YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   **Maharaja's College, Ernakulam**

- Name of the Head of the institution   **Dr. Mercy Joseph**

- Designation   **Principal**

- Does the institution function from its own campus?   **Yes**

- Phone No. of the Principal   **9447374772**

- Alternate phone No.   **0484 2352838**

- Mobile No. (Principal)   **9447374772**

- Registered e-mail ID (Principal)   **principal@maharajas.ac.in**

- Address   **Park Avenue, Ernakulam**

- City/Town   **Ernakulam**

- State/UT   **Kerala**

- Pin Code   **682011**

2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy)   **02/02/2015**

- Type of Institution   **Co-education**

- Location   **Urban**

- Financial Status   **UGC 2f and 12(B)**

- Name of the IQAC Co-ordinator/Director   **Dr. Jaya S**
- Phone No.   **0484 2352838**
- Mobile No: **9447831106**
- IQAC e-mail ID   **iqac@maharajas.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://maharajas.ac.in/images/aqar_2019-20.pdf

4.Was the Academic Calendar prepared for that year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://maharajas.ac.in/index.php/content/index/academic-schedule

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Three Star**	**-**	**2000**	**22/01/2000**	**22/01/2005**
Cycle 2	**A**	**86.40**	**2006**	**21/05/2006**	**21/05/2011**
Cycle 3	**A**	**3.11**	**2013**	**23/03/2013**	**31/12/2019**
Cycle 4	**A**	**3.11**	**2021**	**01/03/2021**	**28/02/2026**

6.Date of Establishment of IQAC   **03/07/2000**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
maharaja's College Ernakulam	**CPE**	**UGC**	**18/03/2010**	**10000**
Maharaja's College Ernakulam	**Autonomy**	**UGC**	**02/02/2015**	**Nil**

8.Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI

[View File](#)

9.No. of IQAC meetings held during the year **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Did IQAC receive funding from any funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Issued N-list password for all students to Access N-list E-library. Enabled official mail id. for all the faculty members and students for the smooth conduct of online classes. A new timetable is prepared for online classes in compliance with the master timetable considering the time restriction suggested by the DCE

Digitalized 100 rare books in the College Library and shared them with D-space and archive.org.

In association with IQAC, all the Departments conducted International Webinar series and live-streamed using the newly purchased live streaming studio

All the first-year UG students were enrolled in the Swayam Portal.

Remedial Teaching is imparted to weaker students based on the result analysis report. Conducted Survey on Graduate Attributes. Carried out UG syllabus revision incorporating the suggestions of all Stake Holders and implemented. With the help of various committees and organizations, needy students were equipped to cope with the online classes. With the help of the Jeevani centre all measures were taken to monitor the mental health of all students and provided counseling

support to students in need. In view of the Pandemic Situation, all measures were taken to strengthen the tutorial system and Mentoring System. Applying Scientific Methods identified Slow and Advanced Learners.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
: The preparatory work has started for the detailed curriculum design and development of the new courses; the College had applied for sanction from the Government. Foreknowing the covid situation, a strategic plan has been designed for the Institution. By studying the need of the hour, new Value-added courses are designed, giving importance to employability/entrepreneurship/ skill development, for the forthcoming academic year. An initiative to introduce graduate attributes with benchmarking is visualized.	A new timetable is prepared for online classes in compliance with the master timetable considering the time restriction suggested by the DCE.Two new courses-M.Sc. Geology and Integrated programme in Archeology and Material Cultural Studies-Started during the academic year 2020-21. Conducted a survey on graduate attributes. .Carried out UG syllabus revision incorporating the suggestions of all Stake Holders and implemented. A new course related to environment is introduced in all the UG programmes
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LMS. Train teachers for e-content development	Seven day training programme on Moodle LMS as part of Implementation of LMS. Organized training programme on E Content Development
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.Upgradation of more classrooms and seminar halls as ICT-enabled classrooms. Initiative to make the e-resources available to all students. wi-fi enabled campus . Digitalization of rare books in the library. Infrastructure development for setting up a studio for E-content development. sports complex to develop an integrated sports culture among students and faculty. The facility will act as a venue for national and international sports events, and promote sports enthusiasts across the country. Heritage Museum in Maharaja's College which has an exquisite collection of priceless articles, photographs, and rare documents.	Implemented a full fledged LMS. Issued N-list password for all students to Access N-list E-library. Enabled official mail id. for all the faculty members and students for the smooth conduct of online classes. Digitalized 100 rare books in the College Library and shared them with D-space and archive.org. Started the renovation of Hockey ground using Plan fund.y

Placement drive in the campus. Initiatives to start a local chapter of Swayam portal	Registered as the NPTEL local chapter of SWAYAM
International webinar series to be organised by all the departments	all the Departments conducted International Webinar series and live-streamed using the newly purchased live streaming studio
Initiatives to reduce the carbon footprint of the college . Solar panel to be placed on top of every building for self-sufficient energy production .Maintenance of the rain water harvesting system in the college.	Completed the maintenance work of the Rain water harvesting system in the College. Maintained green Protocol in all the activities in the College. Arranged campaign to popularize the use of bicycles.

13.Was the AQAR placed before the statutory body?   **Yes**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Council	28/12/2021

14.Was the institutional data submitted to AISHE ?   **No**

- Year

Part A

Data of the Institution

1.Name of the Institution	Maharaja's College, Ernakulam
• Name of the Head of the institution	Dr. Mercy Joseph
• Designation	Principal
• Does the institution function from its own campus?	Yes
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- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Council	28/12/2021

14.Was the institutional data submitted to AISHE ?	No

- Year

Year	Date of Submission
30/03/2022	30/03/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1	**43**
Number of programmes offered during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1	**2727**
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	**908**
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	**5315**

Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	**1156**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	**181**
Number of full-time teachers during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.3	**181**
Number of sanctioned posts for the year:	

4.Institution

4.1	**612**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	

4.2	**156**
Total number of Classrooms and Seminar halls	

4.3	**360**
Total number of computers on campus for academic purposes	

4.4	**92353143**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum of the college guarantees that the vision, mission, and graduate objectives are well-articulated by conforming to the college's quality framework. The curricular goals are geared toward the students' overall development, with a focus on maintaining value added education, communication skills competency, skill development, women empowerment, gender sensitization, personality development, environmental preservation, and leadership qualities. It encourages students and teachers to think and act in ways that are consistent with the needs of regional and national development.Theprogramme outcomes, programme specific outcomes, and course outcomes have all been designed to meet local, regional, national, and global needs. By combining the efforts of all departments, clubs, and cells, the college has given utmost importance to the needs of the community. Numerous courses have been incorporated to the college's curriculum to instil in students a sense of responsibility for the environment, society, and the empowerment of disadvantaged communities. Environmental studies is a part of the common course, which is required of all students, as well as core courses invarious departments. The postgraduate programmes are reinforced by a rigorous curriculum and comprehensive research training.

The college has carefully integrated courses that address the society's local and social needs. Gender studies, feminist literature, feminism, literature and ecology, eco-feminism, environmental chemistry, queer literature, Dalit studies, economy, state, society, and physio economics, economic history of modern India, human rights, taxation, business environment and strategic management, women studies, development and environmental economics, analytical chemistry, and environmental chemistry are all topics weavedin the curricula in order to facilitate progress and welfare of the nation. A variety of public relations initiatives are implemented to create social awareness on waste management, gender parity, human values, and professional ethics. Gender sensitisation, human values, and Gandhian principles are all emphasised in value-based education and language courses offered across all programmes. The college's science and social science courses instil in students a scientific perspective as

well as critical and creative thinking. The institution envisions a future generation that will uphold rational thought and practise while contributing to the nation's progress. The college's arts and humanities departments are dedicated to promoting inclusiveness, tolerance,a secular outlook, and global awareness in order to ensure the growth of local, regional, and national needs.

The college envisions a synergetic work culture among the young minds, which would eventually bring pride to the local, regional, and national wellbeing of the nation, through emancipatory and transformative ideas, sense of equality, equity, and environmental sustainability. After finishing a programme fromthe institution, a student is expectedto demonstrate a combination of the following attributes.

1. Information value

2. Scientific temper and critical thinking

3. Inclusiveness

4. Democratic practice and secular outlook

5. Awareness of world affairs

6. Sense of equality, equity and environment

7. Emancipatory and transformative ideals

8. Synergetic work culture

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://maharajas.ac.in/index.php/content/index/academic-program-home

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

22

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

441

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

80

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

42

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The curriculum for all programmes has been designed to provide students with an all-encompassing and enriching education. Academic understanding, knowledge of fundamental skills, scientific temperament, personality development, women empowerment, gender sensitization, personality development, environmental awareness, international exposure, and awareness of human rights, as well as social and ethical values, are all included in the curricula.

In the 2020 syllabus revision, the UGC's proposed course on Environmental Studies and Human Rights was added into the curriculum of UG programmes. The Environmental Studies course, which will be provided to all undergraduate students as part of the 2020 curriculum change, highlights environmental challenges and the importance of sustainable development. Students get a worldwide and national perspective of a secular world through courses such as 'Major World Religions' and 'Philosophy of Religions,' which are supplemented by various courses on 'History of Classical Literature,' 'Gandhian Philosophy,' and 'Travel Literature.' Gender issues are brought up in the classroom, which makes students more aware of them. As part of Value Education, the curricula include courses such as 'Gender Studies.'

Some of the courses that are included to give gender sensitization among students are 'The Philosophy of Gender,' 'Gender Studies,' 'Women's Literature,' and 'Gender and Politics.' Courses such as 'Dalit Studies,' 'World Literature,' 'An Introduction to the World of Plant Diversity and Phycology,' 'Film Studies,' and others are introduced into the curricula to address current topics. 'Environmental Biology,' 'Toxicology, and Disaster Management,' 'Fundamentals of Environmental Economics,' 'Environmental Chemistry,' 'Economics of Development and Growth,' 'Human Rights in India,' 'Ecology and Human Rights in Hindi Literature,' and

'Entrepreneurship Development and Project Management,' among others, instil knowledge and thought on the environment, sustainability, human values, and professional ethics.'Courses on 'Journalism', 'Translation', 'Practical Foundation for Performance', 'International Business', 'Pharmaceutical Chemistry' etc. offer the students acquaintance with their prospective field of employment.

