SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SULLAMUSSALAM ARABIC COLLEGE, AREEKODE

AREEKODE (PO), AREEKODE, MALAPPURAM (DT), KERALA
673639
www.ssac.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sullamussalam Arabic College, established in 1944, is a pioneer government-aided Arabic College, affiliated to the University of Calicut, approved by the University Grants Commission (UGC). It was originally affiliated to the University of Madras in 1955. Following the formation of the united Kerala in 1956, the University of Kerala granted permanent affiliation to the College and has been under the University of Calicut since its inception in 1968. The college has been included in the 2(f) and 12(B) category of UGC since 2010. And it has been recognized as an Institution with minority status by the National Commission for Minority Educational Institutions, Government of India.

The College is run by Jamiyyathul Mujahideen (Regd.) society and has carved out a niche in the field of education in the backward district of Malappuram, which has a Lower Enrolment Ratio, by inculcating in the students flawless attitudes and resourcefulness that would equip them to effectively confront the new-age challenges and grow to their optimum potential. By instilling an insatiable thirst for knowledge and skills in the young minds and by channelizing the same for their personal growth and the greater common good of the society at large, the College has focused on equipping the students with knowledge along with moral, ethical and religious values.

It functioned as a single faculty / discipline college for more than 60 years. The Government of Kerala sanctioned two degree courses i.e. B.A. Economics with Islamic Finance and B.A. English Language and Literature to the College in the year of 2015. The PG Department of the College has been upgraded by the University as Research Centre in Arabic in the year 2018.

The College is offering Afzal Ulama Preliminary (a two year pre-university course), B.A. Afzalul Ulama Degree in Arabic, B.A. Economics with Islamic Finance, B.A. English Language and Literature, M.A. Afzalul Ulama in Arabic and Ph.D in Arabic. The College started B. Voc course in Tourism and Hospitality Management aided by the UGC in 2018.

The College provides its students with the opportunities for extracurricular activities for their mental and physical enhancement.

Vision

Nurturing the young by imparting high quality education, leadership skills and ethical values which together enable their harmonious existence in society.

Mission

Inculcate in the students the aptitude to utilize their full potential and the ability to confront the challenges in life head on. Develop in them commitment to ceaseless learning, the greater common good, values of

citizenship, and social harmony. Equip them with knowledge, right attitudes and behavioural finesse that allow them to lead meaningful and worthy lives.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Very Enlightened Governing Body:** The College is managed by well-experienced and eminent academicians, technologists and social visionaries. They are benefactors, and not beneficiaries.
- **Good academic ambience:** The academic atmosphere is quite favourable for teaching, learning and research. A student-centric approach is adopted in all the endeavours.
- **Competent and Committed faculty:** Four out of eleven permanent (=regular) faculty (40%) holds PhD, and the majority of the remaining teachers are pursuing doctoral research. The PG Department of Arabic has recently been (2019) upgraded as a recognized Research Centre under the University of Calicut. The Department periodically conducts workshops aiming at inculcating research aptitude among the students as well as faculty.
- **ICT-enabled classrooms:** Fully ICT-enabled classrooms make teaching- learning process more effective and enjoyable.
- **Good Library:** The College Library is fully IT-enabled. The College Library has 15,984 volumes of books and periodicals, digital section, is Wi-Fi enabled for the benefit of the students and staff.
- **Parent Teachers' Association (PTA) and Alumni:** The College has a highly supportive PTA and strong Alumni. The teacher–pupil relationship of the College is commendable.
- **Academic Enrichment Programme:** The College regularly organizes Curriculum Enrichment Programmes through various clubs, forums and cells. A series of MOOC courses under 'SWAYAM' of MHRD, bridge courses and certificate courses are meant to develop the competency of the students. The Student supportive programmes like Students' Initiative Palliative (SIP), Foodkit, and various scholarships are the distinctive strength of the College. Helping faculty and green and serene campus makes the learning process enjoying.

Institutional Weakness

- **Shortage of financial resources:** Funds for infrastructure development, maintenance and research support are insufficient.
- **Students's Admission and timely conduct of exams:** Delay in Centralised Admission Process of the affiliating University and frequent postponement of University Exam schedule affect the academic year plan.
- **Shortage of permanent faculty:** Appointment of permanent teachers for the newly sanctioned programmes namely, B.A. English and B.A. Economics are yet to be approved. Therefore, nearly 50% of the teaching staff are working on contract basis.
- **Less number of programmes**.
- **Limited academic flexibility in designing the curriculum.** The curriculum is designed by the affiliating University.

Institutional Opportunity

- **Upgrading of Departments:** The UG programmes of Economics and English can be upgraded as PG departments.
- **Student-exchange Programmes:** The College has a huge potential for student exchange programmes with similar institutions across the country.
- **Rural location:** The College is situated in rural area. The surrounding Panchayats, which are identified as socially and economically backward and vulnerable to natural calamities as the survey reports, can start skill-based and customized programmes in Disaster Management under the NSQF / Community College scheme. This will help the local community to face the frequent landslide and flashflood.
- **Designing new programmes in translation:** In view of the Global Nature of Arabic Language and job opportunities in MNCs, diplomatic domain etc. inside and outside the Country, programmes based on translation can be designed.
- **Supportive sister institution**: The advantage of being a sister institute of Sullamussalam Science College, a highly reputed institute accredited by the NAAC with 'A' grade, the College can scale new heights in academic and co-curricular spheres through human resource sharing schemes.
- **Women empowerment:** Since girls constitute majority of the students of the college, short term courses in basic safety measures is already introduced in collaboration with adjoining sister institute, Sullamussalam ITI.
- **Career-oriented schemes:** The young, sincere and dynamic faculty with high academic credentials, are always ready to support the students for facing challenges posed by the competitive world.

Institutional Challenge

- **Introduction of new Academic Programmes:** The current State Govt.'s policy of not sanctioning new aided programmes is the main hurdle in starting new programmes. Self-financing courses fail attract students from economically backward sections of the society.
- **Drop-out issue:** That most of the students belong to socially and economically backward sections of the society causes dropouts. Girl student dropout ratio due to marriage and financial constrains is a big challenge. A survey conducted by the Unnat Bharat Abhiyan (UBA) volunteers of the College in five surrounding panchayats reveals that a good chunk of the boy students are the sole breadwinners of their respective families. This contributes to dropouts, so self-financing courses are not viable for them. Nevertheless, this issue has been reduced to considerable extend by constant counselling and motivational sessions.
- **Low percentage of placement in MNCs:** Since the College situated in the rural area the corporate sector does not hold campus interviews so that the percentage of placement in MNCs are below the desirable level. Lack of sufficient number of professional courses is also a reason for low placement ratio.
- **Improvement of Sports and Games:** Despite the students interest in the sports and games under the supervision of a teacher assigned by the Principal there is no governmental provision for physical education teacher in Arabic Colleges.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sullamussalam Arabic College has a proper supervision in imparting updated curriculum through a bonafide review system and its implementation. College offers four under-graduate ,one post-graduate programmes and

one PhD programme. The curriculum of all programmes is designed by the University of Calicut. Our teaching faculty, who are the members of various Board of Studies of the University of Calicut, are actively engaged in the curriculum structuring and give their valuable inputs and feedbacks. Through a well-planned strategy for the implementation of the curriculum, the college ensures that students are equipped with in-depth domain knowledge, capability, creativity and innovation, experiential learning and research aptitude. In order to enhance the employability of the students the institution regulerly organises different events. We also make sure that the students are equipped with an awareness of human values, gender equity, professional ethics, environmental conservation and sustainable development among students.

All programmes in the college comes under Choice Based Credit System (CUCBCS). The CBCS of the University of Calicut offers flexibility to students in choosing courses. Open Course system is also introduced in the under-graduate curriculum providing a chance for inter-disciplinary studies. In addition to the regular programs the college initiated certificate courses from 2015 onwards. For the last five years 13 certificate programmes were successfully conducted by the college through different departments. Certificate courses and other career oriented programs are introduced by the college, it helps to enhance the learning experiences of the students.

A structured feedback system is initiated by IQAC to collect feedback about curriculum from Students, Employers, Teachers and Alumni. The feedback is collected directly from the stakeholders through a well-defined questionnaire with 5 point likert scale. Their responses are summarized and the reports have been submitted to the IQAC for further actions. Feedback and Action Taken Report is displayed in the website.

Teaching-learning and Evaluation

The college has taken various steps during the last five years for imparting quality higher education through innovative teaching and learning methods. The institution follows CUCBCS of the University of Calicut and currently has four UG programmes and PG and PhD Programmes in Arabic.

Average enrolment percentage in the last five years is 81.98%.The institution ensures the reservation for marginal sections like SCs, STs and OBCs.The college has policy towards the empowerment of backward sections, therefore,seats reserved for management category hasbeen entirely utilized to the admission of OBC students.

Average percentage of seats filled against seats reserved for various categories as per University reservation policy during the last five years is 99.23%.

The ratio between students and full-time teachers of the current year is 18.1:1, and the number of full time teachers for the latest completed academic year is 23.

The institution adopts student centric methods for teaching and learning. The college has executed special programs for advanced learners and slow learners.i.e. Seminars, Workshops, Group Discussions, Exhibitions**,** Festivals, Practical Sessions, Project Studies, Presentations; Field Visits,orientation programmes,tutorial classes,special mentoring, Bridge course etc.for the comprehensive learning.The Institution promotes the use of audio-visual aids, ICT tools and E-learning platforms for effective learning.

We have 100 percentage of full time teachers against sanctioned posts during the last five years, which fulfills the quality teaching-learning standards.

Average percentage of full time teachers with Ph. D. during the last five years is 19,36%.In the 2019-20 academic year, out of 23 full time teachers there are 7 PhD holders and 3 of them have PhD Guideships.

Institution follows the guidelines of the University of Calicut for maintaining continuous internal evaluation. The college has two tier grievance redressal mechanism consisting at the department level and institution level for ensuring transparent internal evaluation.

The College has identified Programme Outcomes (POs) and Course Outcomes (COs) according to the university syllabus and in tune with the mission and vision of the College. POs and COs are transacted to the students effectively. Average pass percentage of students during the last five years is 90.09, and it shows the significant outcome attainment.

Research, Innovations and Extension

Sullamussalam Arabic College has a legacy of striving towards providing an academic ambiance conducive to knowledge creation and dissemination. The research culture of the institution has significantly improved in the last decade. The institution has an innovative ecosystem to encourage research aptitude and culture among students and teachers.

A sum of RS 50000 is received as a feeding fund for household Survey by Unaath Barath Abhiyan(UBA). An IPR Cell was established in the college in 2019 and it takes all initiatives to enhance quality based research free from plagiarism. This cell also conducts seminars and workshops regulularly. The College conducted International and National Workshops and Seminars and other major programs during the last five years. Our teachers have published books, multiple chapters in edited volumes/ books, papers in national journals, and conference proceedings. Three of our faculty members are research guides.

The institution has entered into Six linkages. We have also signed Six MoUs with reputed educational institutions, industries, and other recognized bodies to impart student exchange, faculty exchange, and extension activities.

The institution has various clubs and forums like National Service Scheme (NSS), Students Initiative in Palliative (SIP), Students on Alert (SOA), Eco club, etc. 106 extensions and outreach programmes were conducted in collaboration with Community and Non- Governmental organizations by forums like NSS, SIP, and SOA.

NSS unit of the College regularly organizes various extension activities like house construction to the needy, organic kitchen gardening, and other sensitizing activities. Thus NSS has been instrumental in conscientizing the entire campus to social issues. Activities of NSS in the neighborhood community have created a sense of social responsibility among students. As part of such initiatives, NSS organizes a Seven-day special camp every year to cater to the various needs of the community in the neighbourhood of the college.

The extension activities carried out in the college have received 32 awards of recognition and appreciation from Government/ recognized bodies during the last five years.

Infrastructure and Learning Resources

The Institution meets the requirement of quality infrastructure for the academic, co-curricular and administrative activities in consultation with IQAC, the heads of the departments and administrative staff. The college is situated in 5.20 Acres of Land in a rural region. Out of the total 20 classrooms in the college, hundred percent of the classrooms are enabled for ICT enabled education. Every department is eqipped with a conference hall. Fully equipped seminar hall is available for the conduct of academic seminars and other programs. The college has a computer lab sufficient for UG and PG programs. The entire college has Wi-Fi and high-speed internet connections. A Solar panel to meet a power requirement of 15 KWA has been installed on the campus. The college has adequate facilities and resources such as Outdoor stadium, Multi gym, Table Tennis Hall, Badminton Court, Multipurpose Court, and Open Stage to conduct Outdoor and Indoor Games, Cultural activities, and yoga practice. College provides hostel facilities for boys & girls students. We provide Canteen facility for the college community. The library is partially automated with KOHA software. The Online Public Access Catalogue (Web OPAC) facility enables the user for remote access of the database. The registered user can access more than 10000 e-journals, e-books, e-journals, and other electronic recourses using N-List of INFLIBNET. The digital library, N-list (INFLIBNET), Al-Makthabthul Al-Shamila (International Arabic e-library) the facilities of printer and scanner, the question bank, Reprography Service, Surveillance Camera, a Safe drinking water facility are also available in the library for the users. The college library provides braille script for visually challenged students. The institution has a computer student ratio of 4:1. The Campus introduced Wi-fi by installing 6 access points spread over the building and Firewall hardware for internet sharing and security. The college follows a well-established system for the maintenance and utilization of its academic and physical facilities in order to ensure its sustainability.The biogas plant is installed on the campus .The college has appointed supporting staff to maintain solid waste management.

Student Support and Progression

The institution is committed to provide students with outcome based education empowering them with the right skills, knowledge and self-discipline. More than seventy percentage of the Students are benefited by government fee concession and various other scholarships under several heads. The college provides freeships and scholarships to the deserved students identified by the departments to support their studies.

The college has got different capability enhancement programmes like coaching for NET, K-TET and other government examinations, and the average percentage of students qualifying in State and national examinations during the last five years is 70%. Every Department conducts Bridge course to the first year students at the beginning of the every academic year. Around twelve percentage of the students are benefited by the Vocational courses. Twenty two percentage of the outgoing students of 2019-20 batch got admission in several reputed higher education institutions. The college has got a mechanism to provide career guidance to assist them to qualify various national/State government examinations.

The students union of Sullamussalam Arabic College, Areekode is an energetic, enthusiastic and stimulating part of the governance of the college whose presence is undeniably felt in all activities of this institution. It also plays a pivotal role in keeping the vibrancy of the campus. The Students Union is elected through the process of democratic election according to the guidelines laid down by the University of Calicut. The teaching faculty supports the students Union in all the activities. The Students Council takes initiatives to organize sports and cultural activities which help to create an intellectually stimulating campus which organized 63 Programmes during last 5 years.

Most of the students are actively participating in different clubs and forums like tourism club,SIP, Students on Alert, Alma Fiesta,.etc...

The college also has powerful Alumni Sullamussalam Arabic College Old Students Association (SOSA) which is an integral part of the academic and developmental activities of the institution. Every Department has a remarkable number of alumni who work in various government and private establishments in India and abroad.

Governance, Leadership and Management

Sullamussalam Arabic College was established in 1944 by a registered society Jamiyyathul Mujahideen with a mission to impart quality education to backward rural and minority community. It has a clear vision and mission, and its Governance & Leadership are well defined to achieve human and academic excellence.

The governance of the college is democratic and inclusive, involving all the stakeholders in decision making for the quality improvement of the college. The College has a multi-layered system of leadership with the Management Committee of the Jamiyyathul Mujahideen at the apex of the Governance. The Management committee elects the Manager. The Manager is in charge of decisions related to management at all levels of governance.

