.5.2-supporting-document.pdf
Upload any additional information	View File

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

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/2019/06/6.5.3-additional-document.docx
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Mannaniya College of Arts and Science in association with MYTRI: The Gender Forum and The Women's Study Unit has arranged various programs for the promotion of gender equality on the campus. All the teachers and students actively participated in the promotion and well-being of these programs. Such programs include the International Men's Day celebration, International Women's Day Observation, Webinar on Gender-Based Violence against Women in Kerala, Webinar on the topic of gender equality, etc. In addition to these various programs, specific facilities are arranged for girl students on campus. They are the 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	Nil
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	Nil

7.1.2 - The Institution has facilities for

C. Any 2 of the above

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

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

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

The Mannaniya College of Arts and Science has implemented a number of initiatives to lessen the environmental damage caused by different types of waste. The college rigorously adheres to the green guidelines established by the Kerala government, making an effort to produce as little garbage as possible and recycle it. The college has implemented a carefully thought-out waste management system on campus. A part of this objective is the drive to decrease waste production and discourage the usage of plastic products. Four categories of garbage, including solid, liquid, hazardous lab waste, and e-waste, are used to separate the collected waste. To manage solid, liquid, and toxic lab waste, and e-wastes on campus, the following techniques are used.

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

B. Any 3 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	View File
Any other relevant documents	No File Uploaded

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

<p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	A. Any 4 or all of the above
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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).

Covid 19 Pandemic Duty (15-09-2021), School Re-Opening After Covid Second Wave (1-11-2021), Ponmudi Bonakkad - Monsoon Relief (16-11-2021),

National Integration Camp, Vimukthi-Nadaka Kalari-

(08-01-2021), Financial Aid to Cancer Pateint-12-01-2022, Blood Donation Camp (13-01-2021)

Palliative Award Ceremony(18-03-2021), Student Palliative Care Unit-Home Visits and Supply of Medicines, SahapadikkoruVeedorikkal (31-03-2022)

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	View File

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

Students have certain obligations to the constitutions and values. It is the responsibility of every students to uphold the constitutions. Many activities are being done in Mannaniya College of arts and science to inform and aware the students about the constitutional obligation. Quit India Movement, Independence Day World Day for International Justice are celebrated every year with the cooperation of students and teachers. When such programmes are organized, it helps children to understand the importance and value of constitution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

C. Any 2 of the above

and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

Mannaniya College Of Arts And Science celebrate all National and International days in a variety of ways. National reading day, international yoga day are celebrated every year in the college in an official manner .

- World Elephant Day And Environment Day is also celebrated.
- Poster making competition ,Webinar also conducted in association with these events.
- Vimukthi Poster Making Competition, Speech Competition , Drama Competition Seminar Presentation etc are conducted in International Day against Drug Abuse.
- An essay writing competition conducted for celebrating Nagasakki day on 9th august 2021.

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 practice 1 - Holistic support to deprived children - Value imbining and the related philanthropic outlook are path of an educational programme that may contribute to the development of the nation. Objectives of the practice is to inculcate a value system in a modern life, also supporting the deprived, which is a great humanitarian practice.. The team of faculties and students of our college often visited Banath orphanage, Mukkunnam and Children's Home, Kanjirappally. The philanthropic programmes brings each one of the learner of the college directly with the value system expected out of such programmes.

Best practice 2 - Peer counselling Programme: - It helping process that involves one-on-one interaction between members of a group, who have several things in common. In an academic setting, it usually refers to students helping their fellow students. A support from a trained peer will be helpful to overcome several stressors in their lives. These may include academic stress, pressure to choose your careers, peer pressure, relationship problems, body image issues, substance abuse and addiction. It may not be possible for everyone to approach a professional counsellor with ease, due to various reasons including unavailability, and the stigma associated with asking for help.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

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

We are working on preparing a comprehensive proposal for the establishment of a Research Department in Commerce division, aimed at advancing academic excellence, fostering innovative research, and contributing to the dynamic field of commerce.

We are actively preparing a robust action plan to implement NEP 2020.

Exploring and securing funding opportunities is vital to strengthening our institutional infrastructure and advancing our capabilities.

Implementing a comprehensive faculty development program is crucial for empowering our faculties with the necessary skills and knowledge to excel in their role to the academic growth of our institution.

We are preparing a comprehensive plan of action to initiate Bridge and value-added courses for newcomers, aiming to facilitate a seamless transition into their academic journey and equip them with supplementary skills and knowledge to enhance their learning experience and future prospects.