Future-oriented courses such as 'Eco Tourism,' 'Environmental Engineering,' and 'Health Economics' have been added to the institution for the benefit of future generations. Except for Research Programs, the college follows CBCSS in all of its programmes.

The college's value added courses, electives, and common courses are dedicated to improving students' employment chances and life skills. The 'English for Labor Seekers' common course, designed for second-year undergraduate students, prepares pupils to meet the needs of the job market. Internships in translation and numerous field projects in many departments are included in the curricula, ensuring that students are familiar with the abilities required of them.

Feedback from students, teachers, parents, and alumni is collected and analysed in order to monitor and assess the curricula's outcomes, and appropriate actions are done.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

2

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

31

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

585

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni   A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://maharajas.ac.in/index.php/content/index/feedback-iqac
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following   **C. Feedback collected and analysed**

File Description	Documents
Provide URL for stakeholders' feedback report	https://maharajas.ac.in/index.php/content/index/feedback-iqac
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1139

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

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

612

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. The institution has devised a system to identify advanced and slow learners and thereafter the institution takes special care in addressing the diverse needs of the learners. Following the admission process, special programmes like

orientation/induction programme, freshers day programme, and department level bridge courses are conducted to identify the advanced and slow learners. This process is being complimented by entry-level tests and internal as well as external examinations. The students who exhibit an exceptional flair for academic progress and genuine research are identified as advanced learners.

The college, under the supervision of IQAC, caters to both advanced and slow learners by several measures like orientation programmes for newly joined students, counseling support to students to tide over difficulties regarding personal as well academic matters, motivational lectures by distinguished personalities, enrichment lecture series, collaborative research projects, internship opportunities, library resources, coaching for entry into services, placement cell activities, language lab facilities and augmenting the opportunity for students to explore prospects of entrepreneurship.

Programmes for slow learners include:

Tutorials, Remedial Classes, Special Classes for failed students, Bridge courses, Scholar Support Programme, Mentoring Programmes, and Training programmes with special emphasis on soft skills.

Programmes for advanced learners:

Walk with a Scholar, Additional Skill Acquisition Programme, Career advancement Programmes, Encouraging students to involve in Research Projects and participation/ presentation of research papers in seminars, conferences, and workshops.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1lMpk6H0Xu TUuWhtwntRj_C8i9i_jItxV/view?usp=sharing

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/12/2020	2727	181

File Description	Documents
Upload any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Maharaja's college takes resolute measures to augment the learning experience by propelling experiential and participatory learning which forms an integral part of all the courses designed within the curriculum. The college pursues a learner-centered teaching method as the key mode of instruction. The major student-centric methods used by the institution include:

Experiential learning: The institution as a whole focuses on field-based experiences along with learning in classrooms to promote the experiential learning aspects. Field-based learning includes exhibitions, industry/campus visits, and visits to Press and Manuscript libraries. Classroom-based experiential learning takes a multitude of forms, that includes role-play, case studies, peer teaching, and various types of group work. Industry visits/campus visits help in bridging the gap between theoretical learning and practical knowledge. The students get opportunities to attend skill development workshops and courses that promote access to employability in the formal and informal sectors. Role-play and street play give the opportunity to students for the enactment of different imaginary roles/real-life heroes which help them understand the range of concerns, values, and positions held by other people. Experiment-based learning methods and learning based on models are used by science departments through their well-equipped laboratories and Instrumentation Centre. Skywatching programme organized by Astronomy Club provides experiential learning opportunities to students and the observations made by the students were verified by using a software called 'STELLARIUM'

Participatory learning

Various activities like group discussions, debates, role-plays, news analysis, subject-oriented quizzes, case studies, and seminar presentations are promoted by the institution to engage students in participatory learning. The group discussions help the learners to involve in effective classroom discussions and ensure that there is democratic participation of all students in discussions. ICT-enabled teaching, e-resources, PowerPoint presentations,

online quizzes, online lectures, video clips, virtual labs are some technology-driven strategies used in the classroom to encourage participative learning. Training is offered to students by domain experts to write screenplays, scripts for documentaries, short films, and the end products are uploaded by students on Youtube. Play demonstrations by experts and plays staged by students enrich the artistic and creative faculty among students. Interaction with renowned writers, musicians, historians, eminent professors expand the world view of students.

Problem-solving methods:

Brainstorming is a strategy used in the classroom to encourage students to come up with thoughts and ideas which might lead to a creative solution to the problem raised. The case study is another problem-solving method used by the institution which involves the application of theory or concept to real-life situations. Through various platforms, including academic, social, cultural, and literary, students are encouraged to identify different problems in the contemporary world and to arrive at their own unique solutions. The surveys conducted as part of live projects/internships also help students to learn problem-solving techniques.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional Information	https://maharajas.ac.in/index.php/content/index/student-centric-method

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Teachers of the institution use different e-learning platforms and tools for the effective teaching-learning process which has transformed conventional knowledge transaction systems into ICT-enabled teaching and learning. A significant number of classrooms in the college are ICT-enabled smart classrooms. Teachers are using various online resources and repositories like Inflibnet, Science Direct, Research Gate, Google Scholar, Academia.edu, Open Access Journals, WIKI Books, The World Bank Data, SSOAR, TED video resources, etc.

The institution has an e-learning platform such as Moodle, which

enabled the teachers to share their e-resources with students. Teachers are also using Google meet and Zoom platforms for conducting online classes. Computerized college libraries provide access to various e-resources and OPAC. The institutional repository comprises publications of teachers, lecture notes, presentations, e-books, digital rare books collection, and audiobooks.

Teachers and students are encouraged to attend MOOC courses offered through different platforms like Swayam and NPTEL. High-speed wireless internet connectivity allows students and teachers to access unlimited internet.

Teachers and students are increasingly using various online tools like Geogebra, Matlab, Latex, VSDC free video editor, Presentation tube, Canva, POD Casting, etc. Grammarly, Quizizz.com, Cambridge English Write and Improve are some of the tools used by teachers for evaluation and assessment.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://maharajas.ac.in/index.php/content/index/digital-resources
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

181

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Maharajas Government Autonomous College, Ernakulam prepares the academic calendar for the college at the beginning of each academic year and prints it in the Handbook & Calendar given to the students and the teachers and displays it on the college website. It conforms to the norms and the calendar prepared by the University for each academic year. It contains information regarding the dates of opening of the academic year, internal examinations, union election, dates of end-semester examinations, the closing of the college for holidays and semester breaks. The academic calendar is prepared after the following steps:

The College Council, the IQAC, and the Controller of Examinations organize a meeting before the commencement of the academic year to draft an action plan for that academic year. The Schedules for the BOS, Academic Council, and Governing Council meetings, time-bound conducting of examinations, etc. are also planned and strictly adhered to. The academic, co-curricular, and extra-curricular activities for each academic year are also planned well in advance.

Apart from the academic calendar and the teaching plans, the college prepares an action plan at the beginning of each academic year, which is presented at the general body meeting on the opening day of each academic year. The action plan contains the specific plans pertaining to all the curricular and co-curricular activities the college proposes to conduct all through that academic year.

The General Time table is prepared meticulously and approved by the Principal and the college council. The Time table contains the distribution of hours to the various departments and the allotment of classrooms for the same.

All information regarding the Examination schedule/evaluation blueprints is published on the website and displayed on department notice boards and on the common noticeboard for students and teachers. The College Union maintains an official notice board for students to display the schedule for union activities.

In addition, the teachers are given a Teacher's Diary which serves as a point of guidance for self-appraisal and plan for them. At the beginning of each semester, teachers prepare a lesson plan of the papers by adhering to the Academic Calendar schedule and

presenting it in their Teacher's Diaries. Faculty members prepare a teaching plan for the U.G & P.G. courses. The strategy adopted is to cover 40% of the syllabus before the first internal examinations and another 40% before the second internal examinations. The remaining 20% of the syllabus is to be covered before the Final/End Semester Examinations. Teachers prepare the lessons in advance as per the academic calendar and teaching plans to the full satisfaction of the students. The Teacher's Diary is subjected to scrutiny by the Heads of the respective departments and the IQAC team every month. At the end of the academic year, the Diary is submitted to the Principal, who evaluates and countersigns them. The goals, plans, and outcomes achieved are listed. It becomes an integral part of teaching evaluation.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

181

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

106

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1122

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

30

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

278

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	[View File](#)
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Examination Reforms

> **1. The implementation of Bar Coding of answer scripts along**

with false numbering mapped for register numbers is undertaken for both UG and PG students.

2. Result declaration within 30 days of completion of each examination.

3. Three separate question papers are set for each course by three external subject experts from within and outside the parent university, followed by detailed scrutiny by another external expert. Following that the Controller of Examinations randomly picks a single question paper from the bunch for the examination thus ensuring utmost secrecy. All the subject experts are selected from a panel of examiners prepared by the respective Board of Studies of various departments.

4. Internal vigilance squad comprising four members and an inquiry committee headed by the Vice Principal of the institution are constituted to prevent and minimize malpractices during the conduct of examinations.

5. The special supplementary examination is conducted for 5th and 6th semesters UG students who fail or do not appear for an examination in these semesters to enable them to save a year.

6. A student who completes the entire curriculum requirement, but could not register for the Semester examination is offered an option of registering notionally and thus made eligible for promotion to the next semester.

7. The institution follows a double valuation process, a distinct practice among autonomous colleges, for all papers in both UG and PG programmes. The second valuation is executed by external experts belonging to a panel prepared by the Board of Studies of respective departments. The average mark of the double valuation is regarded as the final score. If a variation of 20 percent of the maximum marks is detected between the two valuations, then the answer script is subjected to a third valuation by another examiner.