The recruitment/promotional policies adopted by the college, the composition of the interview board, are in accordance with the UGC and University guidelines and are subject to prior concurrence from the state Government.

The Principal is responsible for managing the major administrative and academic tasks. The Staff Council assists the Principal with all major decisions regarding the internal administration of the college. The Manager, the Principal, the IQAC, and the Staff Council work together in creating policies and modus operandi of the programmes to ensure quality. As part of the quality initiative, the college adopted an E-governance policy by automating the majority of the academic tasks. IQAC is instrumental in promoting teaching, learning, and research culture among the faculty members. An online feedback system has been implemented for supplementing the IQAC initiatives to improve the quality of teaching and learning. Apart from the self-appraisal system, API introduced by the UGC in 2010 helps to monitor the performance.

Professional Development of faculty is a prime concern of the institution and encourage the faculty members to participate in the FDP programs conducted by the college and other institutions. Government funds are audited as per the Government norms and the Management funds are audited by an internal and external Auditor. The college relies on philanthropists, PTA, Alumni, and Government funding agencies for its infrastructure development.

Institutional Values and Best Practices

The vision of the College is to mould generations equipped with scholastic excellence, leadership quality and human values to produce a balanced and harmonious human personality. The institution provides value based education that can make a generation of students who can contribute to national development. It also provides various facilities for fostering global competency among the students. Different activities of the institution strengthen the bond between the society and the institution.

The college provides different facilities in the fields of safety and security, counseling, Information technology and career development. Ensuring gender equity is a prime concern of the institution. A well established gender equity cell is functioning in the institution to ensure gender equity. The college provides specific facilities for girls that include ladies hostel, a separate counseling room, ladies retiring room with napkin vending machine and incinerator and , separate toilets.

The college uses solar energy to meet its energy requirements. The use of LED bulbs in classrooms ensures conservation of energy. The college has installed a Bio- Gas plant for meeting the energy requirement in the hostel mess and it is a part of the waste recycling process. There is a systematic procedure for managing waste. Special care is given in the usage of water. Rainwater is properly harvested and used for daily consumption. Green protocol is followed in our plastic free campus. The green club keeps the campus clean and green. The college is equipped with enough facilities such as ramps, disabled friendly washroom, screen reading software, braille books, etc. for catering to the needs of persons with disabilities.

In order to attain specific objectives like generating constitutional values, inclusive environment, and national integrity, the college organizes various programs.

The best practices of the college are **Social Welfare Program (SoWP)** and **Career Enhancement Program (CEP)**. The Abhayam Project has already constructed three houses for the poor. It reflects the vision and mission of the institution. Thriving students and succoring society is the major distinctiveness of this institution. In our best practices and distinctiveness, we highlight the unique performances our college in connection with students and society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SULLAMUSSALAM ARABIC COLLEGE, AREEKODE
Address	AREEKODE (PO), AREEKODE, MALAPPURAM (DT), KERALA
City	Areekode
State	Kerala
Pin	673639
Website	www.ssac.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Arif Zainddeen Ap	0483-2960236	9895552869	0483-2850236	arif.zainap@gmail.com
IQAC / CIQA coordinator	Abdulla Najeeb M	0483-2851650	9446203200	-	mabdullanajeeb@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes [Minority institution certificate.PDF](#)
If Yes, Specify minority status	
Religious	MUSLIM
Linguistic	
Any Other	

Establishment Details	
Date of establishment of the college	01-01-1944

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University Of Calicut	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	23-06-2010	[View Document](#)
12B of UGC	23-06-2010	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	AREEKODE (PO), AREEKODE, MALAPPURAM (DT), KERALA	Rural	5.2	6534.31

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Plus Two	English	43	43
UG	BA,English	36	Plus Two	English	40	40
UG	BA,Afzal Ul Ulama In Arabic	36	Plus Two	English	60	60
UG	BVoc,Tourism And Hospitality Management	36	Plus Two	English	50	31
PG	MA,Afzal Ul Ulama In Arabic	24	UG	English	18	18
Doctoral (Ph.D)	PhD or DPhil,Afzal Ul Ulama In Arabic	36	PG	English	8	4

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				23
Recruited	0	0	0	0	0	0	0	0	19	4	0	23
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				7
Recruited	6	1	0	7
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	2	8	0	10
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	0	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	1	0	5

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	6	3	0	9

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	3	1	0	0	4
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	23	0	0	0	23
	Female	8	0	0	0	8
	Others	0	0	0	0	0
UG	Male	147	0	0	0	147
	Female	249	0	0	0	249
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	2	1	0	0
	Female	4	3	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	35	29	25	21
	Female	44	41	27	28
	Others	0	0	0	0
General	Male	15	9	8	5
	Female	55	30	39	17
	Others	0	0	0	0
Others	Male	18	18	11	12
	Female	23	20	15	14
	Others	0	0	0	0
Total		196	151	125	97

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
201	169	136	103	71

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	4	4	3

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
425	309	226	154	112

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
126	112	78	78	54

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
111	80	48	32	38

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
23	22	17	14	14

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
23	22	17	14	14

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 20

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
18.4	21.9	19.9	18.9	11.3

4.3

Number of Computers

Response: 110

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Sullamussalam Arabic College, affiliated with the University of Calicut, has four Undergraduate and a Postgraduate programme in its portfolio. The Institution runs all its programmes in accordance with the curriculum and the syllabi of courses outlined by the University of Calicut. Some of the management committee members and faculty members of this college are members of the board of studies in the University and their contributions in designing and developing the university curriculum are widely appreciated. The college ensures that the curriculum reaches the students in tune with the mission and vision of the college.

Following are the major strategies enforced by the college for effective curriculum delivery.

1. **The College Council** (Management and Governing council) is the prime body tasked with ensuring proper and planned delivery of the curriculum.
2. **IQAC** conducts meetings regularly to plan, monitor, and review the curriculum implementation and prepares the necessary **Year plan** for the effective delivery of the curriculum.
3. Based on the IQAC minutes and feedback report, prepares an **Action Taken Report** for the effective implementation of the curriculum.
4. **Staff meetings** are conducted regularly to implement the plan and execute the **Year plan** prepared by the IQAC.
5. The academic-related activities are transferred to the students through the **Academic handbook and calendar.**
6. In the fifth semester, the students can select an **Open Course** according to their choice. All the departments except B.Voc offer open courses.
7. By assigning a semester-wise **Lesson plan**, every department ensures the smooth running of its pedagogical practices. At the end of the semester, the detailed lesson plan is submitted to IQAC.
8. **Slow Learners and Advanced Learners** are identified and special training is given for them.
9. Before the commencement of every academic year, the college IQAC publishes and distributes an **Academic calendar** among students and teachers to make plans and work fruitfully.
10. The college conducts **Bridge Courses** and **Induction Programs** for the newly joined students to overcome the initial learning barriers.
11. **Class tutors** ensure that the content of the curriculum reaches the students in the proper manner.
12. In an attempt to help students build their careers, the college conducts **Career Guidance Programmes** for the final year students.
13. Each department conducts centralized **Digital as well as offline internal tests** at regular intervals. Internal examinations are followed by department level parents' and teachers' meeting.
14. The college authority guides the students to pursue additional online certification courses offered on such platforms as SWAYAM, a massive open online course initiated by MHRD.
15. The college conducts intensive learning programmes for the students to successfully pursue

academic qualifications such as NET and JRF.

16. **Co-curricular activities** like seminars and workshops are planned to supplement the syllabus content and bridge the gap between the curriculum and the emerging frontiers of knowledge. Most of the extension activities (like NSS, SIP, Green Club, Tourism Club, etc..) aim at enhancing the students' awareness of social, political, and environmental issues that figure in the syllabus. Tentative schedules of such activities are planned in a manner not affecting the regular curricular activities.

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

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Sullamussalam Arabic College has been maintaining academic perfection in a systematic way since its inception. As per the IQAC instruction, the college introduces an academic calendar to keep students, teachers, and staff reminded of key dates throughout the academic semester. It can also be helpful for forthcoming students, alumni, and parents as well.

- **Academic calendar**

The college focuses on some academic activities through the academic calendar to accomplish the internal evaluation of the students, namely internal examinations, PTA meetings, final attendance for APC, and internal evaluation score sheet.

- **Internal examination**

For every Semester, the college conducts two internal examinations and a Digital exam for the students. **The academic handbook** helps to plan the internal examination dates in advance, and that will be useful for each department and students to be prepared for the examination. Moreover, the institution arranges an internal evaluation score sheet on the basis of exams and publishes the result on time..

- **Parent and Teacher Association (PTA) meeting**

The accomplished academic calendar helps the college to prepare dates for Parent and Teacher Association meetings. Usually Principal headed PTA meetings conducts after the first internal examination to evaluate the students, their welfare, and the progress of departments.

- **Final attendance for APC**

The institution regularly prepares and publishes final attendance for Attendance Percentage Certificate

(APC) after conducting the second internal examination. College reveals the date of publishing final Attendance for APC in the academic calendar and it is useful for the students to maintain their attendance as per the university norms and for the institution, they can send APC to the university accordingly.

- **Internal evaluation score sheet**

In the academic calendar, the college reveals the date of publishing the internal evaluation score sheet. Following the date, every department publishes the score sheet on the department notice board.

On the basis of the academic calendar, the college prepares the academic support for all departments such as **department time table, department year plan, tentative academic schedule of the**, etc.

By implementing an Academic calendar, the college effectively manages the time for all academic-related activities that lead to academic success.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 05

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 13

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
6	3	2	1	1

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 25.71

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
173	102	48	27	18

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

1.3 Curriculum Enrichment

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

Response:

Sullamussalam Arabic College follows the curriculum lay down by the university since it was affiliated. The college ensures that the students are well informed about the issues like Gender, environment, values, and ethics, etc. The College implemented three methods to ensure student awareness of these issues.

1. Through the courses in the Syllabus.

2. Through implementing Institutional level Clubs and cells.

3. Programs conducted by the college to make the students aware.

Through the courses in the Syllabus

Around 78 courses in the curriculum address issues relevant to Environment and Sustainability, Gender, Human Values, and Professional ethics.

Out of these courses, 25 courses discuss Gender and Environmental issues.

22 courses inculcate values on Environment and Sustainability.

The objective of the 31 courses is to enlighten Human Values and Professional Ethics. (Detailed list of Courses is attached as Proof)

Institutional level Clubs and cells

To address issues related to Gender.

1. Women Cell- This Cell aims to support female students to deal with issues and problems they may face on the campus and in society. It conducts different programs like table talk on women's rights, women's day celebrations, swimming class for women, Stand for child rights, etc.
2. Anti-sexual Harassment cell- the objective of this cell is to promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence.

To address Environment and sustainability.

1. Green club is formed by IQAC to empower students to participate in meaningful environmental activities. It conducts various environmental-related activities like Tree plantation, home gardening programmes, workshops on waste management, and made a documentary regarding 'save water'. As a part of a Plastic-free campus, the club has introduced paper pens in the campus.

2. Travel and Tourism Club: The objective of the club is to introduce new culture through travel and tourism. It emphasizes the need for promoting nature appreciation, outdoor activities, conservation of nature, friendship, and understanding. In collaboration with B.Voc Tourism and Hospitality Management department, the club conducted different programmmes like Wildlife photo exhibition, explore Himalaya and destination visits, etc.

To address human values and professional ethics.

1. Students Initiative Palliative (SIP) - Student initiative in palliative care helps students serve the community and spread the awareness of Human values and ethics through Palliative care.

2. Students On Alert (SOA) – The objective of this students' wing is to help the needy. They serve society by involving activities like blood donation camps, flood relief work, etc.

3. Film Club- By making use of the media like film, documentaries, etc. the club helps to infuse human values and ethics in students.

Programs conducted by the college

The college conducts various events on the issues relevant to Gender, human values, professional ethics, and the environment. The college department organizes various programs such as **Environmental day celebration, Old age day program, Children's day celebration, World food day program**, etc. to observe days of national and international importance.

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 6.38

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	7	7	7	7

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

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

Response: 45.18

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 192

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 81.98

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
196	151	125	97	62

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
219	187	130	130	90

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 99.23

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
126	112	78	75	54

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

In every academic year the competencies and calibre of the newly admitted students are regularly evaluated through department level specific programmes immediately after the admission process. At the end of the **bridge course,** there would be an examination conducted by each department to assess the multi-level cognitive ability of the students in MCQ model and subsequently categorize them as slow learners and advanced learners based on their performance. An orientation programme is also conducted under the strict supervision of IQAC for the freshers to bridge them towards the university curriculum and framework. Special sessions are also devoted in the programme to sensitise students in the college academic and co-curricular activities and to explain programme outcome along with the description of the vision and mission of the institution.

Special programmes for slow learners:

- **Student Teacher Programme:** The department of Arabic selected the most brilliant students from each class and assigned them the responsibility to teach the slow learners in their class
- **Skill Enhancement Programme:** The Department of Economics and English conducted group discussions and debates to enhance communicative ability, subject mastering and current updates in the subject.
- **Motivation Programmes:** Special motivation programmes and inspiring talks for slow learners are organized by various departments under the supervision of IQAC.
- **Parent-Student Counselling:** Once identified,the parents of slow learners are informed about their wards in academic performance and career attainment, through special meetings individuallyand collectively. They are also advised with corrective measures to their ward in various academic as well as co-curricular disabilities.
- **Remedial coaching:** Under IQAC, all the departments organize special coaching classes and provide essential learning materials for slow learners.

Special programmes for advanced learners:

- **Seminars and Workshops:** Departments are collectively organizing coextra curricular programme like national/ international seminars, workshops, invited lectures, etc. to provide more enhanced learning experience to advanced learners.
- **ALSP (Advanced Learners Special Programmes):** Arabic Department organized UGC NET, K-TET coaching, speaking skills enhancement programme, etc. by making use of the expertise of the advanced learners under the supervision of department faculties.
- **Top Learners Club:** The club organized a special orientation programme for civil service/ state service competitive examinations especially for the Kerala Administrative Service (KAS) along with regular coaching classes for KPSC aspirants.
- **Certificate courses:** Various departments are offering certificate/ add-on courses to enrich the the knowledge base of advanced learners.

- **Online Courses and Resources**: Our institution is an authorized centre of online academic programmes of the NPTEL and COURSERA for providing new and innovative online courses to the students. Advanced learners are encouraged to use e-resources such as N-List of the INFLIBNET.
- **Research Forum:** A wing under the research department of Arabic actively engaging and encouraging research publications and organizes research-oriented programmes.
- **College library** is facilitated with a specialised pool of learning materials to prepare for competitive examinations.
- **Award/ Endowment Distribution: T**he toppers of each semester are honoured by awarding special endowments on the occasions of the college-level programmes.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 18:1

File Description	Document
Any additional information	View Document

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

Response:

The college with the support of the IQAC wing has deliberately made efforts to improve the learning experience of the students more learner-centric. The College is using unique ICT tools and supplements to the departments to ensure a student-centric learning process.

Experiential learning practices follows by the different departments

- **Exhibitions, festivals, and Food Expos:** Wildlife photography exhibition by the Department of B.Voc.
- **Project-based learning:** Application of the academic theories and methodologies for socio-economic analysis through **Project studies**.
- **Unnat Bharat Abhiyan(UBA):** Sullamussalam Arabic College is Participating institution in UBA

and students of the college are engaged in socio-economic Surveys which gives them real field learning.