8. After the publication of the results, there is a provision made available to the students to challenge the valuation by remitting the required fee. Challenged valuation also follows a double valuation process and is completed without much delay.

9. The IT integrated process introduced by the College has facilitated the online payment of students' fees, the online generation of hall tickets, results, and mark sheets.

10. The implementation of examination reforms has resulted in transparency, speedy processing.

Processes integrating IT

1. Campus Suite is software developed by the college in collaboration with NIC (National Informatics Centre) to ensure transparency and promptness in the examination process.
2. Online generation of results, tabulation register, and other documents and forms are methodically accomplished.
3. The notification for online registration for the final examination is published one month before the date of commencement of examinations.
4. The students are given the provision to apply for the examinations online after remitting the registration fee online.
5. The timetable for the examinations is published on the website one month prior to the date of commencement of examinations.
6. Hall ticket generation is computerized and students can download their hall ticket three days before the examination.

Owing to the above reforms the overall efficiency of examination procedures has increased and positive impacts are witnessed.

Continuous Internal Assessment

The college has a proven mechanism in place to ensure fairness in the awarding of internal marks. As per the regulations, each department calculates internal marks considering four mandatory components - seminar, assignments, attendance, and test papers. The following measures adopted by the institution guarantee that the internal assessment is transparent and robust:

The Board of Studies is constituted at the department level consisting of the department head as the chairman/person and all the other teachers as members. The BoS at the department level ensures the quality and suitability of question papers before every internal examination.

The College ensures the publication of the attendance percentage of the students at the department level. Monthly monitoring of student attendance is done to ensure regular student participation. Each department arranges PTA meetings to brief parents about their ward's performance and attendance.

The examination committee prepares the schedule of the examination in advance and publishes it on the college noticeboard and website.

The teachers evaluate the answer sheets within the scheduled time and return the answer sheets to the students with feedback regarding the same. Therefore, students get a chance to clarify their doubts and concerns.

If absence in the internal examination is due to genuine reasons, students are provided with an opportunity for supplementary/improvement examinations if they fail to attend or do not perform well in the scheduled exam.

The students receive their internal examination scripts, and the department publishes the final internal mark ten days before the date of the end semester examination. Students can approach their teachers if they have a complaint or grievance.

Grievance Redressal Committee is constituted to address the grievances regarding the conduct of internal exams. The primary level Grievance Redressal Committee consists of the Head of the Department, a tutor, and a senior teacher. There exists a College Grievance Redressal Committee at the higher level to hear the appeals of students.

Final internal marks of the students are uploaded to the Controller of Examinations by the tutors through the staff login portal.

The college maintains subject-wise internal scores in A form and documents the consolidated internal scores in B forms. The respective departments file both A and B forms.

Students who have failed in the internal assessment can appear for an internal re-do with their immediate junior batch.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional Information	https://maharajas.ac.in/images/Maharajas_College-_Exam_Manual.pdf

2.6 - Student Performance and Learning Outcomes

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

Maharajas College offers 58 programmes through 19 departments. The courses are designed in compliance with the stipulations of the UGC and the HEC of Kerala. The programmes aim to facilitate the wholesome development of the students. It also seeks to equip them to take on the challenges of the future with confidence. In keeping with the vision of the college, the aim is to provide quality education to youth from all sections of society, especially the deprived and disadvantaged, and to mold them into responsible citizens capable of serving the nation.

All the courses offered by the Departments mandatorily include course objectives as part of the introduction. The entire course structure approved by the Academic Council of the College is uploaded to the College website. At the very outset of each semester, the teachers discuss and familiarize the students with the course structure of their respective courses. Copies of the entire syllabi are also kept in the individual Department staff rooms for the student's reference. The BoS of each department has meticulously spelled out the Programme Outcomes, Programme Specific Outcomes, and Course Outcomes of all the courses offered. The details of the same are displayed on the College website (maharajas.ac.in).

Programme Outcomes are based on the core and prime objectives, which the institution seeks to impart among the students.

Programme Specific Outcomes focus on the attributes that the graduates are expected to achieve on the completion of each programme.

Course Outcomes are the objectives of each course in all the UG/PG/Research programmes.

On the successful completion of any graduate programme, a student is expected to achieve the following attributes:

1. Scientific temper: Mindset which enables one to follow a way of life that focuses upon the scientific method of understanding reality.

2. Critical and creative thinking: Capability to think rationally and reflectively.

3. **Inclusiveness:** Constant exposure to and interaction with disparate social strata for an inclusive mindset, ethical sensibility and greater social sensitivity and empathy.

4. **Democratic Practice and Secular Outlook:** As envisioned by the Constitution of India.

5. **Awareness of world affairs:** Acquisition of knowledge of what is happening in immediate and far- flung places of the world.

6. **Sense of equality, equity and environment:** Ability to differentiate between pure equality, social equity and a heightened awareness of how humans dialectically interact with environment.

7. **Synergetic work culture:** Capacity to work in groups and the attitude to consider larger goals greater than personal ones.

8. **Emancipatory and transformative ideal:** Attainment of cherished ideals of education for the eventual empowerment of humanity.

The College takes appropriate measures to ensure the effective dissemination of all the learning outcomes. The resources such as faculty, library, laboratories, computers, Internet, are made available to enhance the teaching- learning process. The outcomes are reviewed and analysed periodically to assess the success of the transaction and accomplishment of the envisioned goals.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://maharajas.ac.in/index.php/content/index/outcomes

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The POs, PSOs and Cos of all academic programmes offered by the college are clearly defined and stated. These outcomes are discussed and explained in the classrooms so that students may internalize them and form an idea of the expected purpose of their respective programmes. The college also takes diligent measures to evaluate the levels of attainment of all the outcomes through

direct and indirect methods. Regular Internal Assessments and End Semester Assessments are conducted to ensure the achievement of Pos, PSOs and Cos. Continuous assessment through assignments, seminars, project and project viva provides opportunity for teachers and students to critically evaluate the achievement of both the programme and learning outcomes. Evaluation of the mandatory project in the final semester of PG and UG programmes and the project viva enables the external examiner to assess the scientific temper and the critical and analytical faculties of each student. A meticulous result analysis is carried out following the semester examinations under the joint

initiative of the Governing Council, the Academic Council, the BoS and IQAC. A feedback on this analysis is conveyed to various departments to enable them to identify their strengths and weaknesses and adopt relevant remedial measures thereafter. The students are also involved in the feedback so that they may locate their weak areas and apply strategies for improvement. The impact of the restructured syllabus that invokes a scientific temper and supports critical thinking is felt in the creative responses of our students to the significant events happening around them. Another index to measure the successful transaction of the outcomes is the achievement rate of our alumni in their post-college endeavours. An active involvement in the curricular and extra- curricular activities of the college becomes instrumental for the students in identifying their talents, thus opening up new prospects for a successful career. A good number of our students are motivated to pursue higher studies and post-doctoral research. It is a matter of great pride to the institution that many of our brilliant students have returned to their alma mater as qualified teachers with an eager passion to give back manifold what they had received from here. The institution has a mechanism to evaluate the learning outcome of the students. It includes: ? Student Placement and Progression ? Feedback from Students and other stakeholders ? Tutorial and mentoring ? Class PTA and General PTA ? Grievance Redressal Cell ? Analysis of End semester Results ? Internal and External Academic Audit Our students have emerged as illustrious personalities in various avenues as doctors, judges, scientists, administrators, politicians, industrialists, actors, singers, directors, painters and writers. We also have good sportsmen of international acclaim. Above all, the readiness and sincerity with which the students respond to the needs of their fellow beings itself speaks for the profound values and positive outcomes the institution has inculcated in their young minds in the formative phase of their evolution as wholesome individuals.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/outcomes

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

660

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://maharajas.ac.in/images/Annual_Report_2020-21_COE.pdf

2.7 - Student Satisfaction Survey

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

https://maharajas.ac.in/images/SSS_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Maharaja's college creates an open platform to foster academic excellence and to pursue scholarly research activities and is committed to promote a research culture among faculty and students as basic long term research provides the foundation for future development of the Institution. The research policy of the college aims to develop and promote scientific temper and research aptitude of all learners; to realize the vision and mission of the

college and to identify research areas of academic, practical and socially relevant significance thus contributing to national development. It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations of the affiliating University and U. G. C. as well as to the established standards and norms relating to safe and ethical conduct of research. Theresearch policy provides a broad framework to the research activities with clear cut objectives, code of ethics, etc.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	[View File](#)
Provide URL of policy document on promotion of research uploaded on the website	https://maharajas.ac.in/images/Research_Policy_New.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

5.719

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

02

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/projects
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

48

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

01

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://envt.kerala.gov.in/; https://kscste.kerala.gov.in/science-research-scheme/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The covid 19 pandemic has shattered the academic scenario as the college could contribute very little to the ecosystem for innovation.

Despite the restrictions enforced during the pandemic situation, the research committee in association with IQAC, could make use of the virtual platform effectively by conducting number of webinars (ROP- Research Orientation Programme) on different topics utilizing the subject experts at the National level.These webinars ignited the spark of research among students.

Besides, a Startup Centre has been initiated in the college campus which was officially inaugurated by the eminent entrepreneur and traveller Shri. Santhosh George Kulangara. And, as a beginning, a project proposal on EcoGuard Jute Product was sent to the Kerala Start Up Mission. The project aimed at bringing together the artists, craftmen, marketing potentials, entrepreneurs and future designers under one umbrella.As a follow up students were

encouraged to participate in the Kerala Development & Innovation Strategic Council (K-DISC) and it's Young Innovators Programme. Initiatives are being taken to get registered as Innovation and Entrepreneurship Development Centres (IEDC).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/start-up-centre

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

100

File Description	Documents
Report of the events	[View File](#)
List of workshops/seminars conducted during the year	[View File](#)
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

16

File Description	Documents
URL to the research page on HEI website	https://maharajas.ac.in/index.php/content/index/research
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.28

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

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0.083

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

44

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	<u>View File</u>

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

4.88

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<u>View File</u>
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The covid 19 pandemic has upended daily life of all. The community-based platform, with its distinct capacities, has a critical role to play in the covid 19 response. Realising this the NCC wing of the college has conducted various outreach programmes like

- Corona awareness webinar
- Making of Face Masks
- A pledge to make people aware of the pandemic – SMS (Social distancing, Masks, Sanitizing).