- The department of B.VOC has initiated a **field visit** for the direct understanding of the socio-economic status of the tribes in the Nilambur forest region.
- **Industrial Visits** are regularly conducted by the Department of Economics and B.Voc tourism and hospitality management Departments.
- The B.Voc Department has been Conducted '**Indian Historical Monument Making Competition** ' **using thermocol** for creating awareness of our cultural heritage and harmonious development as part of national integration.
- Conducted a **mass cycle ride** as a part of world Tourism day to **Kadalundi bird sanctuary** to make awareness among students about '*nature / environment protection based on the theme 'responsible tourism'*.
- The English Department has observed **International White Cane Day Celebration**, and a **Special session was held to teach sign language to students.**

Participative learning practices by different departments

- **Research Forum** of the department of Arabic.
- Programmes and events organized by the **Literary Forum**
- **Readers Forum** consisting of the student representatives from various departments
- **Top Learners Forum** organized state and central civil service examination orientation Programme
- **Panel Discussions, Group Discussions, Quiz Competitions** are regularly organized by different departments and college union.
- **National and international seminars, Academic workshops, and invited talks** conducted by various departments for enhancing subject updation and academic excellence.
- **Career Guidance Cell** conducted UGC –NET, K-TET, coaching.
- **Handwritten Magazines** of the Arabic and English departments.
- Participation in **intercollegiate competitions**

Problem-solving methodologies

- **Students are encouraged to participate in certain practical tasks such as modalities of Banking Activities and Zakat system:** The Department of Islamic Finance analyzed the impact of the Zakat Distribution in the nearby area as a part of their project-based learning initiatives.
- **Computer-assisted learning: Language lab is faciliated to give opportunity to intersted students to govern suitable** approach to develope the language acquisition capacity of learner with special refernce to defined cases.
- Projects in the Economics department are selected on the basis of **contemperory economics issues** and faculties are encouraging students to select such topics for discussion and dissertation.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

For the enriched advancement in teaching Learning Process and to attain an enhanced outcome, the college has maintained a unique modern ICT enabled culture along with necessary supporting facilities. A major benefit of ICT for the teachers is that they can make their classroom teaching more effective by making its effective practice. The students are also benefited due to the possibilities for interaction beyond the classroom through ICT. The teaching faculties of the Institution are regularly engaged and use ICT to enhance the learning experience of the students. To excel in the computing/ software skills the college has organized a crash training Programme for faculty members in the college computer lab.

All classrooms are well furnished with Computer, LCD projector, audio system, and with internet through Wi-Fi connection. The campus is Wi-Fi enabled and is accessible to all students and faculty members. The seminar hall is equipped with multimedia facilities and Invited talks and webinars are conducted in the seminar hall using ICT facilities.

The institution has a computer lab with 60 desktop PCs connected over LAN with internet facility and is accessible to all students and faculty members for teaching-learning, research, and other academic activities. A sufficient number of books, journals, e-journals, and e-books are available in this platform. The research journals are available online. The e-resources like INFLIBNET and e-library are available to all students and faculty members through registered ID. The faculty members effectively utilize audio-visual aids to demonstrate the concepts to the students using the resources from National Programme on Technology Enhanced Learning (NPTEL) to enhance the learning experience.

The teachers are using ICT tools to deliver contents such as Video Lectures, audio Lectures, zoom Application, Google Form, YouTube Videos, etc. and for utilising Google Class Room and Google Meet in general and particularly during the Covid-19 pandemic period.

Digital materials are provided to the students also to supplement classroom teaching/virtual teaching. This exposure is clearly reflecting in their learningexperience. During live video sessions, students are given the opportunity to raise their questions and clarifications regarding the topic of the class. Online tests are conducted and e-assignments are given through "Google class Room." The examination wing of the college has been conducting online examinations for all departments in a centralized manner. Concerns and complaints of the students regarding the conduct of the examination and results of the examination will be properly addressed by the examination wing through the grievance cell of the college. As the seminar presentation is an essential part of the course and subject, every department randomly selected students and asked them to present their assigned seminar topic by using PowerPoint presentation as scheduled by the concerned department. Online classes and assessments assist the teachers to utilise the available time effectively. Globally emerged virtual learning environment is effectively utilising in the college by making use of its state of the art ICT facility.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 18:1

2.3.3.1 Number of mentors

Response: 23

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 19.36

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	6	3	2	1

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 8.65

2.4.3.1 **Total experience of full-time teachers**

Response: 199

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Since the college is affiliated with the University of Calicut, we follow the guidelines of the University of Calicut for maintaining continuous internal evaluation. As a part of a sound education strategy, the institution adopts a well planned CIE (Continuous Internal Evaluation). The distribution of internal marks is assigned on the basis of the following University pattern.

The split of Marks in Internal Evaluation	Percentage	Marks (20)
Internal Examination(Two Tests)	50	10
Assignment	25	5
Seminar/ Viva-Voce		
Attendance	25	5

During the orientation programme at the beginning of the academic year, the institution provides a primary introduction of the various internal evaluation criteria and patterns to the students in advance. The students

comprehend more details of the rules and regulations of internal and external evaluation through the academic calendar of the college.

In each semester the institution conducts at least one centralized internal examination along with department level internal examinations. For the centralized examination, we follow the university pattern. Every teacher is required to submit the printed and untapped question papers to the coordinator of the internal examination prior to the commencement of the examination. To ensure the transparency and accountability of the examination each examination hall is equipped with CCTV Cameras and hence no malpractices are entertained in the examination hall. Few days prior to the examination, the teachers are assigned invigilation duty in a systematic manner. We have officially constituted an internal examination wing, a faculty member is assigned as the coordinator of the internal examination who ensures the proper conduct of internal examination in the college. The results of centralized internal examinations are published within days after the completion of the exam.

For the submission of the assignment and seminar presentation, each faculty has been given authority under the supervision of the concerned Head of the institution. The assignments and seminar topics are finalized by considering the relevance and recent developments in the respective subjects. The Grades/ Marks of the assignment and seminar are distributed on the basis of content and performance respectively. The students are encouraged to present their seminars by using ICT tools such as PowerPoint presentations. The calendar for the continuous internal evaluation publish by each department at the beginning of the semester contains schedules of the assignment and seminar presentation will help the students to get to know the deadlines well in advance. Each student is notified about the internal marks obtained before uploading to the university website. The students' grievances are addressed properly before the final uploading of the marks. The students who failed to appear in the internal examination are given a separate chance for the test as per the discretion of the concerned teaching faculties.

The grievance regarding the CIE addressed initially at the department grievance cell, supplementary chances would be given to the students who failed to submit assignments and present the seminars as per the pre-informed schedule. The complaints regarding the obtained internal marks could be redressed at the department and college level redressal cell properly.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

Since the college is affiliated to University of Calicut, we follow the guidelines of the University of Calicut for maintaining continuous internal evaluation. As a part of a sound education strategy, the institution adopts a well planned CIE (Continuous Internal Evaluation). The distribution of internal marks is assigned on the basis of the University norms and pattern.

The college is maintained a two-tier grievance redressal mechanism consisting at the department level and institution level. The department level grievance redressal cell runs under the supervision of the concerned department heads, all the faculty members of the respective departments are the members of the department grievance redressal cell. The college has a Central Grievance Redressal Cell under the supervision of the Principal consisting of all heads of the departments along with two student representatives recommended by the students' union. A teacher is assigned as the convener of the Central Grievance Redressal Cell. The objective of the grievance redressal cell is to develop a responsive and accountable attitude among all stakeholders in order to ensure a transparent and harmonious and efficient evaluation process.

The primary grievances of the students on continuous internal evaluation such as Internal examinations, assignments, Seminars, and attendance are addressed initially by the department grievance cell. Efforts are made to solve the concerns of the students at the department level properly.

The grievance related to the centralized examinations can be put in the grievance redressal box, and the grievance cell convener promptly and judiciously addresses and respond to the grievances.

Attendance related grievances are addressed by the department grievance cell according to the University of Calicut API norms and in special cases, the grievances are forward to the principal of the college. Since the institution gives high priority to the emotional enrichment and academic diversity of the students they are permitted to attend various co-curricular activities such as Fine Arts, Games, Student Palliative Programmes, NSS activities, etc. The shortage of attendance due to the participation of these programmes are compensated as per the university norms to the condition of showing the participation certificate signed by the assigned coordinators.

External examinations are conducted according to the university examination schedule and calendar under the supervision of the Chief Superintendent of examinations. The transparent conduct of the examination in an effective and smooth atmosphere is ensured by the collective effort of the faculty members together with Chief Superintendent of examinations and administrative staff of exams. The grievance concerning external examination will be initially addressed by the Central Grievance cell with the advice of the Principal as per the University norms. The students can apply for the revaluation according to the University rules under the supervision of the central grievance redressal Cell Convener.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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.

Response:

Program Outcomes (POs) POs are the definite statements about the knowledge, skills, and attitudes (attributes) of the graduate expected to accomplish after the completion of the course. POs generally assesses the competencies and expertise a graduate attain after the completion of the **program.**

Programme Specific (PSOs) Outcome is the attributes attained by students that enable them to pursue higher studies and to qualify competitive examinations in respective disciplines.

Course Outcome (Cos) is the end result achieved by a student by learning a particular course/Paper of the programme. In order to design the curriculum, the POs, PSOs, and COs, are the basic and essential requirements. The Board of Studies for each Course, constituted by the University, sets the curriculum which is intended to meet the envisaged goals and objectives with regard to the knowledge, skills, and attitudes the students should have gained at the end of the graduate/Postgraduate program. The Board of studies is responsible for defining the set of POs, PSOs, and COs according to the revised syllabus.

The College has identified Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) in tune with the mission and vision of the College.

The Course Outcomes (COs), Program Specific Outcomes (PSOs), and Program Outcomes (POs), for all Programs offered by the Institution effectively communicate to the stakeholders by,

1. The syllabus of all programmes is available on the college website which contains POs, COs of all programmes. This is available both to the faculty members and the students.
2. Programme and course outcomes are made available in the individual Department sections of the college website.
3. The institution Keeps a three-tier system of maintaining and prorogating the stated outcomes to all stakeholders. Initially during the orientation programme, at the beginning of the academic year, there would be a general lecture on the specific learning outcomes and objectives. At the department level orientation programme, the head of the departments would elaborate the programme outcomes. At the bottom level, the class teacher will explain the detailed programme specific outcome and hard copies of the programme outcome will also be distributed to the students.
4. Above all, the teachers of each department will interact with students during their admission, after the admission and explain to them in detail the importance of each programme, course, and its outcome.
5. Bridge Courses conducted by the departments are clearly sharing POs and COs. The institution also keeps the teachers and students informed about the system for assessing the POS and COs.
6. The attainment of Learning Outcome is evaluated at two levels: Continuous Internal Evaluation (Centralized Internal examinations, class tests, seminars, assignments, term papers, attendance, etc.) conducted by the institution and the End semester examination conducted by the University.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

The College evaluates the attainment of Programme Outcomes, Course Outcomes at regular intervals. The IQAC of the college along with various departments, measure the programme outcome on the basis of placement of the student, admission to the higher studies, Project started by the students, etc.

The attainment of course outcomes is evaluated in multiple ways, particularly on the basis of internal and external evaluations.

- **Internal Exam Evaluation**: The college follows continuous internal evaluation in different ways. In every semester there would be departmental class tests and centralized internal examination which is the main documental evidence of the attainment of the course outcomes. The weaker students are identified and subsequently, the necessary improvement measures such as remedial coaching, special tutorial classes, etc. would be implemented. Apart from this, the parents will be informed of the examination performance of the students during the PTA meeting which usually held after the centralized internal examination. The course outcome also will be monitored through regular seminars and assignments of the students.
- **External Exam Result Evaluation**: There is a department-level mechanism for analyzing the University exam results systematically under the supervision of the department heads. The review and the evaluation of the exam results in each semester are analyzed at the departmental level and forwarded to the IQAC of the college. The university external examination result is analysed in IQAC meeting and appropriate measures would be taken for better course outcomes.
- **Feedback of the Students, Parents, and Alumni:** At the end of the academic session, the college accepts feedback from the students as well as the parents. The feedback of the Alumni is also collected during Alumni meetings and through Online Mode also.
- **Group discussion and debates at department levels**: Each department of the college organizes academic group discussions, debates on the current events, and updates on the subject which evaluate the knowledge and skill attainment of the students.
- **Project work and Practical session:** As a part of the graduation requirement the students have to submit a dissertation based on the original, fundamental study. The students are expected to apply the research tools for the analysis of the study. This assesses the learning level, and the ability the application of the basic tools and comprehensive skill of the presentation of the analyzed study in a scientific manner. Similarly, the department of B.VOC THM has conducted a number of practical sessions such as a food expo where students are getting the opportunity to present their acquired skills.

File Description	Document
Upload any additional information	
Paste link for Additional information	

2.6.3 Average pass percentage of Students during last five years

Response: 90.09

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

2019-20	2018-19	2017-18	2016-17	2015-16
76	69	40	28	38

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

2019-20	2018-19	2017-18	2016-17	2015-16
100	71	46	31	38

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.78

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	00	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

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

Response: 13.04

3.1.2.1 **Number of teachers recognized as research guides**

Response: 3

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

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	4	4	3

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The College has created an adequate ecosystem for research and innovation by taking initiative for the creation and dissemination of knowledge and establishing the state of the art infrastructure for research.

- **Research Legacy:** Sullamussalam Arabic College, a Pre- independent Pioneer institution established in 1944 affiliated with Madras University, acts as a lighthouse in Research activities and played a key role in promoting free-thinking for renaissance and reforms in different socio-cultural sectors. The College is a hub of innovative Research activities focusing on solutions and remedies beyond the classroom framework and syllabus. Many innovative practices are continuously introduced to bring new insights into knowledge and an inquisitive spirit among students and faculty members.
- **Research Department:** The college is granted a new course as a form of Research Department in Arabic in 2019 as a result of its relentless effort in research promotions and innovations. Three authorized research guides and six Research Scholars are currently pursuing their Ph.D. under these faculties.
- **Research Forum:** The Forum aims at developing quality educational research, shapes the research attitude with workshops on the Scientific method of Research, ethics of research, intellectual property Right, discourse analysis, plagiarism, and copyright, etc.
- **Innovative Research at UG and PG level:** The institute facilitates research activities and creates a

research culture within the institute by motivating the faculty to pursue knowledge. The students of PG and UG are properly guided and monitored systematically in selecting topics in different streams of human subjects, such as Language, Media, Literature, Culture, Socio-Economic status, translation projects, etc.

- **Library:** The Library of the institution is a treasure trove for the students and Researchers since its establishment in 1944. Gradually developed with sophisticated infrastructure and IT facilities, the library has around Ten thousand books, manuscripts, and rare collections. It provides peer-reviewed national and international journals, e-books, e-journals besides providing the facility for open access of books and journals that are made user- friendly for the researchers. INFLIBNET accounts were created for all Students and Faculties.

Research Programmes

- **UBA (Unnat Bharath Abhiyan):** College is also a participating institution (PI) of UBA, and received a feeding amount of 50000 Rupees for conducting a field survey in five panchayats.
- **OFF SADOK" Scholars Meet:** College Old Students Associations in collaboration with SoA and Research Monitoring Committee monthly organizes a forum named "OFF SADOK" (Open Forum for Sharing and Dissemination of Knowledge).
- **Conferences/ Seminars/ Workshops:** Sullamussalam Arabic College has organized different national and international Conferences by different Departments. Students are provided opportunities for assimilating different types of learning experiences from National and International Figures. Media Centre is the place for nurturing the creativity of the students. Our students develop content in different languages, such as public Speaking, travel blog, medical tourism, etc.

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

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

Response: 12

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	2	2	2

File Description	Document
Report of the event	
List of workshops/seminars during last 5 years	
Any additional information	

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.67

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 5

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	
Any additional information	
URL to the research page on HEI website	

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.5

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
04	03	01	01	00

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0.44

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 last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	1	0	0	2

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

Instilling social commitment in students has been given prime priority in the vision of our college. The institution always insisted on the mission of the college to mold the students to be sensitive to the cause of justice, love, truth, and peace. The college executes its extension activities in the neighborhood communities through NSS, Association, department alumni association, and various clubs.