Besides, as part of Swatch Bharath Mission, the NCC wing has also conducted community cleaning programmes such as,

- Gandhi Statue Cleaning
- Swatchatha Pakhwada
- Swatchatha Awareness Programme
- Plogging, etc.

As a part of health mission programmes, the college under the NCC wing has observed important days such as,

- International Yoga Day
- World Blood Donor Day
- Doctors Day
- Fit India Movement
- World Vaccine Day

- **World Tobacco Day**

To create an awareness about the ecological sustainability the NCC wing has also organised programmes like

- **Vegetable Garden Challenge**
- **Tree Plantation Pakhwada**
- **Paristhithikam**
- **Webinar on Air Pollution**
- **World Earth Day**
- **World Environment Day**

To ignite the civic sense among the people with the NCC wing observed the

- **Kargil Vijay Divas**
- **Republic Day**
- **Independence Day**
- **National Constitution Day**
- **NCC day**
- **Vocal for Local**
- **Childrens Day**
- **Webinar on Communal Harmony, etc.**

Above all, NCC wing has extended a supportive hand to the old and destitutes by visiting the Old age home, orphanages dueing the pandemic situations.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

14

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

34

File Description	Documents
Reports of the events organized	View File
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1396

File Description	Documents
Reports of the events	View File
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

33

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

6

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	**No File Uploaded**

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 equipments, etc.

To facilitate the overall governance and optimal utilization of resources including financial support extended by the Government of Kerala and RUSA, there are various bodies such as the Planning Committee and the UGC Cell.

The college is unique in terms of the range of programs offered, research facilities, physical infrastructure, sports, cultural activities and auxiliary/support systems. There are 20 undergraduate, 22 postgraduate, 1Integrated PG and 18 research programs, taking the total number of programs to 61. There is a 2727 strong student population who are central in the performance of the institution. There are excellent resources such as libraries, laboratories, computer centres and internet access.

The college has the state-of-the-art scanning electron microscope (SEM) at the research lab of Physics and sophisticated instrumentation facility managed by the Dept of Chemistry.

The college has online journal package offered by INFLIBNET N-List (providing access to 6,292 journals and 195810 books) subsidised by the UGC.

The college is the only arts and science college in Kerala having IP based access and subscription to databases managed by Economic and Political Weekly Research Foundation India Time Series, and perpetual IP based access to New Palgrave Dictionary of Economics.

The college is well-equipped in terms of pedagogical resources

such as classrooms, laboratories, computers, online resources such as INFLIBNET N-List, smart rooms, internet and related IT facilities. There are 156 classrooms, 360 computers, 46 LCD projectors, 26 smart boards, 20 television sets, and separate laboratories for UG and PG programs. Science departments have dedicated and state-of-the art laboratories and allied amenities such as museums and green houses.

Departments of Statistics, Commerce and Economics have full-fledged computer facilities which are used for imparting training in R, Tally and SPSS. Most computer facilities are connected with local area network, printers and other copying facilities. As these features are stored in a decentralized fashion, students can access the same from multiple points including department staff rooms. While in the department, students can browse and download reading materials like journal articles and reviews under the direct supervision of teachers and research scholars attached to the department. In addition, the Campus Wifi facility provided by the IT initiative of state government meet the basic internet requirements of students. A reprographic centre caters to the desk top printing and other printing needs of students and faculty. The proper allotment and optimal use of classrooms and allied facilities are ensured through the intervention of a formally constituted Room Committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/laboratory-facilities

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

The College offers exemplary and ample facilities for sports and games. The college has an outdoor stadium which has a capacity to house 20000 people and has a 400 metres synthetic track. The football field maintains FIFA standard. A multi gym and fitness centre with all standard equipment including tread mill is an asset to the Department of Physical Education. Standard size courts - Hockey field, Volleyball court, Basketball court, Ball-Badminton court, Kho-Kho court- and Taekwondo mat of standard size are some of the facilities. All athletic equipment for High jump, Pole-vault, Javelin, Discus throw and fencing equipment like

swords, guards etc. are accessible to students.

The College ropes in external professional coaches for football, cricket, fencing, wrestling and hockey. The Ernakulam Sports Council and various bodies send us experts in the field. The method has paid rich dividends as can be seen from the achievements. The College annual sports meet and recreational activities encourage students to participate and support them in competitions at university and inter-university levels. The college auditorium is used for indoor events like wrestling, taekwondo, judo, table tennis, fencing, power lifting, weight lifting, body building, tug of war and chess.

The huge college stadium is open to public and many persons use it for their morning and evening strolls. The college charges Rs 3,000 per year (Three thousand only) for using this facility. Rs.16400 per day is charged for organising competitions by external bodies like CBSE schools, multinational companies and other colleges. This amount is utilised for the maintenance of the stadium and is meticulously audited. For students, staff and Kerala State Sports council, the services are free of cost. Maharaja's Stadium Committee has the District Collector as its chairman. The college also gives admission to around 20 students from the centralised sports hostel who participates in football and athletics. Using these facilities the college conducts inter-collegiate competitions in various sports and games every year.

The college also offers regular training in Yoga and Kalaripayattu for the students as value added course. Department of Physical education has taken initiative in conducting physical fitness training for candidates appearing for PSC, Defence and UPSC examinations. Facilities are provided for training in both National and International Master's and Veteran's Athletic Meet. The students of the department are facilitated as the officials for various programmes thereby giving them an opportunity to flourish.

English Main Hall, Malayalam Hall and the College Auditorium are the primary centres for cultural activities. Practice and performance of stage events such as dramas, skits and group dances take place here. The democratically elected college union, in conjunction with drama club, arts club, debate club, quiz club, etc. and supported by the members of the teaching faculty, spearheads cultural life of the college. Exactly as in the case of sports, primary level competition is held within the college, following which deserving talents are selected and trained for

university level competition and for national level ones, if necessary. The Department of Music plays a pivotal role in this regard.

File Description	Documents
Geotagged pictures	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/sports-and-games

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

681.07077

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The library resource in Maharaja's college, Ernakulam functions with a mission of promoting intellectual growth and creativity by facilitating access to information store.

It is envisioned to be a strategic asset for the college, providing intellectual leadership and extraordinary information experiences towards the advancement of knowledge.

The library functions with the following objectives:

Striving for Excellence in Learning and Research.

Providing high-quality services that meet and exceed the expectations of a diverse user Community.

Empowering users to Locate, Evaluate and use information available in a variety of Innovative and Traditional formats.

Developing and maintaining collections in support of the Academic pursuits of the College and the larger diverse reader community.

Library infrastructure

The General Library is located in the prime area in the campus that is accessible to all sorts of students. It caters to the information needs of all stake holders with its well managed information resources housed in an area of about 5000sq. m, with a total of 100 seating capacity which is sufficiently spacious. There are over one lakh forty thousand printed books including rare collections of antique books. In addition to the General Library, each department provides its own library facilities to the students and research scholars. Construction of a three storied Central Library Complex to bring all the department libraries under one roof is under progress. Over the years, the library has been stacked with the latest updated books which are carefully chosen for the use of the staff and the students. It functions as a strategic institutional asset that develops and delivers new methods of creating and supporting knowledge resources in the college.

Library Automation

The library is automated with Book Magic and KOHA respectively since 2012. ILMS Software KOHA (installed - 2016) provides a very user-friendly interface for searching documents in the library and their issue-status.

Name of ILMS software: KOHA

Nature of automation (fully or partially): Fully

Version: 20.11.02.000

Year of automation: 2016 (KOHA), 2012 (Book Magic)

Features of KOHA

It is the first Open-source library automation software.

Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50,

SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.

It is a true enterprise- class ILS with comprehensive functionality including basic and advanced options.

Multilingual and transferable.

Koha's OPAC, circulation, management and self-checkout interfaces are all based on standards

compliant World Wide Web technologies – XHTML, CSS and JavaScript – making Koha a platform- with independent solutions.

Number of print books available in the library are 142986, Journals and periodicals 56, 12 number of dailies, E-books come up to 195810, 6292 E-journals and 2 Databases are accessible.

Services

The Library follows the Open Access System.

Lending Service

Reference service

Free access to N-List. Login passwords are provided to users for accessing UGC INFLIBNET-NLIST resources

Reprographic service (Reprographic Centre)

Conducts user orientation programme

New Arrivals Display

Web OPAC

Extension Service

Reference service provided to Research scholars and academicians on request.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/library

4.2.2 - Institution has access to the following: **A. Any 4 or more of the above**
e-journals e-ShodhSindhu Shodhganga
Membership e-books Databases Remote
access to e-resources

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	**No File Uploaded**

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

6.62653

File Description	Documents
Audited statements of accounts	View File
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

200

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has 360 computer systems including laptops and 46 LCD projectors, most of them mounted or hung according to the physical conditions of the classrooms. We have fast internet connectivity of 140 mbps. All departments have the browsing facility with varying degrees of restriction and conditions. In additional to the central copying facilities offered in the Reprographic Centre and the Cooperative store, most departments use multi-function devices to copy internal documents and to produce study materials. There are 5 ICT enabled seminar halls in the college.

The college has licensed versions of Windows, SSPS and Braille for the visually challenged. There are 26 smart boards too. The library uses ILMS-KOHA for automation and WEBOPAC for remote access. The college has online journal package offered by INFLIBNET N-List (providing access to 6,292 journals and 195810 books) subsidised by the UGC.