1. *"Abhayam" Housing Projects:* Under the project, the NSS Unit of the college has constructed four houses in the last 5 years. In March 2019, the Vice-chancellor of the University of Calicut, Dr. K. Mohammed Basheer, handed over the key of two houses in the ceremony conducted at the College auditorium. The beneficiaries of the two houses are as mentioned below. By the end of the year 2019 at *Vadakkumuri* the key handing over ceremony was held on 15th December 2020 by the honorable Vice-Chancellor of University of Calicut, Dr, K Jayraj, the National award winner of

NSS, Dr. Valsarajan was the chief guest of the program.

2. **"Ever Green" Project:** College students formed a team named "Green club" for Green Campus, it aims at nurturing values for preserving nature. As a part of this, students planted 300 teak saplings in the surroundings of *Yatheemkhana* (Orphanage). The organization also conducted other programs for creating an eco-friendly environment..

3. *IFLQ and "OFF SADOK"* are the collaborative learning platform for adults and the public as an *Open Forum For Sharing And Disseminating Knowledge*.

4. *Flood rescue:* NSS volunteers collected various items and send them to Malappuram Collectorate, and they also took part in cleaning during flood time.

   ○ *Flood rehabilitation camp:* During the catastrophic flood of 2019, the college building act as a flood rehabilitation camp, and more than 20 families were sheltered by the college.

5. *Palliative Home visit:* Along with the medical team, SIP volunteers adopted and regularly visited bedridden patients at their homes.

6. *Charity fund collection:* College NSS Unit collected funds for organizing charity work at Areekode town and among the students also.

7. *Visiting Blind Home:* Differently-abled people are empathized by our NSS Volunteers visiting their homes and supporting and providing mental and physical services to them.

8. *Food Fest*: Two Food fests were conducted at the college which was distinguished with various Indian and Foreign dishes. The programme was notable for the presence of nearby householders and parents of our students.

9. *Vimukthi Campaign:* As a part of the *"Vimukthi campaign"* of the Government of Kerala, the NSS Unit of the College and Excise department observed the anti-drugs & alcohol day on 29th July 2018.

10. *Documents Translation:* Students of Degree and PG programme translated Visa, License and other documents from Arabic to English and Vice versa to the Public.

The above extension activities impacted the students in their holistic development and sensitized them to the important issues and empowered their social commitment and cohesion. As a whole, those activities resulted in the attitudinal change of students toward responsible citizenship.

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

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 4

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	1	0	0

File Description	Document
Number of awards for extension activities in last 5 year	
e-copy of the award letters	
Any additional information	

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 69

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
23	18	12	09	07

File Description	Document
Reports of the event organized	
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	
Any additional information	

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 38.95

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 last five years

2019-20	2018-19	2017-18	2016-17	2015-16
110	104	112	70	45

File Description	Document
Report of the event	[View Document]()
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document]()
Any additional information	[View Document]()

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 6

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	01	2	2	1

File Description	Document
e-copies of related Document	[View Document]()
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document]()
Any additional information	[View Document]()

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 6

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	02	00	0	3

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - 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.

Response:

The College is situated at Areekode, Kerala, a picturesque campus on the banks of the river Chaliyar. The academic blocks are of beautiful eco-friendly architecture. The institution, Sullamussalam Arabic College meets the requirement of quality infrastructure for the academic and administrative activities in consultation with the IQAC committee, heads of departments, and administrative staff. The college has adequate facilities for teaching-learning activities which include classrooms, seminar hall, libraries, and ladies' hostel, to mention a few. Some of the facilities are given below:

1. The college has 15 classrooms for the 4 UG programmes and 1 PG programme and 1 Ph.D. offered. Of these, all 20 classrooms are ICT enabled.
2. The college has a well-equipped Computer lab.
3. Almost all the departments have a separate library for UG and PG students apart from the central library.
4. All the departments have ample facilities such as desktop and laptops, printers, and LCD projectors.
5. The entire college has Wi-Fi and high-speed internet connections.
6. A Solar panel to meet the power requirement of 15KVA has been installed in the campus
7. There are special rooms for NSS, career guidance cell, and College alumni.
8. The college has one boardroom for academic and administrative discussions
9. A college store functions in the college which provides books, stationery items, and Xerox facilities.
10. The open-air stage functions in the college to conduct various co-curricular activities.
11. All the departments have spacious classrooms with LCD projectors.
12. College has well preserved botanical garden with a lot of rare varieties of plants.
13. A canteen is set up in the campus.
14. A biogas plant is installed in the campus
15. Voice amplifier is provided to the teachers in classrooms with large strength
16. The campus is made secure with CCTV and Security persons.
17. We have well equipped IQAC Room.
18. There are two outdoor rest areas for students and one girls' restroom with adequate facilities including Sanitary Napkin Incinerator.
19. The college has separate toilets and washing areas for girls and boys
20. The college has one central seminar hall with fully digital facilities
21. The central library in the campus has more than 15 thousand books.
22. A separate section in the library has been arranged for career-related books.
23. A good number of facilities are also provided for sports and games and recreations.
24. The college is provided with a diesel-powered generator of 100KVA capacity.
25. All labs in the campus have a backup power system through UPS which has two hours stand by time.
26. Successfully implemented rainwater harvesting system.
27. There are 3 fully equipped water purifiers in the campus.

28. The college provides ample parking facilities for faculty and students.
29. The college has one guest room with residential facilities.
30. Introduced Firewall hardware for internet sharing and security.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The college campus has ample facilities for both outdoor and indoor sports and games and various cultural activities. Special care is given to develop and improve the cultural, arts and literature programmes by organizing co-curricular activities

Sports Infrastructural facilities available in the college

1. Outdoor stadium: The college has a full-fledged stadium at a size of 100mtrs x 64mtrs with extra space. It was finished in the year 2005. The multipurpose stadium is using for football athletic -200mtrs track facility, cricket and other field events The stadium has a 6 step gallery with a seating capacity of 5000. The well-established drainage system ensures its use in any weather condition.
2. Multigym: The college has a multi gym since 2012. There are equipments like 4 station multi gym, Elliptical trainer, Ab coaster, Leg curl, Hip twister, Ab king, Weight plates, lifting rods, Dumbbells, Treadmill etc. for the use of Physical fitness training.
3. Table Tennis Hall: The college has a table tennis board since 2010 placed in a 9x6 mtr size room.
4. Badminton Outdoor Court: A 15x8 mtrs size tiled badminton court is available in the college courtyard since 2012. The students as well as teachers regularly utilize the court in the evenings.
5. Multipurpose Court: A multipurpose court is set up in 2005 at a size of 30x15mtrs. This court is used for games like Volleyball, Tennis, five-a-side football and three- a side football etc.
6. Open Stage: There is an open stage at a size of 60x30 mtrs is available since 2005 with an approximate capacity of 1000 seating capacity for conducting for various cultural activities and public programmes.
7. Facilities Providing for Practical Yoga: On the eve of 'International Yoga Day', the proud moment of India, on 21st June 2015, a practical class on Yoga for the final year students of the open course in physical education was held. 30 students attended the programme.

Facilities for cultural activities:

1. The college provides various platforms to students in order to develop their cultural and artistic talents. Many of our students participated in cultural activities and competitions conducted by the Universities and other agencies. There are some clubs and forums actively function in the college that provides opportunities for students to develop their various skills.

2. The students' union conduct various programs with the purpose of enriching the student's talents. Literary Forum conducts many debates, talks and other activities. Alma fiesta of English Department, Media club, and tourism club are providing the students better orientations and conducting different aesthetic programmes.

3. College provides infrastructure facilities for the upbringing of students' cultural talents.

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

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 75

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 15

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 118.94

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
17	7	19	19	31

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Name of **ILMS** software: **KOHA**

Year of Installation: **2017**

Current Version: **20.05.06.000**

e-Library**: al- Makthabah Shamela (Arabic)**

Total No of Books**: 16040** till date 22/01/2021

Total area: 2000

Working hours: **8.30 am to 5.00 pm** from Monday to Saturday.

The **Sullamussalam Arabic College** library building is aesthetically designed to create an ambiance suitable for learning and scholarship. The library has an area of 2000 Sq ft with reprographic centre. The reading area is having a seat capacity of 50 and adequate number of signboards are erected in the library to locate the books easily.

- The Library has a **Digital Collection Repository** of 500 e-question papers. In addition to this, the library subscribes to **INFLIBNET N-LIST** and it has access to 31,35,000+ e-books and 6000+ e-journals through the N-LIST.
- The students and the faculty with library membership have access to online resources like **INFLIBNET N- LIST**.
- The **Library Advisory Committee** is in charge of planning strategies for the smooth functioning of the library. The Principal of the college is the Chairman of the Library Advisory Committee, Librarian is the Convener and IQAC Coordinator, the Staff Council Secretary, Heads of the departments, and language teachers are members. The committee meets twice a year to review the functioning of the library and recommends modifications if needed.

- The library has a good collection of books, journals, periodicals, and rare books. There is a separate area to display the latest editions. The Network Resource Centre has six computers to access e-resources. Printers and scanners are available in the library for the users. The question banks, reprography services, and a kindle corner are some of the additional facilities. There is a water purifier to supply safe drinking water in the library.
- Members are given **barcoded ID cards** to facilitate an easy checkout and check-in. Transactions are recorded through barcode scanners. **Automated Visitors Register** and **Closed-Circuit Television** are functioning to ensure uncompromised security.
- The college website (**www.ssac.ac.in**) and library blog (**ssaclibrary.blogspot.com**) provides information on services available in the library.
- The Online Public Access Catalogue (OPAC) facility enables users to search online and located books.
- The library is automated with KOHA Software. This software facilitates users to reserve and renew their library resources. Inhouse/ and remote access to an electronic database is provided to users creating a login ID and password. The registered user can access more than 6000 e-journals, e-books, e-journals, and other electronic recourses using N-List of INFLIBNET.
- The library annually conducts Orientation Programme for the freshers to make them aware of various services and e-resources available in the college library. A Best Library User Award is constituted to encourage reading habits among the students.
- The Government, the College Management, PTA, and the well-wishers are taking earnest efforts to collect new books for the library and to keep the facilities and books in the library intact.
- The library has a huge collection of 1500+ previous question papers of university examinations.
- D-Space is the software used in the library for Digital Repository.

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

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.36

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.65	0.36	0.36	0.36	0.07

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

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 32.59

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

Response: 146

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT and infrastructure facilities are constantly being updated from time to time. Presently there are 19 LCD projectors (Portable and Fixed) for 6 departments. All classrooms are with internet connectivity and a good audio system. There is a well-working computer lab with 60 computers and the college owns licensed software like Microsoft. We have a full-fledged, state of the art media club to give practical training for the students in DSLR and professional cameras, Tripods, Microphones, audio recorders mixer, audio booth, and shooting floor. We also have fully structured networking including optical fiber connectivity with 100 Mbps speed. A new amazon fire TV stick is purchased for wireless video streaming.

The college has introduced campus Wi-fi with 6 access points spread over 4 buildings, in addition to Kerela Govt.'s free Wi-Fi connectivity. All computers are connected to an IBM Server through a Cyberoam firewall. The institution is equipped with 79 computers and 7 laptops. For Internet sharing and security Firewall hardware is established.

The power supply is ensured by 7 UPS with 5 KVA and 2 UPS with 3 KVA. One 10 KVA Solar power plant and 25KVA Generator also support the power supply. The server room has 36 U Rack, Dlink 24 port, and 1Ghz switch. 12 switches connect the computers together. Peripheral devices like printers, photocopier machines, and scanners appreciably help students, teachers, and office staff in managing the e-resources.

40 campus surveillance cameras are installed in the campus. Ladies hostel has internet facility. The college has also signed AMC (Annual Maintenance Contract) with companies like Datapoint Computer Technology and Boon Technologies which ensures proper installation, maintenance, periodic checking, and the proper disposal of computers, UPS, and other electronic items.

There is a Public Address System to communicate with the students. The campus is automated with campus automation software TCS which facilitates automated student management, attendance, timetable, internal mark preparation, staff profiling, and performance evaluation, parent portal, student portal, and SMS alert.

College Library is automated with Book Magic Software. Access to e-journals and e-books are provided by NLIST.

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

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

Response: 4:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 19.79

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.08	8.4	4.1	2.6	2.3

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

The college follows a well-established system for the maintenance and utilization of its physical and academic facilities in order to ensure their sustainability so that the teaching and learning activities become

both motivating and rewarding.

This is primarily achieved through the monitoring of various committees like IQAC, College Council, Building Committee, Purchase Committee, and PTA with necessary support systems. These bodies give timely instructions and advice on the construction and renovation of buildings, procurement, and maintenance of equipment, and the proper upkeep of other facilities.

The college gives emphasis on maintaining all its assets properly for long-term use. The college has evoked in every employee and stakeholder a feeling of belongingness and they are considered as the protectors and supervisors of all its properties. The college ensures transparency, efficiency, and accountability with regard to the maintenance and utilization of its facilities.

All the requirements are prioritized. The rules and regulations of library, labs and laboratories are displayed and included in the college academic handbooks. Every department has common procedures to receive complaints and directions from students and parents for overall betterment.

As the government does not permit the appointment of staff for maintenance and repair, the institution seeks help from external agencies. The college management hires the service of local agencies for infrastructure maintenance. Annual maintenance contracts are signed with some agencies for all electronic and other laboratory pieces of equipment. A Solar panel and a diesel-powered generator of 100kVA capacity have been installed in the campus to meet the power requirement.
 Sufficient maintenance facilities are ensured by the college community. The department keeps complaints and maintenance register. The periodic department meetings discuss the problems and they are timely reported. The complained items are repaired in time. The Labs are maintained by the lab assistants who are supervised by the faculties in the departments.

Library

For the proper management and maintenance of academic development and infrastructure, a Library Development Committee is formed under the supervision of IQAC, every academic year. Automating the library facilities using integrated library management software made the library more accessible. The collection of rare books, research theses, and reports are handled with special care. IT infrastructure is improvised in the libraries. OPAC system for book search has been devised and regularly updated. Books and equipment are purchased from reputed firms. Proper stock verification is done regularly. Rules and regulations of the library are displayed on the notice board and are published in the college academic handbook in every year. On the completion of admission procedures, Library Orientation classes are conducted under the guidance of the librarian. The per-day utilization of the library facilities by the teachers and the students is recorded and their suggestions for enhanced provisions are systematically set down. These suggestions are discussed in the Library Development Committee meetings and actions are taken accordingly.

Physical Facilities

The building maintenance is achieved through periodic monitoring by the Building and Space Management Committee. Suitable proposals are prepared for further development. College allocates an adequate budget for annual maintenance of college infrastructure. There are provisions for regular classroom facilities maintenance, to keep furniture and electronic equipment usable. Major pieces of equipment, ICT instruments, and UPS are under AMC. Electricity-related problems are solved to a great extent by the installation of a Solar panel of 100KVA. To provide an uninterrupted power supply, a Diesel Power

Generator of 100kVA is set up in the campus. Four water coolers in the campus are regularly serviced.

Waste Management

Waste Management is a big question that can't be satisfied with simple answers. This institution has succeeded in answering this question through effective strategies. Controlling the generation of waste and the proper disposal or recycling of the waste material is the paramount concern of the college. The College Management along with various clubs like NSS, Green Club, and Eco-club accomplish the mission of reducing the generation of waste material in the campus. The generated waste is categorized as solid, liquid, and e-waste. The college disposes these materials effectively to make the campus clean and healthy.