It is the only arts and Science College in Kerala having IP based access and subscription to databases managed by Economic and Political Weekly Research Foundation India Time Series, and perpetual IP based access to New Palgrave Dictionary of Economics.

The college has implemented e-governance in planning and development using Bill Information and Management System (BiMS). It is an e-Bill portal to Claim Settlements by Drawing and Disbursing Officers (DDOs). The DDOs can prepare online contingent bills and e-Submit to treasury through BiMS.

The office has enough computers and two photocopying machines to facilitate these operations.

All the departments have LAN connectivity through OFC. WiFi is available in the campus through the Kerala Government IT

initiative. All the departments have at least one full fledged digitally enabled smart class room. All the class rooms of dept of Economics are smart with all the multimedia facilities. The Seminar hall of the department has a seventy inch digital board with auxiliary display board connected to it. It is also equipped with a high density smart projector and digital podium.

The website of the college is designed and maintained by National Informatics Centre. A Full-fledged Campus Suite is developed by National Informatics Centre for college automation.

The entire digital data is stored and maintained by the State Data Centre, Govt of Kerala. The college has two full-time system administrators who oversee the maintenance of the systems.

If external help after the warranty is required, trustworthy engineers are roped in for the purpose. These amenities are constantly updated depending on specific requirements and budgetary allocations.

The college at regular intervals convenes meetings of heads of departments, teachers, research scholars and students to correctly understand the requirements and actions are taken accordingly. On receiving the funds from the government of Kerala, the UGC or RUSA, a certain proportion is earmarked for the augmentation of latest ICT facilities. After thoroughly vetting the proposals submitted by various departments, office and the library, the requirements are consolidated and a tender is floated for their purchase.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/ict-facility

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2727	360

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

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

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

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

C. Any two of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

923.53143

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	**No File Uploaded**

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

With a view to mould self-reliant agents of social transformation, by providing students with knowledge, competence, wisdom and character, the college has established systems and procedures adhering to distinct policies for the efficient usage of resources available in the college.

The College offers 20 UG, 22 PG, 1Integrated PG and 18 PhD programs in social science, , languages, physical & life sciences and commerce. These diverse and highly acclaimed academic programmes are imbued with dynamic and well-structured curricula which integrate contemporary knowledge, interdisciplinary learning and thrust on finding solutions to real life problems. A robust and well-articulated policy is followed in the design and development of the curriculum, enshrined in its regulations, and overseen by the Faculty, Academic Council and Governing Council. Boards of Studies in all departments include eminent external experts from the University, Industry and Research Institutes who guide the curriculum framing activity. The curricula of all the programmes are periodically revised as per the model curriculum recommended by the UGC and designed in congruence with the vision and mission of the college. The Curricula are broadly designed to inculcate human values, gender equality, professional ethics, promotion of environmental conservation and sustainable development among students.

This institution, with 18 Boards of Studies, undertook its first curriculum review activity in 2015 and framed its own curriculum in 2016 incorporating the inputs and feedbacks received in BoS meetings. In UG programmes, major changes are incorporated in the syllabi once in three years and in PG programmes once in two years. The syllabi are reviewed consistently to keep in pace with the rapid changes and developments, emerging knowledge and skills in various fields of study, and to meet the demands of academia, industry, and society. Undergraduate programmes since 2019 focus on learning needs, which are comprehensively reflected in the programme outcomes, programme specific outcomes and course outcomes. These equip students with in-depth domain knowledge, competence for research and innovation, experiential learning and capacity for creativity and enterprise.

With a well-defined research policy, a progressive research culture is developed among the teachers, research scholars and students. The research culture which ensures constant interactions and invited lectures on recent research trends promotes publications by the teacher and student community. All possible

efforts are taken to enhance laboratory facilities and to avail of various grants for research projects sponsored by the government and non-government sources.

The student community, representing an inclusive and diverse group as prescribed by the government norms, is the greatest resource of our college. Government scholarships, Merit awards, state of the art facilities for capability enhancement to groom a global citizen and transparent mechanism for timely redressal of student grievances create a student-centric ambience. Numerous clubs and competitions hosted by the college provide ample opportunities to foster their extracurricular talents.

The presence of the elected Students' Union as an organic body addressing student-related matters and the student representation in academic and administrative bodies like IQAC, ICC, Anti-ragging Cell and Election Committee create a democratic atmosphere in the campus. The student interventions equip them with the natural attainment of leadership skills, social skills and decision-making skills.

The College offers the students with the best knowledge domain and equitable environment, acknowledges their capabilities and expertise, and encourages their distinct achievements in sports, arts, and academics. Students are treated with dignity to nourish their feeling of self-worth. The institution recognizes, appreciates and celebrates the strength of diversity and guarantees an equal education opportunity regardless of gender, colour, race, religion or disability. A gender-neutral campus is maintained and opportunities are provided to interact with different resource groups about the multidimensional issues of the society. Students are equipped to uphold the guiding principles of trust, integrity, and transparency in all aspects of interactions and dealings, and develop values of self-respect, tolerance, discipline, hard work and patriotism.

With an exemplary legacy of 145 years, the college is particular about conserving its rich culture while accommodating the recent trends and innovative practices in sciences and humanities. The sprawling campus with a pleasant, lush and verdant ambience affords an aesthetically appealing atmosphere and an intellectually stimulating environment.

The College has facilities such as laboratories, library, sports complex, computers, classrooms, auditorium, seminar halls and intellectual resources offered by the 181-strong faculty as well

as services offered by the administrative office. While laboratories, library and computers are primarily meant for students, teachers and non-teaching staff of the College, the first two can be accessed by external researchers, enthusiasts and general public on obtaining prior permission. The sports complex which includes a state-of-the-art synthetic track and a health & fitness centre is widely used for the conduct of various sport events and athletic meets at state and national levels. Nearby sports academies and aspiring athletes regularly make use of these amenities. In addition, there is regular coaching for taekwondo and fitness training for candidates trying to join armed forces and police. These facilities are open to the public on the remittance of a nominal fee. There is an internal committee, headed by the Principal and comprising members from the teaching staff, to monitor and ensure transparency and safety in matters relating to the sports complex. The College has one auditorium, four seminar halls and six gallery classrooms with permanent power, acoustic systems, projection facilities and extensive seating capacity. The auditorium is rented to public organizations, strictly following the terms and conditions laid out by the College. Other spaces are meant for the departments and internal organizations to conduct academic/cultural programs. The organization which needs a space has to book the same, well in advance with the Principal through a written request or with the person designated by him/her. There is a Room Allotment Committee headed by a senior teacher which ensures fair and equitable distribution of classrooms.

With a comprehensive and inclusive code of procedure and policy position, the college ensures the optimal utilization and effective maintenance of all resources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/laboratory-facilities

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

2996

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

45

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

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

D. Any 1 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

186

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

47

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

334

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	[View File](#)
Any additional information	[View File](#)

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

60

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

45

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

With a firm belief in democracy, the institutional framework of the college is structured in such a way as to give adequate representation to students in academic as well as administrative bodies.The needs and concerns of the students are represented by student representatives in the college council, one of the

important decision making bodies in the college. This helps students to actively involve in the academic and administrative policy making of the institution. Although the Students' College Union is an organic body of student representatives elected in the presidential form and acts as a liason between the college authorities and the student community, due to the present pandemic the college Union election did not take place in this academic year. In spite of the fact that no Union officially took oath of office, the student community participated and contributed significantly for the benefit of the community both within and outside the campus. Separate clubs for Creative Writing, Fine Arts, Quiz, Debate, Theatre, Dance and Music function in the college which organize diverse programmes, workshops, open forums, competitions, extension activities like charity donations etc. to instil among students the idea of social service while developing individual talents.2The college has ensured student representation in most of the important committees for ensuring transparency in the conduct of matters. An efficient system of grievance redressal has been built into the administrative framework which has as its members two students who actively participate and intervene in matters concerning the student community. The Anti Ragging Cell which also takes effective measures to prevent ragging and sensitise students also has two student representatives. A Grievance Cell also functions at the department level which has student representatives. At the beginning of every academic year, a Fresher's Day is organised with an objective of nurturing camaraderie among the students and also to introduce the amenities of the college to the new comers.Regular meetings of student representatives witness healthy exchange of ideas which helps to inculcate a democratic spirit in the students. College Arts Day and Sports Day are conducted every year under their leadership.

All departmental associations have student representatives as their core members who function under the guidance of a faculty in charge of the association. The associations conducted activities that could bring the students together even amid the pandemic The associations organise lecture series, invited talks, debates, quiz programmes, literary fests, exhibitions and fests.. The College NSS units function under the direction of the Student Volunteer Secretaries. They chalk out the planof action in consultation with the NSS Staff Advisor.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

1

File Description	Documents
Report of the event	<u>View File</u>
List of sports and cultural events / competitions organised per year	<u>View File</u>
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Maharajas College has an effective alumni network which is a significant stakeholder and helps in the institution's developmental activities. The association supports the institution and contributes to its institutional, academic and infrastructural development. Alumni have made substantial financial contributions from time to time which have enabled the institution to undertake initiatives that would otherwise have not been possible.

The College in general and all the Departments in particular have alumni. However only five of them are registered, and they conduct regular executive meetings and plan various welfare activities. They are Old students Association of Maharajas (OSA) Alumni of Maharajas College (AMC) MAPS of Physics Department MAMATHA of Mathematics Department Maharaja's College Chemistry Alumni. OSA has provided endowment scholarships to meritorious students and helped those students who needed assistance owing to the present pandemic. The alumni of the Commerce department and Chemistry honoured the retiring faculty and appreciated the meritorious students by giving away prizes. MAMATHA conducted the sixth lecture in the series "K.S.S Nambooripad Endowment Lecture "titled "Cross Connections" on an online platform. The lecture was handled

by Dr. P.G Romeo, Professor, Department of Mathematics, CUSAT.
Dept of Zoology also conducted alumni meet and decided to
institute endowments for meritorious students.

All departments have an active alumni group which addresses issues
of common good, especially encouraging students in academics as
well as all kinds of events which shall let the students turn out
as better global citizens.

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

5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Maharajas College is a government autonomous institution
affiliated with Mahatma Gandhi University, Kottayam. The college
was granted autonomy in 2015. The autonomy status enables us to
restructure the curriculum and syllabus to promote need-based,
industry-relevant, and society-driven courses. The college offers
61 programs in Arts, Science, and Commerce including 20UG
programs, 22PG programs, one integrated PG program, and 18Ph.D
programs. The recent trends and developments in each discipline
are incorporated through periodic syllabus revisions. The college
has been recognized as a Centre of Excellence by the UGC. To
maintain the status of being a Centre of Excellence the academic,
administrative, and student wings of this college work together
based on a clear vision and mission.

The Vision and Mission of the College

Maharajas College upholds secular credentials, pursues egalitarian policies, and follows a decentralized participatory mode of governance to meaningfully realize its vision and mission. The College is committed to producing well-informed and socially sensitive citizens with enhanced capacity for scientific temper, rational thinking, and democratic actions in all spheres of life. The institution offers a congenial environment to nurture academic excellence and humanistic values to help students choose careers anywhere in the world and lead a fruitful life in harmony with all fellow beings.

Vision

To provide quality education to youth from all sections of the society, especially the deprived and disadvantaged, and to mold them into responsible citizens capable of serving the nation.

Mission

- To provide human resource development at the UG and PG levels with multi-optional facilities in different disciplines.
- To motivate the urban, semi-urban, and rural youth towards the further pursuit of knowledge.
- To equip them to serve the nation in its march towards self-sufficiency and progress in all areas of human endeavor

The major decisions taken at the higher management level of the college and the Governing Council are always guided and inspired by the vision and mission of the college.

Participation of teachers and students in the development of the college

- The college follows democratic and decentralized practices of governance by liaising between the government of Kerala, the Directorate of Collegiate Education, and internal bodies like the GoverningCouncil, College Council, Academic Council, BoS, IQAC, Planning Committee, CDC, UGC Cell, PTA, Students' Union, etc.
- The College Council is headed by the Principal. Heads of all departments and democratically elected members discuss all programmes and issues and take major decisions on academic and administrative matters.

- The institution ensures the participation of representatives of alumni in carrying out developmental initiatives.
- The students' union is consulted in matters relating to sports, arts, cultural events, and celebrations. More importantly, student feedback is a crucial input in determining the trajectories of modifications in the conduct of internal and external examinations.

The college achieves its vision and mission through the democratic and participatory interventions of all units of inclusion.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/about-us

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college invariably adheres to the principles of decentralization and participative management in its administrative and academic practices. The administration is carried out under the administrative leadership of the Principal. He is advised by the duly constituted College Council a statutory body constituted under the statutes of Mahatma Gandhi University. It consists of the Principal, the Heads of the departments, and three elected members from among the faculty. The council which has an elected secretary co-opts representatives of various bodies of the college such as the members of the governing council, Coordinator of the IQAC, PTA Secretary, and Member of the CDC into it. All mandatory committees, cells, clubs, various forums, etc. are constituted by the majority decision of the College Council.

In the same manner, the department-level staff council is also functioning to take decisions at the grassroots level. Moreover, there are bodies such as the PTA, College Development Council (CDC), and Women'sCell that are functioning in the college as per the guidelines issued by the Govt of Kerala. Moreover, the college has an elected students union following the presidential form of election. Regarding the academic activities, the college has a governing Council, Academic Council, and Board of Studies duly

constituted by the Autonomy Act of Kerala Legislature which incorporates members from all spheres of the society.

In this manner, the administration and academics of the college are carried out in a participatory, democratic, and decentralized manner. The functioning of these bodies and their practices ensure that the decision-making power is not concentrated on the administrative head which reinforces decentralized and participatory practices.

Revision of Curriculum

As an autonomous institution, the college is free to frame its curriculum and syllabus to realize the curricular objects, subject to the outlines of the university. The College also follows the policies of the affiliating university to avoid deviations/conflicts in the overall course pattern, credit, number of courses, grading, etc. The Academic Council, after receiving proper information regarding the restructuring of courses, directs the boards of studies to implement the project. Boards of studies accordingly arrange internal discussions and brainstorming sessions on the areas to be upgraded/included/deleted as the changing time demand. Certain departments embark on the process of learners' revision based on the feedback furnished by former students on the pros and cons of the existing syllabus as well as the facets which need improvement. After the formation of a draft curriculum and syllabus, the same are subject to thorough scrutiny by the Board of Studies comprising faculty members, reputed scholars in the capacity of external members, industry representatives, and a former student. After the Board of Studies endorses the new curriculum and syllabus (after incorporating modifications if necessary) the same is forwarded to the Academic Council of the college for further action. The Academic Council, after formally ratifying them, forwards the same to the governing council which forwards it to the university for final approval.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/academic-home

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The perspective plan for the college is made on the basis of the SWOC analysis conducted by the college.It also took it into account the observations made by the previous accreditation peer teams. Furthermore,the conferring of academic autonomy made the college to develop strategic plans to design new academicprogrammes such as blended degree for future course of action.

Introduction of Advanced Programmes

Though the college imparts high-quality learning in all major branches of knowledge, the college is lacking in advanced programmes that facilitate inter-disciplinary and trans-disciplinary learning and research at the highest level. Hence it is visualized to start postgraduate programmes such as Sociology, Anthropology, Psychology, Media Studies, Cultural Studies, Linguistics, Archaeology, Artificial Intelligence, BioTechnology, and Molecular Biology.

Advanced Facilities for the Differently Abled and Transgender Students

Establishment of advanced infrastructural and smart facilities of international standards for the differently abled and the infrastructure facilities demanded by transgender students such as residential quarters.

Residential Campus

A concrete plan has been prepared to make the college a fully residential campus and has been approved by the district-level plan discussion forum.

International Instrumentation Facility

The establishment of a multi-disciplinary sophisticated instrumentation lab is proposed and submitted to the Govt under KIIFB programme to develop and elevate the research-related infrastructure of the college's national and international standards. The proposal to start a new program (Blended BSc. Programme in association with IISER Pune and the University of Melbourne) is submitted to the government.

Heritage Museum

The college has also designed a master plan for the development of the campus to take into account the future requirements with the help of professional organisations such as KITCO and conservation architects. Renowned conservation architect Dr. Benny Kuriakose is advising the college in this regard.

Efforts are underway to develop a heritage museum to conserve the priceless artifacts and treasured collections of historically valued items. The zoology museum widely acclaimed as one among the fifty sites of its class in the world is envisaged to be developed to the best in the world.

Advanced Centre for Study and Research (CASR) in Development Studies

The proposal for establishing an "Advanced Centre for Study and Research (CASR) in DevelopmentStudies" has been submitted to the Govt of Kerala. It has been visualized as a Centre that integrates and embodies the domain knowledge in different disciplines for advanced levels of learning and research. It will become a synergy point in social science learning and research not only for the college but for the region as well.

Carbon Neutral Campus

A Green Audit was conducted and total carbon footprints in the college were estimated. Although the college installed solar power plants, replaced T5 lamps with LED tubes, and uses biomass for cooking, the campus is not carbon neutral. More energy efficiency projects are needed for making the college carbon negative and a

model campus for wroth emulation by other educational institutions of the state.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://maharajas.ac.in/images/SWOC_Analysis.pdf
Upload any additional information	No File Uploaded

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

The administration is carried out under the administrative leadership of the Principal. He is advised by the duly constituted College Council a statutory body constituted under the statutes of Mahatma Gandhi University. The CC is a deliberative body for supporting the Principal in making decisions on administrative matters.

It consists of the Principal, the Heads of the Departments, and three elected members from among thefaculty members. The council has an elected Secretary also. The council co-opts representatives of various bodies of the college such as the members of the Governing Council, Syndicate Member, Coordinator of the IQAC, Secretary PTA, Member of CDC into it.

The IQAC is constituted according to the norms of the NAAC and is responsible for carrying out all quality-related initiatives. The College Development Committee (CDC) prepares plans for the development of infrastructural facilities and its maintenance. The PTA ensures the active involvement of parents and teachers in all matters pertaining to the College. The Disciplinary Committee assists the Principal in maintaining a peaceful academic environment. The College-Level Monitoring Committee (CLMC) monitors academic and non-academic activities. In addition, various committees and cells such as the/ST Committee, Minority Cell, Internal Complaint Committee, OBC Cell, Anti-Ragging Cell, etc. are constituted with the intention to address the specific needs and grievances of the students.

The Grievance Redressal Cell (GRC) addresses the grievances of students and finds amicable solutions so as to preserve a state of peaceful and friendly co-existence on the campus. The Cell is empowered to look into student complaints and solve them. As a means of dispute resolution, the GRC encourages a peaceful dialogical method which is highly significant as it may enable the students to pursue peaceful and democratic means to find solutions to the problems in their future life as well.

The Governing Council functions as the apex academic body of the College to take timely decisions and plan appropriate strategies for the academic development of the institution. The Academic Council (AC) is constituted according to the guidelines of the UGC. The AC is empowered to scrutinize the proposals passed by the Board of Studies with regard to curriculum, syllabi, programme of study, academic regulations, and framing of evaluation policies.

Service Rules and Procedures:

As a Government institution we strictly follow the service rules according to the UGC/State

Government/University norms. The regular working hours are from 9.30a.m-4.30 pm. The teaching and non-teaching staff of this college get benefits of GPF/GIS/SLI/Gratuity and

Casual/Earned/Medical/Maternity/Paternity/Compensatory Leaves. Staff recruitment is done according to the rules and conditions of The Kerala Service Rules and the UGC norms. The HoDs, based on the existing workload (teaching hours per week) can report to the Principal in case service of an additional teaching faculty is required in the department. The Principal thereafter reports the available vacancy to the higher authorities concerned. Administrative staff promotion is based on seniority in service and other conditions stipulated by the Government of Kerala.