To preserve a plastic-free campus, the institution has effectively introduced Green Protocol to discourages the use of plastic. The plastic and non-plastic wastes are separately collected through waste bins of different colours with labels. The college and hostel canteens are equipped with Biogas plants and the food waste is deposited in the biogas plants. IT infrastructure maintenance and e-Waste management Electronic goods are used at their optimum level by proper use and maintenance. The College ensures the proper maintenance and functioning of computers in all the departments, administrative offices, and Computer Labs. Apart from this, the college has signed AMC with companies like Datapoint Computer Technology and Boon Technologies which ensures proper installation, maintenance, periodic checking and the proper disposal of non-working items. A stock register is maintained properly. All computers are connected to an IBM Server through a Cyberoam firewall for cybersecurity.

Sports Facilities

The college doesn't have a Physical Education department, but we keep a physical education committee to monitor the maintenance of sports facilities. Maintenance of sports equipment and inspection of the sports fields are done regularly. Protective guards are given to the players to ensure their physical security. Hiring professionals for special sports training and field maintenance are also done. Gymnasium equipment is regularly serviced and new items are purchased as per requirement. Stock and maintenance register being kept in the college.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 72.52

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
210	153	196	146	92

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 27.8

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
55	55	51	55	56

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 72.66

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

2019-20	2018-19	2017-18	2016-17	2015-16
280	220	155	130	82

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 40.54

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
24	31	20	12	24

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 109.91

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 122

File Description	Document
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	
Any additional information	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 70.12

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

2019-20	2018-19	2017-18	2016-17	2015-16
28	19	13	6	14

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
34	25	18	12	20

File Description	Document
Upload supporting data for the same	
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	
Any additional information	

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be

counted as one) during the last five years.

Response: 0

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) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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

Response:

The College gives ample representation to students in various decision-making bodies. This is primarily achieved through a free and fair election of Students Union Members in a parliamentary mode of election as per the recommendations of the Lingdo Commission. The Union comprises of Union Chairperson, Vice-Chairperson, General Secretary, Joint Secretary, Fine Arts Secretary, General Captain, and Student Editor. One student is elected as University Union Councilor. The posts of Vice-Chairperson and Joint Secretary are reserved for female students.

1.The Student Union of Sullamussalam Arabic college organized a total of 63 programmes in the college.

In 2015-16, Students Union organized 12 programmes in the college including Arabic day celebrations.

In 2016-17, Students Union organized 10 programmes and "Arabic Day celebration" was the major highlight among them.

In 2017-18, Students Union organized 11 programmes including a food fest.

In 2018-19 Union organized 12 programmes including knowledge fest.

In 2019-20, union organized 18 programmes in which the highlight was "Khana 2.0" food fest.

2. College ensures students' representation in all the academic and administrative committees and clubs formed in the college.

Academic Committees:

The most vibrant student in the college is a member of IQAC since its inception. His participation in all meetings is ensured.

- The Center for Research and Publication has active student representatives.

 - The college Library Advisory Committee consists of student representatives. The committee considers suggestions from these representatives valuable. Important recommendations from the students' side are accepted and implemented to revamp the library.

- Committee for Academic Excellence is formed under IQAC with teachers and students as representatives. This committee gives due consideration to encourage and implement innovative teaching-learning practices in the college.

 Administrative Committees:

- The College Council is the apex body in the college. The college Union Chairman is a member of the College Council as a representative of students.

 - Department Council is a committee formed at the department level to conduct meetings and to take department-level decisions. Students' representation from concerned departments is ensured in these councils.

 - Planning and Development Committee for developing strategic plans for the betterment of the college also includes the college Union Chairman as its member by default.

- All statutory cells; Anti-ragging cell, Grievance redressal cell, Minority cell, OBC cell, SC-ST cell, Internal complaint cell, and Anti Sexual harassment cells are actively functioning in the college with students' representation.

- Maintenance committee in the college has student members and they are actively involved in the functioning of the committee.

- Extracurricular wings in the college; NSS, Tourism Club, Women's Development Cell, and Students' Initiative in Palliative (SIP) are coordinated and directed by students under the guidance of a coordinating teacher.

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

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

Response: 15.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
19	17	13	16	14

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

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

Response:

SOSA (Sullamussalam Old Students Association) is a registered Alumni association. It plays a vital role in all the prospects of success and improvement of their alma mater. For the last 64 years, old students have been encouraging this institute to keep pace with modernity and technological advancement. During the last five years, after the formation of SOSA, the old students are of full energy and determination to place their college at the zenith of excellence.

The vibrant alumni act as an extended right hand of the college involving various socio-political and cultural spheres. The Old Student's Association aims at perpetuating friendship and co-operation among the alumni through publications, informed group meetings, and all other possible means. SOSA has also undertaken several major development projects to be completed in the nearest future.

The Association is functioning in India and abroad. It seeks to further the socio-literary and cultural interest of the college by maintaining an active channel of communication between the college & Alumni.

Financial Contributions: Contributions of the old students to facilitate ample infrastructure and provisions for a student-centric campus atmosphere are momentous in the growth of this institution. A

minimum of three alumni meeting is conducted a year. The main intention behind celebrating Alumni Day in January is to unite the maximum number of former students and register them in the Alumni family. Following are the major contributions of SOSA:

* SOSA collects donations and finds out sponsors from old students of previous batches and hands over the amount to the college authority.
* SOSA Scholarship for financially backward students.
* In 2015-16, SOSA collected an amount of Rs 160000/- for the construction of smart classrooms at the campus.
* In 2016-17 they raised a fund of Rs.178000 to contribute to the smart classroom project and to purchase equipment for effective education.
* In 2017-18, SOSA donated a fund of Rs. 143000 to continue the smart classroom project and to purchase equipment.
* In the 2018-19 academic year, the contribution of SOSA was Rs.37258 to the distribution of scholarships for students.
* In 2019-20, SOSA donated Rs. 31758 for the distribution of the Alumni Scholarship.

Non-Financial Contributions:.

Explore the path: A running initiative of IQAC in association with SOSA is career development and skill enhancement programmes. The final year students of the college have this opportunity of obtaining guidance in career and higher education from expert members of the College Alumni.

Placement Assistance: SOSA helps the students in their quest for placements in government and non-government sectors. The College Alumni who are settled in and abroad volunteer to support aspiring students.

Support to events organized in the college: Efficient and talented old students are the invited judges in sports and arts festivals conducted in the college.

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

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - 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

Response:

Since its inception in 1944, over the past eight decades, Sullamussalam Arabic College has carved out for itself a unique spot in the educational map of Malabar. In terms of its academic excellence, value-based curricular and extracurricular activities, and state of the art infrastructure, the college is second to none in the region. Without the visionary insights of the luminaries like late N.V Abdussalam Moulavi, to set up a center of higher learning for foreign languages with a special emphasis on the Arabic language, the institution could not have been functional as early as the first half of the twentieth century, a time when the Malabar region was lagging far behind the rest of Kerala. Later, new courses, namely BA Economics (2015), BA English (2016), and B. Voc Travel and Tourism (2018) were introduced. The college passed a major milestone in its history when it was recognized as a Minority Educational Institution under the Section 2(g) of the National Commission for Minority Educational Institution Act, 2004 with the file number being F.No.1767 of 2010.

Vision:

Nurturing the young by imparting to them high-quality education, leadership skills, and ethical values which together enable them for harmonious existence in society.

Mission:

Provide value-based education and inculcate in the students' community the ability to utilize maximum potential to meet challenges of a new era by inspiring them to continue the process of learning throughout their life. Make the students' community committed to the greater common good. Provide quality educational programs that integrate academic and cultural studies along with Arabic Language and Literature. Empower the students to seek and succeed in the entire life. Promote excellent personal manners, high civic values, and strong leadership skills. Prepare students to become good citizens and contributing members of society. Guide students to develop life skills and interests.

By providing value-based education coupled with state of the art infrastructure, the college offers a conducive learning environment to effectively meet the challenges posed by modern times. With individualized attention given to every student, the college seeks to bring out the best in everyone. By promoting extracurricular and community-oriented activities, students are enlightened about their civic duties which would enable them to contribute to the nation-building process. Through courses like B.Voc Travel and Tourism, the college aims at equipping the rural community with essential professional skills that could open up vistas of opportunities.

IQAC, Staff Council, and PTA are made responsible to confirm that the curricular and extracurricular activities fall in line with the set of vision and mission of the college which is reflective of the National Education Policy 2020 that stresses the importance of multidisciplinary educational institutions. From a college that provided courses only in Arabic Language and Literature, the college has now gained a

multidisciplinary face by offering new courses in English, Economics, and Travel and Tourism. The college is set out to become a truly multidisciplinary center of learning that would act as a beacon of hope for every section of society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The everyday governance of the college is carried out by a decentralized governing body, with the principal at its helm. The decentralized governing system ensures that various governing bodies such as academic departments, faculty representatives, administrative wing, student representatives, and the PTA have a due say in the planning and execution of various programs and activities in the college. In addition to that, without meddling with the operational autonomy of the various governing bodies Internal Quality Assurance Committee, working in close quarters with the principal, ensures that activities on the campus fall in line with the vision and mission of the college.

Case: College Union Election

College Union Elections officially starts with the appointment of a Returning Officer by the Principal. The Returning Officer, typically a senior faculty member, is responsible for the overall planning and execution of the election procedure. After the Returning Officer notifies the presidential electoral procedures and dates concerned, contestants file their nominations that are verified by the Returning Officer. In the first phase, representatives from each constituency (class) are elected in a process presided by Presiding Officers. In the second and final phase, students directly elect candidates to the eight general posts that form the Students' Union.

Participative Management

In the participative management system employed at the Sullamussalam Arabic College, every governing body collaborates with each other in a true spirit of decentralized governance. Staff Council, presided by the Principal and managed by the Staff Secretary, meets once in a month to monitor and evaluate the overall performance of the various departments and charter course of action to be followed for the upcoming month. For the smooth and timely undertaking of the internal exams, an Internal Examination Coordinator, a senior faculty member, is appointed by the principal. The Examination Coordinator is responsible to notify the dates of examinations and he is aided by a body of subordinates who carry out the associated sub-tasks. In addition to that, to ensure the smooth functioning of the examination, every teaching and non-teaching staff is entrusted with various duties. The Admission Committee, headed by the Admission Nodal Officer, is constituted to make sure that admission procedures are carried out effortlessly in line with the university rules. For troublefree management of Arts and Sports Fests, Committees are

formed with teaching staff at the helm and student volunteers as the foot soldiers. The committees are responsible for scheduling dates for the events and entrusting various staff members with duties ranging from coordination, discipline, and judgment.

The internal Quality Assessment Committee, headed by the IQAC Coordinator, is responsible for making sure that various departmental and club activities meet the set of standards. The Discipline Committee, constituted by staff members and students, works in collaboration with the Anti-Ragging Cell and Grievance Cell to build a learning environment for the students conducive to efficiency and creativity. NSS and Students' Initiative in Palliative organizes community-oriented programs while Top Learners & Career Club seeks to channelize students' efforts to ensure maximum academic and professional success.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Strategic plans have been formulated and implemented by the institution in order to meet quality as well as value in all its academic accomplishments. The continuous evaluation of and subsequent improvements in the scholastic ability of both the students as well as teachers have resulted in achieving unparalleled academic excellence. The Management Committee, Staff Council and the IQAC strive to frame the policy and to decide the mode of execution. It was unanimously decided in the IQAC meeting held on 04th June 2015 that the academic endeavour of the college along with its overall development would get momentum with the accreditation of NAAC by 2020. With this aim, each and every member of IQAC give full efforts to formulate and deploy the strategic plan. Eight broader areas identified in the strategic plan are, viz. Academics with emphasis on Skill-based education, Innovation and entrepreneurship, Research, Green Initiatives, Students Support, Community Service, Industry Collaboration and Infrastructure.

Academic Plan

The institution was initially envisaged as a full-fledged higher learning centre to promote foreign languages with a special focus on the Arabic language. Later with the changing academic scenario, it was apprehended that the need of the hour was to promote programmes based on skills. From this realization, the promotion of skill-oriented multi-disciplinary courses was included in the main objectives of the strategic plan.

• To equip the students to fully exploit the possibilities of the digital and E-learning platforms.

• To enable the students to utilize the research tools and skills for personal and community growth.

•To channelize the entrepreneurial abilities of the students properly.

• To offer the necessary infrastructure to help students grow to their full potential.

• To deliver support and guidance for students in developing and improving their skills and aptitudes.

Infrastructure Plan

- More classrooms with ICT facilities.
- Computer labs with support for innovation.

- More lavatories for girl students.

- A separate area for girls with recreational facilities.

- More safe drinking water facility for students.

- Canteen with more dining facility and modern stainless steel kitchen equipment

Green Initiative

The Institute is committed to develop as an ideal clean and green campus and to sustain the qualities. The management, staff council and the green club of students together frame policies to promote and maintain the flora and fauna of the campus. The Green Club works for,

 • A plastic Free Campus.

 • Increased use of renewable energy.

 • Installation of Solid waste management.

 • Rainwater harvesting.

 • Green protocol in public programmes.

 • Planting trees in the campus.

 • Conducting Green audit and Energy audit.

 • Green Initiatives to create an eco-friendly campus.

Community Service

- Construction of at least three houses under the 'House a Year' project.
- Strengthen the Students involved in Palliative Care (SIP).
- Child literacy programmes in nearby schools.
- Linkage with local self-government bodies for community development.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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.

Response:

The college has a clear vision and mission, and its governance and leadership are clearly defined to achieve humanistic and academic excellence. The institutional leadership of the college has always been participatory.

College Management Committee

The college and the Management Committee have established a multi-level leadership system. The Management Committee is at the highest point of governance. The management committee elects the Managing Director. The Manager, Principal, IQAC, and the Staff Council work together to formulate policies and plans to ensure quality.

All activities of the college are in compliance with UGC regulations and the instructions of the Directorate of Collegiate Education, Kerala. The college belongs to the group of institutions of higher education abide by the laws of the Government of Kerala and the decree of Calicut University.

Principal

The principal is responsible for all academic and administrative activities of the college. He serves the role of a member of the board of directors as an ex officio and is responsible for implementing management policies and plans. He manages the main administrative and academic tasks after consultation with the staff council.

Staff Council

The staff council is formed as per the regulations of the Directorate of Collegiate Education, Government of Kerala. The staff council assists the principal to take all major decisions regarding the internal management of the college. It is the highest decision-making body.

IQAC

According to the guidelines of the UGC and NAAC, IQAC is chaired by the Principal to introduce a quality academic atmosphere and culture in the institution. IQAC is an important body that supervises academic and non-academic activities and takes necessary measures to improve the quality.

Department and Administrative Heads

The head of each department is responsible for various academic/non-academic performances of students. Heads of the Departments monitor the progress and regularity of students' learning by assigning mentors from teachers to all the classes.

Clubs, Forums & Cells

Various statutory bodies also play an important role in the administration and management of the college. Eco Club, Top Learners' Club, and many other clubs operate very effectively on our campus. We have adopted a three-tier appeal mechanism to correct student appeals.

Service Rules

The college follows the "Kerala Service Rules" to decide on vacations, travel allowances, pensions, and related matters. The UGC regulations notified by the Kerala Government from time to time are applicable to salary scales, promotion, and career development.

Recruitment/Promotional Procedure

The appointment of teachers and office staff are based on merit to ensure quality and the college Management committee does not receive any capitation. The recruitment/promotion policy adopted by the college is in full compliance with the guidelines of the UGC and the Kerala government.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution and management have provided comprehensive support and guidance to the faculty and staff to fulfill their personal and academic requirements. The institution has full of pride in the welfare measures taken for teachers and non-teaching staff.

Staff members who participate in officially approved seminars and workshops are granted leave, and financial assistance is provided. The college grants maternity leave and paternity leave to eligible employees. The college provides leisure rooms for employees to spend their free time. There are parking facilities for employees on campus, and the institution provides internet facilities.

The Staff Council of the college has been taking proper measures to ensure the welfare needs of employees. It's once a monthly meeting to discuss the matters of staff along with the other academic activities. It acts as a coordinating agency to promote and protect the common interests of staff. The Staff Council is chaired by the Principal, a faculty member will act as secretary. The council ensures the welfare of all employees in the institution and maintains the welfare fund to meet the requirements of its members. Every month teaching and non-teaching staff are contributing a respectable sum for the welfare and academic excellence activities of the council members.

Staff Council,

1. Conducts professional development /administrative training programs for teaching and non-teaching staff
2. Appreciate and honor those who have made academic achievements.
3. Provide financial assistance for employees and their families' medical treatment. Play employee games to enhance the physical and mental health of members.
4. Conducts occasional tour programmes for the members
5. Contribute financial assistance and participate in member's major events, such as weddings, house warming, etc.
6. Maintain employees to meet their urgent needs
7. Conducts Farewell Programmes
8. Carry out charity work; collect a certain amount from the employee's salary and record it as a welfare fund for charity.

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

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

Response: 26.92

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

2019-20	2018-19	2017-18	2016-17	2015-16
07	06	7	3	2

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	2

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 4.47

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	03	00	00	00

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

The institution holds an effective appraisal system for monitoring and thus improving the performance of both teachers and non-teaching staff. The system aims at a systematic and reliable analysis of the performance of faculty members and non-teaching staff and ensures the implementation of the suggestions received and the further enhancements on the basis of the appraisal system adopted.

Feedback System- In the beginning years of the institution, the college practiced a manual feedback system for evaluating faculty members and non-teaching staff, in which the Principal of the college collected the filled-in questionnaires from students by the end of each academic year. As an IQAC initiative, an Online Feedback System has been implemented in 2018. After reviewing the feedback of the staff prepared by the students, the Principal provides appropriate counsel to the faculty members, confidentially. The students are also asked to give their feedback on the experience gained in the respective programs they have chosen and they are assured of the anonymity and confidentiality of any feedback obtained and recorded in the institution.

Self-Appraisal for teachers: Every teacher is required to submit a self-assessment form in the required PBAS format based on the API scores thus gained, as and when indicated by the UGC. The Self-assessment forms are critically assessed and the teachers are encouraged to improve their performance levels. These forms are proved as effective measures in improvising the teacher-learner interactions in a constructive manner. And they evoke a need for growth at an individual level that can reflect in the development of the institution in general.

Self-Appraisal for non-teaching staff: Self-appraisal forms are collected from the Non-teaching staff in

regular intervals and are confidentially reviewed by the principal with necessary suggestions. As an inevitable support system of the college, the improvisations that are made in the performance of these members of the staff allow a constructive development of the staff community and the relationship between them for a productive work atmosphere.

Academic Monitoring System: The completion of the syllabus is ensured by the Principal using the academic monitoring system which is verified by the Heads of the Departments. The principal regularly keeps track of the updated Lesson plans prepared by the teachers, directing them with necessary improvements and he prioritizes the timely, effective conduct of the Internal examinations.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Since the college is a government aided college, it receives funds from agencies like UGC and grants and scholarships from State and Central government, apart from the funds initiated by the Management, PTA and Alumni. The financial management system of the Institution is a transparent and well planned one while the Principal and the purchase committee supervise and ensure that all financial transactions are done afterdue care and as per rules. The internal and external financial audits of grants and funds sanctioned byGovernment/UGC and funds received from other sources are conducted separately.

Audit of Funds received from UGC and other government sources

A three level audit is performed in cases of all grants and funds received from state and central governments and agencies like UGC following the government procedures prescribed in the Kerala financial code.

Chartered Accountant- As per the sanction letter for such grants/funds, the income and expenditure statement are initially submitted to an external registered Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned, sanctioned authorities.

Directorate of Collegiate Education-At the time of annual audits by the Directorate of CollegiateEducation, the audit team verifies all the financial documents related to the public funds utilized by the College. After hearing the clarifications and corrections, the final accounts are settled.

Accountant General, Kerala-The Accountant General, Kerala also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

Audit of funds received from sources other than Government

An internal and external auditing is conducted for the funds received from the management on a regular basis. Allthe financial transactions initially be approved by the Principal and the Manager. At the end of each academic year, one of the Director board members, with experience in auditing, audits the management accounts within a month. The audited report thus presented before the Management Committee is further audited externally by a registered Chartered Accountant.

PTA funds are internally audited by a team of members constituted by the PTA. A chartered accountant audits and certifies PTA funds and will be placed in the general body meeting of PTA and gets it approved.

File Description	Document
Upload any additional information	View Document

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

Response: 47.67

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

2019-20	2018-19	2017-18	2016-17	2015-16
13.39	3.77	10.94	15.70	3.87

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution sends proposals for grants from various funding agencies, including the UGC with a clear

and systematic approach. Since the college is a government aided college, it receives funds from agencies like UGC and grants and scholarships from State and Central government, apart from the funds initiated by the Management, PTA and Alumni. The Institution has a transparent and well planned financial management system and the Principal and the purchase committee supervise and ensure that all financial transactions are done after due care and as per rules.

Some of the grants received from funding agencies by submitting the proposals from the college are detailed below.

1. Grant-in-Aid - A major portion of committed and regular funds are provided by the Government ofKerala in the form of Salary of the employees (Grant-in-Aid).
2. Infrastructure grants from the UGC-The College has received grants from the UGC for manyinfrastructure developments such as ladies hostel, IT infrastructure, Library development, Auditoriumetc.
3. Grants for Seminars and Conferences- The institution also received grants from the UGC for organizing various international and national conferences
4. Travel Grants- travel grants have also been received from the UGC.
5. Scholarships- Grants under various scholarship schemes, viz. E-grants Scheme of Harijan Welfare, Government of Kerala, C H Muhammed Koya Minority Scholarship for Girls, Post-Matric Scholarships to the SC, OBC students, Minority girls' scholarships, Fisheries Scholarships etc. have also been mobilized
6. Research projects- One Minor Research Projects under UBA grant has been completed
7. General Development Assistance by the UGC
8. Remedial, NET coaching and Entry into Service Classes - To promote inclusivity and equality, fundsare solicited to ensure upliftment of those belonging to reserved categories like OBC. This isdone through systematic institutional strategies like Remedial Coaching Classes, free- coaching for NETand Entry into Services and other competitive exams.
9. The College receives fund from the State Government for the special programmes like Pre-Marital Counseling and it is utilized for the same purpose in the best possible way
10. Central/State Government funding for NSS

Apart from the funding agencies, Local MPs, PTA and Alumni Association also contribute both in kind and in cash towards students' welfare. Proper scrutiny is done at management and college level, to ensure proper utilization of resources. The IQAC of the college also contributes various means for systematic utilization of funds both for academic and co-curricular purposes. The funds are properly utilized in time, the certificates of which are sent to the concerned agencies.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

The IQAC has institutionalized several practices as part of internal quality sustenance and enhancement in academic, administrative, and extension activities of the college. It furnished guidelines for Bridge courses for the freshers, Certificate Courses, Seminars and Workshops, Social Welfare Program (SoWP), Class PTA, Career Enhancement Program (CEP), and a lot more for institutionalizing the quality assurance. The following practices introduced by IQAC aim at ensuring the overall growth of the institution, focusing on academic excellence.

Bridge Courses

The orientation program for the fresh batches of all undergraduate programs at the commencement of the course is an IQAC initiative that began in 2015. This ten hours program is conducted every year with interactive sessions on the substance and tenets of various disciplines of study offered by all the departments in the college.

Certificate Courses

In addition to the regular programs, the college initiated certificate courses from 2015 onwards under the patronage of IQAC to develop the competency of the students. For the last five years, 13 certificate programs were successfully conducted by the college through different departments. Certificate courses and other career-oriented programs are introduced by the IQAC, it helps to enhance the learning experiences of the students.

Seminars and Workshops

The Internal Quality Assurance Cell and IPR Cell of the college collaboratively conduct National and International seminars, Academic workshops and invited talks with help of various departments for enhancing subject updation and academic excellence of teachers and students.

Class PTA

In addition to the general body and executive meetings of PTA, combined sessions involving parents, students and teachers are conducted at the commencement of each academic year. These class PTA and workshops on parenting highlight the relevance of quality enhancement focusing on an overall learning experience of the students. Unlike ordinary PTA meetings, the workshops are usually conducted on holidays to ensure maximum participation of parents.

Social Welfare Program (SoWP)

SSAC-SoWP is an initiative by the institution to connect the students with society through different activities. It is a combination of various activities of SIP (Students initiative in palliative) and SOA (Students on Alert). The college has a unique tradition to provide and extend support to the marginal sections who are living in the surrounding region. Social works play a crucial role in improving the lives of those who need it the most.

Career Enhancement Program (CEP)

The College is always in forefront of imparting quality higher education for comprehensive socio-economic empowerment of the deprived sections, thereby enhancing their skills and capabilities eventually to lead a better professional and career achievement. It is in this context the college has decided to address these issues by introducing a special program called CEP. It is an amalgamation of various training and coaching programs to redirect the students to the path of the new era of knowledge, where the students will learn new courses, prepare for competitive exams and get ready to face the future with all the inspiration, ambition and courage.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The IQAC is in charge of reviewing teaching and learning processes, structures and methodologies for identifying operating matrices and obtaining learning outcomes. To review the teaching-learning process, IQAC takes initiative in conducting an academic audit, parents meeting, result analyses, faculty seminars etc. in the College. In this digital era, teaching and learning processes undergo a paradigm shift with the use of ICT tools. We, therefore, have adopted ICT enabled teaching-learning methods and follow them rigorously.

Three examples of institutional reviews and implementation of teaching-learning reforms are:

IT infrastructure & ICT tools into the teaching and learning process.

The college has been making consistent and sincere efforts to improve its existing IT infrastructure as per the need of the hour and requirements. ICT tools are widely used all over the world than ever before for effective teaching and learning. This involves online digital learning, digital presentations, digital content creation etc. The utilization of ICT tools and available e-resources in the college has helped in making teaching and learning more effective and student-centric. The students are encouraged to make use of ICT at their best. Online resources like Inflibnet, etc. make learning resources easily accessible for the students. The college website provides adequate information regarding the ICT facilities available on the campus.

Following are the important ICT features of the campus;

- College Wi-Fi network connection enabled to avail all the ICT facilities handily.
- An effective central announcement system.
- A fully automated and barcode- enabled Central Library with Online OPAC (WebOPAC).
- A Digital library corner arranged in the library to access e-resources in the digital library
- Administrative offices with improved hardware and software facilities.
- Enhanced connectivity with Optical Fiber Connection having 100Mbps speed.
- Hardware Firewall 'Cyber Dom' installed to ensure online safety and security.
- ERP for College Academic and Administrative Management has implemented.

Academic and Administrative Audit

Academic and Administrative Audit regular three-level audit procedure is conducted to review the teaching and learning processes using some measures formulated by the institution. A self-audit report prepared by the faculty members at the end of every academic year is evaluated by the IQAC academic audit team. IQAC plays a key role in the process at the Institution, Department and Faculty levels. After the completion of the audit, the audit report and comments are submitted to the College IQAC which in turn hands it over to the respective Departments to take necessary measures for improvement, if needed.

Feedback system

A feedback system is arranged in the institution from the first NAAC visit onwards. Initially, manual feedbacks were gathered and later in 2015 college implemented an online feedback system on teaching and learning. Students send their feedbacks online directly to the Principal and confidentiality of these communications is kept without fail. A final feedback report is generated and mailed to respective teachers by the Principal. This process is carried out every year in relation to almost all departments in the college to ensure and maintain quality in teaching and learning.

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

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - 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 last five years.

Response:

The college gives special interest to provide a safe and secure environment to the students and employees and gives utmost importance to the empowerment of women by checking harassment and ensuring gender sensitivity.

Safety and security

- Safety guidelines are strictly followed by the college in all respects
- The college has appointed a security guard to ensure a safe environment in the campus.
- CCTVs are installed at the entrance of the college gate, canteen, parking area, office, corridors of all floors of the College with respective reminders of surveillance.
- ID cards are issued to the students and staff to prevent the entry of outsiders into the college premises.
- Grievance redressal and anti-sexual harassment cells are actively functioning in the college which provides a convenient and secure platform for girls to voice their problems.
- Complaints and suggestions box is installed in front of the administrative block.
- Hostel facility is provided for girls meeting all necessary requirements.
- Self-defense training programs are conducted in the college.
- An effective First-Aid Box is maintained in the campus.
- The college has established a well-functioning Women's cell. The cell conducts various programs like life skill training sessions, awareness classes, and celebration of important days.

Counselling

- The college has a fully equipped counselling room under the supervision of a counselling cell.
- A professional counselor has been appointed by the institution for addressing the special issues of girls.
- Authority has given instructions to all staff for observing and finding out the special issues of students and to report to the counselling cell.
- The complaint and suggestion box is regularly checked for detecting the issues faced by the students in campus.
- The College has an effectively working mentor-mentee system with a 1:20 ratio.
- The institution has arranged Pre-marital counselling in collaboration with the Department of Minority Welfare, Govt. of Kerala.
- Students receive general guidance and counselling at the beginning of every academic year.

Common Rooms

The college has a common room for girls with facilities such as a water purifier, Wi-Fi, well-ventilated restroom, a Sanitary napkin vending machine, and an incinerator for destroying soiled napkins. The restroom is equipped with adequate cots. It also functions as a recreation center.

Daycare center for young children

A daycare center is functioning near the girls' hostel, with trained staffs appointed by the institution which cater to the needs of mothers among the staff and students.

Other information

A Gender equity cell operates in the college under the supervision of the Principal. The ultimate goal of the cell is to ensure equality in all respects. The activities of the cell focus on enhancing the overall development of the students, especially girls. The cell operates in a consistent manner, with the help of a predetermined action plan. The action plan is prepared at the beginning of each academic year focusing on the various possibilities that promote gender equity. The cell monitors the execution and evaluation of the outcomes of every activity mentioned in the action plan.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Controlling the generation of waste and the proper disposal or recycling of the waste material is the paramount concern of the College. The College Management along with clubs like Green Club and NSS accomplish the mission of reducing the generation of waste material in the campus. The generated waste is separated into Solid, Liquid, and E-Waste and they are disposed effectively by the college to make the campus clean. There are different ways adopted by the college to manage these wastes. They include:

Solid waste:

In order to maintain cleanliness and eco-balance, the institution always takes various steps to reduce waste through reuse and recycling. Initiative for paperless office through office automation (TCS), efforts to reduce the plastic, use of public addressing system and public notice boards help to reduce various forms of solid waste in the campus. To preserve campus as a plastic-free zone the institution introduced Green Protocol.

The college installed waste bins with different colours for dumping plastic and non-plastic wastes. The college is equipped with a Biogas plant to deposit food waste. The gas produced from the Biogas plants is used for cooking purposes. The generated plastic wastes are collected and given to the Panchayath waste collection unit by signing linkage.

The college hostel and common room provide an Automatic Sanitary Incinerator for the disposal of sanitary towels and napkins.

Liquid Waste:

Effluents from the toilet, washbasin, and canteen are the major liquid waste in the campus. These are channelled to separate septic pits and allowed to settle into the soil. Since the effluent pits are not located near the water bodies and the college is situated in the soily area, the effluent water gets naturally filtered. The biogas plant is also used for the proper disposal of wastewater. Wastewater is also used to water the plants in the garden on the campus.