File Description	Documents
Paste link to Organogram on the institution webpage	https://maharajas.ac.in/images/Organisational_Structure.pdf
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/strategic-plans-and-deployment

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has taken many measures to provide various facilities and has initiated many welfare programmes to nourish academic excellence and better the living standards of the teaching and non-teaching staff.

The teaching and non-teaching staff of this College benefit from the following welfare programs

- **Group Insurance Scheme**
- **Group Personal Accident Insurance Scheme**
- **The Co-operative Society provides financial support for the teaching and non-teaching staff**
- **A cooperative society that furnishes academic stationery items and provides light refreshments**
- **The Staff Club gives opportunity to foster a strong bond of**

relationship among the teaching and non-teaching staff
- Hostel accommodation for the teaching and non-teaching staff
- The Parent-Teacher Association
- Infrastructural facilities specially designed for the differently-abled such as Digital pocket Daisy player, E-Book reader, MP3 player, voice recorder and compass, Jaws talking screen reader, scanning and reading software
- Orientation and Refresher Courses for faculty improvement
- E-journal support to encourage research activities
- Seminars and workshops to improve the academic ability of faculty members
- Freedom to take up membership/leadership roles in other civic bodies / social organizations
- Freedom to exercise academic autonomy
- Computer Lab/Library/ Language Lab /Seminar halls/ Smart class room facilities
- Subscription to N-List of INFLIBNET provides access to more than 6000 journals and 90,000 ebooks
- Free access to the online database including Taylor & Francis, EPW, India Times Series, Indiastat.com,
- Online access to New Palgrave Dictionary of Economics, etc.
- Social extension activities are conducted to foster social relations
- Provision to visit international universities to attend Workshops, seminars and summer school programmes
- Advanced technologies such as Electro-Microscope in the science lab to improve study and research
- Encouragement and support to regular faculty to avail of FDP/UGC Fellowships
- Minor/Major research programmes with the financial support of the UGC
- A unique Zoology Museum, one of its kind in the State
- Counselling Cell with full-time service of a therapist
- Campus clinic for medical support
- Canteen facilities for providing good food at subsidized rates
- Health Club
- Cooperative Society Store for stationery and other related requirements

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

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

0

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

13

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

121

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college gets funds from the Government and the UGC. The PTA and the CDC also provide aid as and when required. Both internal and external audits are conducted every year.

The day-to-day expenses are met from the Government funds. The PTA and the CDC also contribute to this as and when necessary. Accounts are audited regularly by the audit section of the Directorate of Collegiate Education, Finance Department, Government of Kerala, and the office of the AccountantGeneral. Grants from the UGC, DST, and other agencies are also subjected to audit by CharteredAccountants. Audits are conducted under different heads so that it is highly transparent and reliable in all respects. Both internal and external audits are conducted every year.

The funds allocated by the Government are put under a dual audit. The internal auditing is done by the DCE and the external audit is performed by the Comptroller and Auditor General of India. The funds received from the UGC and RUSA are meticulously audited by a Chartered Accountant. CDC fund is audited by the DCE. PTA funds are also subjected to dual audit by a senior teacher of the college who is well versed in accounting principles and practices and by a Chartered Accountant.

Audits are conducted internally for the PTA accounts which are meant for the overall development of the College. Regular Audits are conducted by the Directorate of Collegiate Education and under Sec. 13 of the Comptroller and Auditor General (DPC) Act 1971. The audit by the Directorate of Collegiate Education concerning the Accounts and Register of Maharajas College

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

2

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

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

The College has a comprehensive and updated mechanism to collect information on various funds and financial support offered by the Government of Kerala, the UGC, RUSA, DST, and other bodies. On learning about new plans and routine ones, the information is passed on to all members of the faculty. HoDs are entrusted with the task of supervising the exercise. Detailed proposals in the prescribed format are collected from all the departments, the library, and the office. These proposals are scrutinized and consolidated by the UGC Cell or the Planning Committee as the case may be. In the case of those funds which require an interface or personal presentation the Principal, accompanied by a set of senior teachers, represents the College. On receiving funds the ratio of allocation is decided in the College Council meetings. Steps are taken to ensure that each department/section receives an equitable share. Purchase of goods and services

are procured by floating official government tenders. Final payment is made after the goods are examined and certified by a technical committee. In the case of services, their quality is assessed by a committee of teachers in the college.

Major resources are mobilized from:

1. Government / Department of Higher Education/ Department of Collegiate Education, Kerala: Funds are allocated according to the proposal submitted by the College. The Directorate of Collegiate Education is the apex body that runs the institution. But the funds thus obtained have not restricted the college from further exploring and procuring funds from other sources.

2. Alumni Support: The College has active alumni associations at the college level and departmental level, giving support to the College. The alumni take an active interest in the functioning of the institution and provide free consultancy and financial support to the institution.

3. Research Funds: Major and Minor Projects and grants are obtained mainly from the UGC and RUSA funds. Research grants obtained from other academic bodies are strictly according to the Government and the UGC norms. The college has got sanction in principle from Govt of Kerala worth Rs. 30 Crores under KIIFB and has received Rs. 8 Crores under the head of Autonomous Fund from the Government of Kerala.

4. Fees and Charges: The College collects a voluntary contribution from the students as Parent Teacher Association (PTA) fund at the time of admission. The PTA fund is utilized for implementing developmental activities. The College Development Council (CDC) fund collected from the students is remitted to the Government and is allotted to the institution along with a corresponding matching grant later.

5. UGC and RUSA grants: The Special Grants from the UGC and RUSA are vital resources for the growth and advancement of the College and assist in the modernization and digitalization of the academic environment.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

On the basis of wide-ranging discussions and painstaking deliberations with all the stakeholders including college students' union and leaders of all student organizations functioning in the campus, the IQAC has formulated a Statement of Quality with a view to institutionalizing the quality initiatives of IQAC of the College.

Following the Statement of Quality, the College conceptualizes quality as 'transformation' emphasizing fundamental qualitative change in the form of 'cognitive transcendence' of the student and the teacher over and above the apparent transformation that happens in the process of education. The 'transformative view of quality in higher education followed by the college focuses upon 'continuous enhancement of theoretical and social understanding' of every phenomenon under consideration and the empowerment of the student and the participants in the decision-making process which eventually helps one to take control over one's own transformation in the direction of progress. Every quality initiative of the IQAC is based on

this policy and it gives purpose and clear direction to all its activities.

At the level of decision-making and its implementation, a democratic and participatory approach is strictly followed. The IQAC conducts its meetings only after circulating prior intimation to its members. The IQAC proposes quality-enhancing programs and initiatives on the basis of proper benchmarking. The graduate attributes of the college have been set in a benchmarking

environment under the initiative of IQAC. Online feedback like Student Satisfaction Surveys is collected from major stakeholders. Result Analysis is conducted on a regular basis with a view to evaluating the academic and non-academic activities and adequate remedial measures are taken to overcome the shortcomings. IQAC also monitors the functioning of the Tutorial System.

For effective management of quality-related issues, the IQAC prepares variegated online databases to help students, teachers, and researchers. Periodic meetings are held with the democratically elected College Students' Council and other students' organizations and teachers' unions.

The IQAC also conducts workshops and seminars on topics of contemporary academic relevance to enhance the quality of teachers and students. The IQAC has recommended that the invited lectures and seminars conducted in various departments are to be video recorded and a copy of the same handed over to the IQAC.

The IQAC has facilitated the evaluation of the performance of the faculty for placement and promotion through the Performance-Based Assessment System (PBAS) stipulated by the UGC 6th Pay Commission.

The IQAC implemented the decision to provide INFLIBNET N-List accounts to all teachers and students and ensures that the teachers are using these accounts. It has been decided that all teachers have to supply students of all classes with at least four journal articles from the N-List database

The IQAC also monitors the following:

- The tutorial system which promotes a friendly teacher-student relationship
- The tutorial monitoring committee
- Students' involvement in classroom management through student-monitored class log and
- attendance
- The functions of the Department Quality Assurance Cell (DAC)
- Academic performance of the College on the basis of Result Analysis and syllabus completion

- **report**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/iqac

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Result Analysis

Exam results are prepared by the office of the Controller of Examinations and results are shared with all faculty members. A more detailed split-up is available on request. After receiving the detailed analysis, individual departments hold meetings to evaluate the same. Thereafter, a thorough report is submitted to the IQAC for its scrutiny. The IQAC conducts meetings with department heads and tutors and (if necessary) with individual teachers to discuss and frame adequate methods to improve the system.

Student Satisfaction Survey Analysis

The IQAC conducts Student Satisfaction Survey and ensures that the process is impersonally and

impartially carried out to yield better responses. The Survey is conducted online and the students are encouraged to express their opinions freely. After analysis of the results, it is first discussed by the IQAC and then presented at the Governing Council and the College Council. The results are discussed with the teachers by convening faculty-wise meetings and then forwarded to the departments concerned for self-evaluation, and scrutiny, and to develop corrective measures to improve the quality of the teaching and learning process. The IQAC makes sure that these processes are conducted fairly and in a student-friendly manner and ensures that the remedial measures are implemented in accordance with the demands of the students.

Tutorial Monitoring Committee

Under the recommendation of the IQAC, the College Council established a tutorial monitoring committee to strengthen and oversee the tutorial activities and the process. The college Vice-Principal leads the committee and another senior faculty acts as the convenor.

Academic Audit

The IQAC conducts internal and external academic audits. As part of the internal audit, the IQAC collects self-evaluation reports from the teaching staff. Student Satisfaction Survey ascertains the extent to which the syllabus has been transacted in the classroom, the preparation level of the teachers, and the subject preparation of the teacher. The overall findings of the surveys are collected and consolidated following which the information is circulated among the stakeholders for the sake of further deliberations and improvement.