E-Waste:

Electronic goods are used at their optimum level by proper use and maintenance. Apart from this, the college also has signed AMC (annual maintenance contract) with Datapoint, Areekode, which ensures proper installation, maintenance, periodic checking, and the proper disposal of non-working electronic items. This periodic checking ensures that non-working or old electronic pieces of equipment are filtered out and disposed-off properly. This contract is renewed every year with proper guidelines. The institution gives proper guidelines to students to keep the electronic equipment from damage.

Waste recycling system:

We have a structured waste recycling system in our college. Food wastes in the campus are recycled mainly in two ways. A major part of the wastes are channelled to the biogas plant and the produced gas is used for cooking purposes. The remaining food wastes are dumped into the bio compost and converted as organic fertilizer. Paper wastes like newspapers are used for the handcraft creation of the students. Wastewater is used to water the plants in the garden on the campus.

Being an arts college without any science-related subjects, the college is free from bio-medical waste, hazardous chemicals, and radioactive wastes.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)
Any other relevant information	[View Document](#)

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 500 words).

Response:

The college authority strongly believes that an inclusive environment should be created in the campus and neighborhood in which the college has influence. For this, the college has conducted various programmes to convey the message of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. By conducting these programs, the students and teachers of the college are able to understand their responsibilities towards society and the nation.

Flood relief camp and related services:

Kerala experienced unprecedented and heavy rainfall during the monsoon season of 2018 and 2019. Heavy rains caused severe landslides and total devastation of many areas in the state. Malappuram is one of the districts which was hit by the flood very badly. Areas like Nilambur, Areekode, Urangattiri, etc. faced serious casualties. Many of the families were isolated and became homeless. The rehabilitation of these people was a serious challenge for the government. During this period, the college authority and the student community provided their sincere effort to help the deprived people. A flood relief camp was arranged by the institution for one week to accommodate the adversely affected families. Flood relief-kits comprising food items, clothes, and other requirements to meet their basic needs were distributed in the camp. Along with this, a group of dedicated students visited affected areas like Wayanad, Alappuzha, Nilambur, Urangattiri, etc for cleaning purposes.

Tribal visit and food kit distribution

Department of B.Voc Tourism and Hospitality Management of the college conducted a tribal visit and food kit distribution to the natives of Adyanpara region of Malappuram district as part of world food day. The main intention of the program is to create awareness among students regarding cultural and communal inclusiveness and to understand the standard of living of the tribal community. As a part of the visit, the students distributed food kits to various families in the region.

Shine: the day of colours

Students' initiative in palliative unit of the college organized a special program named 'Shine: the day of colours' for differently-abled students of Love shore school, Edavannapara. The program was aimed at

providing a cheerful day to the students of Love shore school and to create a philanthropic mentality among our students.

Gandhi Jayanti:

The college celebrates Gandhi Jayanti on 2nd October every year and organizes different programs like 'clean campus', quiz competition, lectures, etc. to disseminate the values observed by the iconic leader.

Human Rights

The literary forum of the institution has conducted a talk on human rights on 25th November 2017. The program's goal was to make the students conscious about the importance of Human rights and the necessity to protect the values. The students took an oath in the leadership of the program moderator, Mr. Yoonus C, Assistance Professor, Department of English, to protect human rights.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<u>View Document</u>

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

"Every nation has a message to deliver, a mission to fulfill, a destiny to reach. The mission of India has been to guide humanity": Swami Vivekananda.
The constitution of India upholds high values that help everyone for being responsible citizens. Higher education institutions have a vital role in promoting constitutional values. Students and employees of every institution have the responsibility of protecting values, rights, duties, and responsibilities mentioned in the constitution.

Sullamussalam Arabic College plays a major role in sensitizing the students and the employees of the institution for realizing constitutional obligations. As a part of inculcating values for being responsible citizens, the college organizes various activities. The important programs are:-

Rashtriya Ekta Diwas:

The NSS unit of the college celebrates the birthday of Sardar Vallabhbhai Patel as Rashtriya Ekta Diwas on 31st October. As part of the program students and teachers take the oath for enhancing national integration. Poster making competition and round table discussions are also conducted to commemorate the Iron man of India.

Constitution Day:

On 26th November, the college celebrates constitution day to inculcate constitutional values and to nurture responsible citizens. In the presence of the principal, the students read the preamble of the Indian constitution and take the pledge to live by the principles of the Constitution.

Legal awareness program:

The NSS unit of the college conducts a legal awareness program for the students to educate them on the legal provisions and rights offered by the Indian constitution. The intention of the program is to mould the students into self-aware socially responsible citizens.

Independence Day:

The College celebrates Independence Day on 15th August to keep alive the memory of the great sacrifices of our forefathers. The principal hoists the national flag and renders a message on the importance of the day. Activities such as campus cleaning, food distribution, etc. are conducted on the same day.

Republic Day:

The institution celebrates republic day on 26th January to generate a national feeling in the college community and to promote in them respect for the rich cultural diversity of the country.

Gandhi Jayanthi:

Gandhi Jayanthi is celebrated in the institution to remember the exemplary hero of the nation. The college organizes different programs like 'clean campus', quiz competition, lectures, etc. to disseminate the values observed by the father of the nation.

Jawaharlal Nehru: The maker of modern India

The Students on Alert (SOA) of Sullamussalam conducted an evening talk on the topic 'Jawaharlal Nehru: The maker of modern India' to discuss the role played by our first Prime Minister, Jawaharlal Nehru in moulding modern India.

Future of Indian Democracy:

IQAC in collaboration with the Literary forum conducted a talk on the topic 'Future of Indian Democracy' to discuss the state of Indian democracy. The program was aimed at sensitizing the students and teachers on the importance of Indian democracy.

The institution also celebrated Yoga day and conducted a program 'Road safety and Cyberspace: Use and Misuse' to promote values among the stakeholders of the institution.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

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

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college puts into practice the understanding of International days as occasions to educate the general public on issues of concern, to mobilize political will and resources to address global problems, and to celebrate and reinforce achievements of humanity and strongly believes that observing those days are essential for sensitizing the students and staff about the sacrifices which great people have made for uplifting the nation and to understand the responsibilities of every individual to the society and nation.

Environment Day: The NSS unit of the college in collaboration with the green club celebrates environment day on 5th June every year. The main intention of the programmes organized is to raise awareness about the environment and to assert the need for conserving the planet. The college principal, teachers, and students plant trees on the same day as our humble contribution to preserve biodiversity.

Independence Day: The College celebrates Independence Day on 15th August every year to remember the great sacrifices of our forefathers. The principal hoists the national flag and gives a message on the importance of the day followed by the activities such as campus cleaning, food distribution, etc.

Human Rights Day: The College celebrates human rights day on 10th December every year in the campus by a briefing on a human rights day message with the intention of inculcating the importance of protecting and preserving human rights among the students.

Children's Day: The College celebrates children's day on 14th November every year with various

programs such as 'I stand for child rights' campaign, childhood photo contest, 'letter your childhood' competition and- poster exhibition, etc. trying to spread the spirit of India's first Prime Minister, Jawaharlal Nehru among the college community.

Teachers' day: The institution celebrated teachers' day on 5th September every year honouring the teachers for their inevitable roles in shaping a responsible future generation. The institution conducted a special program for nurturing future teachers in the name 'student teacher' contest and distributed awards for best performers.

Republic Day: The institution celebrates republic day on 26th January every year to generate a patriotic mood and promote the rich cultural diversity of the country among students.

Gandhi Jayanthi: Gandhi Jayanthi is celebrated every year in the institution to remember the iconic leader of the nation. The college organizes different programs like cleaning campus, department wise quiz competition, lectures, etc. to disseminate the values that are followed by the father of the nation.

Apart from this the college also celebrated various days and events such as Palliative day, White Cane Day, Tourism Day, Women's day, Arabic day, National education day, Food day, National library week, Rashtriya Ekta Divas, National Constitution Day, and UN day by organizing distinguished activities like food fest, games, book review competition, awareness classes, etc.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<u>View Document</u>
Link for Geotagged photographs of some of the events	<u>View Document</u>

7.2 Best Practices

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

Response:

Best practice - 1

Title of the Practice

CEP (CAREER ENHANCEMENT PROGRAMME)

Objectives of the Practice

- To make students capable of pursuing higher studies.

- To generate research attitude among the students.

- To prepare students for clearing eligibility tests.

- To make students competent enough to crack career-oriented exams.

- To introduce various courses provided by national and international institutions.

- To instill multidisciplinary skills in the students.

The Context

Sullamussalam Arabic College is situated in the village of Areekode, which is a part of the educationally backward district of Malappuram. The rural background of many students enrolled in the college restricts them from being aware of career and research opportunities. Coaching classes and training programmes are unaffordable to a majority of students who are in need of provisions from outside. In addition to this, identifying that the students were either distracted or completely lost in the colour and fancy of netizenship, the college has to take sincere efforts to channel their energy and expertise to comparatively productive realms.

Career Enhancement Programme was introduced by the college in this context as an amalgamation of various training and coaching programs to redirect the students to the paths of the new era of knowledge, where the students will learn new courses, prepare for competitive exams and get ready to face the future with all the inspiration, ambition and courage.

The Practice

Online courses:

The College is a local chapter of online courses of NPTEL and COURSERA.

NPTEL

NPTEL is an Indian, university-level online learning platform for disciplines in science, technology, engineering, and humanities. This online portal is conjointly developed by the Indian Institutes of Technology and the Indian Institute of Science. The initiative is funded by the Ministry of Human Resource and Development, Government of India. The college is an active local chapter of NPTEL, where numerous students quench their thirst for knowledge.

The career development cell introduces a variety of courses to students and teachers. Interested teachers and students join in different programmes offered by the NPTEL. The cell also provides all the required facilities for a better learning atmosphere.

COURSERA

COURSERA is an American MOOC provider founded in 2012. COURSERA works with universities and other organizations to offer online courses, certifications, and degrees in a variety of subjects. The College

is an active chapter of the COURSERA.

The career development cell introduces various programmes offered by the COURSERA to students and teachers. Interested teachers and students are encouraged to join the courses. The cell assists all enrolled students throughout the course with the necessary facilities.

Free Coaching:

The college conducts continuous orientation programmes of career enhancement and intensive coaching for students to clear competitive exams. The programme mainly focuses on exams like KTET, NET, and KPSC. Enrollment in this programme supports students from low-income families.

Orientation for Higher studies:

The college conducted orientation programmes for all aspiring final year students to make them familiar with opportunities in higher education. Possibilities of higher studies at Central Universities and their admission procedures are discussed in orientation programmes encouraging students to prepare for entrance examinations.

Evidence of Success

The programme was a huge success in various aspects encouraging the college to continue the process in an augmented manner.

Academic year	KTET Coaching		NET Coaching	
	No. of students participated	No. of students passed	No. of students participated	No. of students passed
2015-16	52	12	40	1
2016-17	55	06	25	0
2017-18	65	12	30	1
2018-19	80	19	40	0
2019-20	104	23	60	5
Total	356	72	195	7

Academic year	NPTEL Examination	
	No. of students participated	No. of students passed
2019-20 January –April	135	99
2019-20 July – December	78	53

Problems Encountered and Resources Required

- Students from low-income families were incapable of paying exam fees.

- Many of the students registered for NPTEL courses couldn't attend the examination due to the busy academic schedule.

- The free coaching programmes were hindered at points when the college faced a financial crisis.

Best Practice - 2

Title of the Practice

SSAC-SOWP: SOCIAL WELFARE PROGRAM

Objectives of the Practice

- To inculcate social commitment in students.

- To strengthen the rapport between college and society.

- To generate societal values among students.

- To augment a culture of helping the needy.

- To promote volunteerism among students.

- To equip students for disaster management.

- Physical and mental support to the differently-abled in the locality.

- Financial assistance to backward families.

- Awareness programs on the importance of social welfare measures

The Context

Social works play a crucial role in improving the lives the most necessitous. several organizations in the world give at most importance to the promotion of social work. Many governmental and non-governmental organizations in India carry out social welfare activities to help the deprived.

This college is located in the densely populated and hilly district of Malappuram, where the backward classes are thickly settled. These deprived classes of people are incapable of maintaining good standards of living. They require serious physical and financial assistance. Above all, the locality experiences landslides during rainy seasons. To tackle all these issues, it is necessary to shape a group of socially committed volunteers at the grass-root level. It is in this context the college community realized its responsibility of

moulding a group of students who are willing to serve society voluntarily.

SSAC-SOWP is an initiative by the institution to connect the students with society through different activities. It is an amalgamation of various activities of SIP (Students' initiative in palliative), SOA (Students on Alert), and NSS (National Service Scheme).

The Practice

Home for Homeless

The NSS unit of SSAC Areekode endeavors to provide shelter for homeless families. Students of this college belong to heterogeneous financial backgrounds and some of them are not with a shelter of their own. This indispensable need of some students for a home to live in has addressed by the college NSS unit with the assistance of everyone related to the college. Through a detailed and unbiased enquiry regarding the intensity of requirements, the beneficiaries are chosen out of many. College staffs, students, and other philanthropists in the locality selflessly support this remarkable effort undertaken by the NSS unit. These people financially and physically back the projects until the tasks get accomplished. Thus, the NSS unit of SSA College has succeeded in building three houses in five years.

SIP (Students Initiative in Palliative)

The process of healing cannot be limited to medical treatments or prescription of drugs. The curative powers of human presence, caring, and sharing are well acknowledged. For the people suffering from unhealable sickness, the primary need is relief from symptoms and stress of the illness. The services of Palliative Care, in improving the lives of physically and mentally challenged, have outstanding reach. This specialized 'medical care along with social care' works as an extra layer of support. Students' Initiative in Palliative (SIP) is the student's wing of the Institute of Palliative Medicine (IPM). This group of young and vibrant students aims at organizing adequate and affordable support programs for the bed-ridden and incurably ill.

Some of the noteworthy activities of SIP in the college are,

One day one Rupee

As an initiative by the SIP unit of the college, the main intention of the 'One day One rupee' programme is to mobilize a fair amount of money to assist the financially struggling students in the campus. To raise funds for this purpose, the SIP unit has designed coffers and installed them in all classrooms and staff rooms asking the students and employees to donate one rupee per day. A coffer works as a reminder and stands as a burden-free means of raising funds for the SIP. For the donators, it appears to be an effortless process as they are expected to insert only one rupee per day. However, some of them choose to put in big amounts when they have. SIP volunteers empty the coffers in regular intervals under the supervision of the teacher-in-charge. The money collected from the coffers is used to provide monetary and material assistance to students from economically backward families.

Home care visit

The SIP in the college has continuous cooperation with the units of IPM (Institute of Palliative Medicine) in the nearest localities. The SIP volunteers accompany doctors, nurses, and senior volunteers during their

regular monthly visits to bedridden patients. Student volunteers assist nurses and provide mental support to the patients suffering from a prolonged debilitating illness.

SOA (Students on Alert)

Students on Alert is a distinctive wing of the college that engages in diversified activities of social welfare. It acts as a bridge between the college and society. The members of SoA are disposed to provide their services to society at any time.

Blood Donation

Blood donation is an invaluable service for humanity. Health and willingness are the essential qualities needed to render this service. Students on Alert in the college have been saving the lives of many by voluntarily donating blood as per the requirements of nearby hospitals and health centres. SoA has tabulated the details of volunteers including their blood groups and contact numbers to ensure the smooth functioning of the process.

Flood relief camp and work

Kerala experienced unprecedented and heavy rainfall during the monsoon season of 2018 and 2019. Heavy rains caused severe landslides and total desolation of many areas in the state. Malappuram is one of the districts which was seriously affected by the flood. Areas like Nilambur, Areekode, Urangattiri, etc. were experienced severe casualties. Many of the families were isolated and became homeless. The rehabilitation of these people was a serious challenge for the government. During this period, the college authority and student community provided their sincere effort to help the deprived. A flood relief camp was arranged in this institution for a week to accommodate the adversely affected families. These families were provided with food and dress. Along with this, a group of dedicated students visited several places like Wayanad, Alappuzha, Nilambur, Urangattiri, etc to help clean the houses and buildings.

Evidence of Success

- Some of the students were selected for KVYAF (Kerala Voluntary Youth Action Force).

- Produced a bunch of socially committed volunteers.

- The college reached out and provided necessary assistance to the community.

- Established a deep relationship between the college and society.

- Students attained societal values.

Problems Encountered and Resources Required

The college experienced financial constraints at various levels of the programme since the college has to do a wide range of activities to fulfil the needs of the community. There is also time constraint due to the busy

university schedule.

File Description	Document
Link for Best practices in the Institutional web site	<u>View Document</u>
Link for any other relevant information	<u>View Document</u>

7.3 Institutional Distinctiveness

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

Response:

THRIVING STUDENTS AND SUCCORING THE SOCIETY

The vision of Sullamussalam Arabic College is to provide value-based quality education and inculcate in the students' community the ability to utilize maximum potential to meet challenges of a new era by inspiring them to continue the process of learning throughout their life. The activities conducted by the institution always promote the core values of the National Assessment and Accreditation Council such as contributing to national development, fostering global competencies among students, inculcating a value system among students, promoting the use of technology, and quest for excellence. Our students commit themselves to the philanthropic realm without affecting their academic and non-academic performances. The institution is keen in using its dedicated students and committed staff into productive social work aiming at uplifting the rural, struggling community in its precincts.

The remarkable areas in which the institution performed in a unique manner to support students and society are

- **Scholarship for Students**

The institution acknowledges that it is located in a backward region and the majority of the students belong to middle and low-income families, who need assistance to meet their academic and non-academic expenses. So the institution acts as a supporting source to those students and families who need care and support.

Students who are in need of financial support are helped by the institution in the form of scholarships. The important scholarships are management scholarship, staff club scholarship, management freeship, and alumni scholarship. Here we successfully use the economically stable members of the college community to help our struggling students and their families.

- **Flood Relief Camp**

Kerala experienced an unprecedented flood and heavy rainfall during the monsoon season of 2018 and

2019. It resulted in severe landslides and total devastation of many areas in the state. Malappuram is one of the districts which was hit by the flood badly. Areas like Nilambur, Areekode, Urangattiri, etc. experienced serious causalities. Many of the families were isolated and became homeless.

The rehabilitation of these people was a serious challenge for the government. During this period, the college authority and student community provided their sincere effort for helping the deprived people. A flood relief camp was arranged by the institution for a week to accommodate the adversely affected families. Flood relief kits comprising food items, clothes, blankets, sanitary napkins, essential medicines, children's books, inevitable stationary, and other things were distributed to meet their basic needs. Along with this, a group of dedicated students visited several places like Wayanad, Alappuzha, Nilambur, Urangattiri, etc for cleaning purposes.

- **SIP (Students Initiative in Palliative)**

The college encourages students in palliative sincerely, as we understand the importance of dedicated human resources in palliative care. Home care sessions of SIP inculcate humanitarian values in students along with providing sufficient volunteers to the active palliative unit of Areekode. Our students become an embodiment of relief to the helpless and lonely bedridden patients in the area. Observing palliative care day and conducting exclusive camps inviting the patients to the campus to entertain and revitalize them are other remarkable activities of the unit.

- **One Day One Rupee Program**

As an initiative of the SIP (Students Initiative in Palliative) unit of the college, this program intends at mobilizing a fair amount of money for assisting the financially struggling students of the college. To collect funds for this initiative, the SIP unit installed a coffer each in all classrooms and staff rooms by encouraging them to drop a coin a day which keeps collecting money from being a burden on the donors. The SIP volunteers collect the money put in the coffer at a regular interval and the teacher in charge will monitor all the activities. The assistance is provided in the form of liquid cash or other requirements.

The volunteers of SIP are authorized to select the beneficiaries for this program and it is done with the help of class teachers and student leaders.

- **Students on Alert Activities**

Students on alert is a group of vibrant students in the college who perform different programs to support the needs of students and society. It acts as a medium to connect college and community. The members of SOA are disposed to provide their services to society at any time.

SOA volunteers are performing various activities such as blood donation, soft skill training programs, coaching and orientation classes, workshops and discussions, etc.

File Description	Document
Link for appropriate web in the Institutional website	<u>View Document</u>
Link for any other relevant information	<u>View Document</u>

5. CONCLUSION

Additional Information :

Over the past few decades, with its extensive alumni spread all over the world,the Sullamussalam Arabic College has been functioning as a vital catalyst in the social and educational reformation and refinement of the Malabar region.Serving in various capacities ranging from visionary educators to academicians and successful entrepreneurs,they have made remarkable contributions to the growth and development of the region.

The great pantheon of exemplary teachers, writers, politicians and women educators produced by the college have earned recognitions for their contributions in the cultural sphere.

Of particular interest is the great stride made in the field of women's education.In the region, where,for various historical reasons, the women's education was largely shunned, the college made a definite statement about the importance of women's education by enrolling girls in various courses. Many of the first generation women graduates of the College have proved their mettle in different capacities like professors,educationists, heads of Local Governments,translators and processors with MNCs.

The College has carried out many welfare schemes through its Social Welfare Programme(SoWP) for the common good of the society.The college students were actively involved in rescue, cleaning and rehabilitation operations following the devastating flood in 2018 and 2029.In addition to that, the college authority and the student community had joined hands to distribute free ration-kits in a tribal colony in Nilambur that was badly affected by the flood.

The permanent arrangements made for the students' career guidance,speaks volumes about the utmost priority placed on the career development of the students.

The Career Guidance Cell conducts regular guidance classes for NET-JRF/SET,UPSC, K-TET examinations through its Career Enhancement Programme (CEP).

In an attempt to further improve their career prospects most of the students of the College in the year 2019-20 have been enrolled for NPTEL courses conducted by different IITs.

A wide range of programmes and competitions are regularly held: the fact that our students excel in extracurricular activities like debates, elocution, photography and such is not a surprise.

In order to fully involve the students in the teaching and learning activities, all the classrooms in the College are ICT enabled smart classrooms.

Concluding Remarks :

Preparing the comprehensive Self Study Report (SSR) of the college for the past five years has been a uniquely enriching experience involving diligent work and strenuous efforts on the part of the IQAC team. We have taken it as an opportunity for serious retrospection and introspection. The process paved the way to know our real strengths and weaknesses.

The college has resolved to make concerted efforts to introduce more skill-based and job-oriented programmes and added/add-on courses in all the departments for the next five years. We believe that it is the need of the hour to prepare the students to fit for global job market. The college envisions to make our students a techno-savvy generation equipped with the necessary knowledge, skills and ethical outlook needed to fit the brave new world.

We hope that our long cherished dream of transforming the College to a Centre of Excellence will come to reality before we go to the next cycle of Accreditation. We the IQAC team of Sullamussalam Arabic College humbly submit the SSR of our College for your kind perusal and evaluation.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**
	
	    1. **Academic council/BoS of Affiliating university**
	    2. **Setting of question papers for UG/PG programs**
	    3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
	    4. **Assessment /evaluation process of the affiliating University**
	
	Answer before DVV Verification : B. Any 3 of the above
	Answer After DVV Verification: C. Any 2 of the above
	
	Remark : Membership of he board of Studies and participation in assessment/ evaluation process of the affiliating University are considered. The HEI document for paper setting is not specific to an individual and it is for attending workshop and not an authority detailing any faculty member as paper setter.

1.2.1	**Percentage 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.** Answer before DVV Verification : 6 Answer after DVV Verification: 05 Remark : As per the university letter of affiliation the HEI has BA Afzal Ul Ulama in Arabic, BA Economics with Islamic Finance, BA English Language & Literature and MA Post Afzal Ul Ulama in Arabic. During 2018-19 and 2019-20 special sanction of the state and the university has been considered for BVoc in Tourism and Hospitality Management.
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>173</td><td>102</td><td>48</td><td>27</td><td>18</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>173</td><td>102</td><td>48</td><td>27</td><td>18</td></tr></table>

1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years**
	1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
138	63	30	30	29

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	7	7	7	7

1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**
	1.3.3.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 192 Answer after DVV Verification: 192

1.4.2	**Feedback process of the Institution may be classified as follows:** **Options:** 1. **Feedback collected, analysed and action taken and feedback available on website** 2. **Feedback collected, analysed and action has been taken** 3. **Feedback collected and analysed** 4. **Feedback collected** 5. **Feedback not collected** Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

2.1.1	**Average Enrolment percentage (Average of last five years)**
	2.1.1.1. Number of students admitted year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
196	151	125	97	62

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

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196	151	125	97	62

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
219	187	130	130	90

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
219	187	130	130	90

2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
126	112	78	75	54

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
126	112	78	75	54

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

2.4.3.1. **Total experience of full-time teachers**
Answer before DVV Verification : 223
Answer after DVV Verification: 199

2.6.3	**Average pass percentage of Students during last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

100	71	46	31	38

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
100	71	46	31	38

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0.5	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	00	0	0	0

3.1.2	**Percentage of teachers recognized as research guides (latest completed academic year)**

3.1.2.1. Number of teachers recognized as research guides
Answer before DVV Verification : 3
Answer after DVV Verification: 3

3.1.3	**Percentage of departments having Research projects funded by government and non government agencies during the last five years**

3.1.3.1. Number of departments having Research projects funded by government and non-government agencies during the last five years
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.3.2. Number of departments offering academic programes
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years** 3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	2	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	2	2	2

3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years** 3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 4 Answer after DVV Verification: 5 3.3.1.2. **Number of teachers recognized as guides during the last five years** Answer before DVV Verification : 2 Answer after DVV Verification: 3

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	7	4	9	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
04	03	01	01	00

Remark : Out of the journals claimed by the HEI, only Kaalikoot is listed by ugc-care and considered.

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

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 last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	1	1	0	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	1	0	0	2

Remark : The book by Dr. Abdulla Najeeb M, Selected Chapters in Easy Grammar ISSN 2278-750 X and seminar proceedings Al Khadiyya al Falstheeniyya fee Shihri Abdul Kareem Alkarami Alfalastheeni in 2018 are not eligible and not considered. The HEI has attached some copies of the books but these do not show the ISBN.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	11	5	4	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	1	0	0

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
31	27	19	15	14

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
23	18	12	09	07

| 3.4.4 | **Average percentage of students participating in extension activities at 3.4.3. above during last five years**

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 last five years** |
|---|---|

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
310	204	212	110	59

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
110	104	112	70	45

| 3.5.1 | **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years** |
|---|---|

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	5	3	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	01	2	2	1

| 3.5.2 | **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	02	00	0	3

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 20 Answer after DVV Verification: 15 Remark : As per the copy of the stock register attached with the metri in response.

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1700995	729285	1903484	1900363	3166657

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
17	7	19	19	31

4.2.2	**The institution has subscription for the following e-resources** 1. **e-journals** 2. **e-ShodhSindhu** 3. **Shodhganga Membership** 4. **e-books** 5. **Databases** 6. **Remote access to e-resources** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: C. Any 2 of the above

4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)** 4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
65444	36544	36260	30550	7460

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.65	0.36	0.36	0.36	0.07

4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year** 4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 146 Answer after DVV Verification: 146
4.3.3	**Bandwidth of internet connection in the Institution** Answer before DVV Verification : A. ?50 MBPS Answer After DVV Verification: A. ?50 MBPS
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
107894	843920	413522	258675	227835

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.08	8.4	4.1	2.6	2.3

5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** 5.1.1.1. **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
210	153	196	146	92

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
210	153	196	146	92

5.1.2

Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

   5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
55	55	51	55	56

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
55	55	51	55	56

5.1.3

Capacity building and skills enhancement initiatives taken by the institution include the following

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

   Answer before DVV Verification : A. All of the above
   Answer After DVV Verification: A. All of the above

5.1.4

Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
280	220	155	130	82

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
280	220	155	130	82

5.2.2	**Average percentage of students progressing to higher education during the last five years** 5.2.2.1. **Number of outgoing student progression to higher education during last five years** Answer before DVV Verification : 122 Answer after DVV Verification: 122
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 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) year-wise during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
04	07	02	01	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : The HEI has claimed positions for activities that are neither sports nor cultural. The HEI has claimed inter-college/ university level competitions in Literary activities.

5.4.2	**Alumni contribution during the last five years (INR in lakhs)** Answer before DVV Verification : A. ? 5 Lakhs Answer After DVV Verification: D. 1 Lakhs - 3 Lakhs Remark : The HEI has claimed some receipts which are of 2014-15 and most of the receipts are without the purpose or mention of donation. The HEI has provided a list which do not refer to the receipts and the total value for five years is only Rs 2.7 Lakh.
6.2.3	**Implementation of e-governance in areas of operation** 1. **Administration** 2. **Finance and Accounts** 3. **Student Admission and Support** 4. **Examination** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above
6.3.2	**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18	18	9	4	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
07	06	7	3	2

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
37	31	9	9	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	03	00	00	00

Remark : As per the HEI documents attached with the Metric in response. The HEI has claimed programmes less tha 05 days and activities that are seminars etc. Only teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Courses considered. Dr. Abdulla Najeeb M UGC Sponsored Orientation Programe and Dr. Yoonas Saleem Orientation Course for the Programe Officers of the NSS in 2019-20 and Dr. Abdulla Najeeb M NPTEL-AICTE Faculty Development Programe on An Introduction to Microeconomics Mr. Mujeeb Rahman Panoli Four Days Training programe on Academic Leadership Mr. Nisarudheen KK International Conference on Global Challenegs and Opportunities in Commerce: A Path for India towards 2020 of 2018-19 considered.

6.5.3	**Quality assurance initiatives of the institution include:**
	1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
	2. **Collaborative quality intitiatives with other institution(s)**
	3. **Participation in NIRF**
	4. **any other quality audit recognized by state, national or international agencies (ISO**

	Certification, NBA) Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above Remark : As per the HEI documents attached with the Metric in response. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: A. 4 or All of the above
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : As per the HEI documents attached with the Metric in response.
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : Any 4 or All of the above Answer After DVV Verification: Any 4 or All of the above
7.1.6	**Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities**

	Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above Remark : As per the HEI documents attached with the Metric in response. Beyond the campus environmental promotion activities claim is not supported.
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Disabled-friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : As per the HEI documents attached with the Metric in response, Built environment with ramps for easy access to classrooms and Disabled-friendly washrooms considered. Rules for scribe considered.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---------	---------	---------	---------	---------
211	178	140	107	73 | Answer After DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
---------	---------	---------	---------	---------
201	169	136	103	71	
1.2	**Number of programs offered year-wise for last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---------	---------	---------	---------	---------
6	5	4	4	3 | Answer After DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
---------	---------	---------	---------	---------
5	5	4	4	3	
2.1	**Number of students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
425	315	230	163	112

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
425	309	226	154	112

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
126	112	78	78	54

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
126	112	78	78	54

2.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
111	80	48	32	38

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
111	80	48	32	38

3.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	22	17	14	14

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	22	17	14	14

3.2	**Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	22	17	14	14

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	22	17	14	14

4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3156145	2549076	2882841	3343595	4518105

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
18.4	21.9	19.9	18.9	11.3