The IQAC conducts an annual assessment of all the departments through an external audit carried out by a body comprising eminent former teachers of the college and experts in the management of educational institutions. The insights gained from this exercise are used in designing and implementing future programs and projects. The IQAC also benchmarks exemplary and ideal practices so that in striving to realize them the college improves its academic ambiance and employment competence of students.

Teacher Evaluation

The IQAC directly conducts teacher evaluations for two purposes. The first is to make room for the self-improvement of the teacher. For this purpose, evaluations of teachers by students are conducted anonymously and the teachers are allowed to keep the feedback with them for their own self-improvement. Secondly, the IQAC directly conducts teacher evaluation by students and the feedback is analyzed. Appropriate corrective measures and reinforcement mechanisms are suggested on the basis of such feedback. Such constructive recommendations enable teachers to assess their teaching strategies and improve their academic standards.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/student-satisfaction-survey

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://maharajas.ac.in/index.php/content/index/annual-reports-iqac
Upload e-copies of accreditations and certification	[View File](#)
Upload details of quality assurance initiatives of the institution	[View File](#)
Upload any additional information	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The campus has always been at the forefront in following a holistic gender-sensitive approach in education.

Gender-sensitive approach: College enrolled seven transgender students on roll during 2020-21. Under the auspices of Women's cell, talks were conducted to share the grievances of transgender students encountered in the society

Gender-neutral approach:Campus introduced a gender-neutral approach in languages and facilities. A gender-neutral toilet block was installed and all made use of it.

Inclusiveness: Inclusive representation of women was assured in all important decision-making bodies.

Awareness talks: Women Cell, NSS and NCC in the college organises awareness programes to spark on the ways to attain gender empowerment. The campuscelebrated International Women's day by organising discussions on 8th March 2021.

Safety and Security

College constituted Grievance and Redressal Cell, Internal Complaints Cell, Anti Ragging Cell to addressissues of students.

Counseling

A full-time counselor is provided in under the Jeevani scheme, Government of Kerala

Common Rooms

Common facilities such as library, cafeteria, sick room , space for leisure time, etc are accessible to all irrespective of gender.

Daycare Centre

A daycare centre is functioning inside the campus to take care of infants and children of the staff

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/facilities

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

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

The college has installed 2 aerobic bio-compost units . Unit set up at the ladies hostel generates biogas for cooking. Bio-degradable waste in the hostel kitchen is converted to renewable energy for cooking. Thus the waste is composted in the source itself.

Leaf mulching Units

Litter mulching units have been installed in various parts of the campus to deposit leaves and process them into rich bio-compost to enrich soil. Every department was equipped with bio-bin facility to compost organic waste into compost.

Liquid and bio-medical Waste management

In the pandemic year, number of days for lab experiment was very limited, hence wastage of chemicals was of trivial quantity. The common practice is, laboratories economise the use of chemicals to reduce the wastage of liquid and gas effluents. The laboratories preserve the extracts and outputs and reuse them for other experiments. Experiments are given to the batches on rotation

basis to reduce the liquid waste.

E-waste management

The electronic devices remain unused throughout the pandemic period and to avoid damage, care was taken to scrutinise their performance in department-wise and found any issue was upgraded and properly maintained. Energy efficient electronic devices were installed in all the departments.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	View File
Any other relevant information	**No File Uploaded**

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

D. Any 1 of the above

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

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,

A. Any 4 or all of the above

**reader, scribe, soft copies of reading
materials, screen reading, etc.**

File Description	Documents
Geotagged photographs / videos of facilities	[View File](#)
Policy documents and brochures on the support to be provided	**No File Uploaded**
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	[View File](#)

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

Communal Harmony: The college observed Communal harmony day on 5th December 2020 by organizing a webinar on the Communal Harmony in India

Be Vocal for Local: On 12th May 2020, the Hon.Prime Minister Sri. Narendra Modi called upon Indians to be "Vocal for local". All the wings of NCC Cadets took pledge to promote the use of Indian made products and expressed solidarity with the nation.

Awareness Programmes: Conducted Awareness Programmes on the precautions against Corona among all students and teachers, citizens, etc. through social media by conducting many cultural competitions. .

Athmanirbhan Bharat Survey: Awareness survey among 500 students who suggested raising Athmanirbhan Bharat to the next level.

SURVEY REPORT

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File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

National Constitution Day

26th NOVEMBER is observed as National Constitution Day all over India. On the same day a webinar was organised on the topic "Constitution Day" by Associate NCC Officer Lt. Roy Mathew (Head and Assistant Professor of political science department of St. Xavier's College, Vaikam.

The orientation programme conducted for the first semester undergraduate students during the month of October 2020 stressed the importance of the rights and duties of a citizen and how values in life improve a person. The students in the college need to give an undertaking on the code of conduct during the time of admission.

NSS volunteers conducted an Awareness programme on the importance of voting. They organized a flash mob and skit in the campus and nearby place Marine drive, Ernakulam in association with district administration, Ernakulam.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts   **D. Any 1 of the above**

periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	[View File]()
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Most of the international commemorative days were celebrated in online platform. On World Environment day, teachers and students shared pictures of planting tree saplings at their home compounds. On the World Earth Day, departments conducted mobile photography competition. Science departments observe Ozone Day by conducting webinars. NCC and NSS conducted various types of competitions among the students to create awareness against using tobacco.

Campus celebrates Teacher's Day by honoring their teachers

The campus observes International Yoga day, Doctors Day, World Aids Day, World AIDS Vaccine Day and World Blood Donation Day in respective days through talks and seminars.

The campus as a whole celebrates Independence Day, Republic Day, Gandhii Jayanthi Day, and Kargil Vijay Divas imbibed with patriotism. Essay and patriotic song competitions were conducted in these days. The NCC cadets paid tributes to Martyrs of Pulwama attack on Pulwama Day

Students observed National Constitution Day by organizing a flash

mob and skit on the importance of voting at the city junction

The campus community gorgeously celebrated International Women's Day in offline mode after the repeal of lock down. Dr. Rathi Menon, critic and social worker inaugurated the programme and delivered a talk on gender justice.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice-I

Title: Learning Management in the Pandemic Period

Our college transformed the challenges in the academic pursuit during the pandemic year into opportunities in learning via online platforms.

Objectives

To pursue academics without impairing curricular programme and encounter the impasse in education and conduct evaluation of leaning on pre-scheduled dates.

Context

Year 2020-21 was anomalous for every campus in Kerala due to the prolonged presence of belligerent Corona virus which hampered the buoyancy of curricular and non-curricular activities of academic life.

The Practice

- College switched to online platforms for continuing transaction of the curricular aspects.
- Training was provided to teachers through online platforms - Moodle, Google meet.
- Students and teachers registered for online courses offered by Swayam, MOOC and Coursera.
- Purchased StreamYard live streaming for conducting webinars
- Guidance cell arranged talks to manage the stress of online classes

Evidence of success

- The virus ruled lock-down did not impair curricular programme and even the evaluation was conducted on time
- IQAC in association with various departments conducted 100 webinars providing studio access to all by enabling Stream Yard.
- Created platform for IT enabled learning

Problems encountered

- Lack of funds in subscribing to online platforms and resources
- Lack of exposure and expertise of students and teachers in technology assisted learning
- Due to financial cringes, students could not mobilise funds for the purchase of electronic devices
- Additional duties assigned to teachers caused rescheduling of online classes frequently.

Optional

The college conducted workshops on Online Teaching well before the reopening of academic institutions across states since the outbreak of the pandemic. Three Day Webinar introduced Google Meet, Zoom and the Open Source Jitsi Platforms. A total of 136 teachers participated of which 9 were from outside Kerala and 12 from Outside Maharajas

Best Practice 2

From Exclusion to Inclusion: Appropriate intervention of campus community to manage the panic of 'exclusion' posed by the Corona virus which had threatened survival of the society.

Objectives

To collect and utilise resources for the welfare of the disadvantaged and inculcate an inclusive approach with a humane face.

Context

The extended period of lock-down put the state in a stalemate and students hailing from the economically backward classes found no means to pursue their education on an online platform.

The Practice

- Developed a compassionate approach in the campus to serve the needs of the society during lock-down period.
- Popularised the programme 'Break the Chain' to serve the state by donating funds and service.
- Students propagated precautions against virus by making and donating masks, sanitizers and popularising them in social media.

Evidence of success

- Teaching and non-teaching community contributed Rs. 19,50,037 towards Chief Minister's Distress Relief Fund, Government of Kerala
- Spent Rs. 2,11267for donating smart phones and essential commodities to students from weaker sections
- College staff who were deputed as sectoral magistrate or any other duty related to Covid 19 = 42

Problems encountered

- Stringent rules in lock-down slowed down the pace of dissemination of welfare activities in this period.
- Extreme restriction put limits to the voluntary services of students.

File Description	Documents
Best practices in the Institutional website	https://maharajas.ac.in/index.php/content/index/best-practices
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Institutional Distinctiveness

Maharaja's College has made a unique contribution to world literature. Several eminent writers in Malayalam literature, have direct links with the College. The college offered a platform for novel experiments in literature including discourses on contemporary issues of importance. The veteran teachers in the Malayalam department, G Sankara Kurup and ONV. Kurup, were the recipients of 'Jnanpith', the highest literary award in India. Poet Pandit Karuppan, a former student gave a new lease of life to Malayalam literature. The towering personalities in literature, S. Guptan Nair, Vyloppilli Sreedhara Menon, Dr. M Leelavathi, MK Sanu and Sethu who had won Vayalar award, given for the best literary work in Malayalam, were our teachers. M K. Sanu, renowned writer and orator had won Kendra Sahitya Akademi Award, Ezhuthachan Puraskaram, Kerala Sahitya Akademi Award and Vayalar Award. The great writers and critics like M.Krishnan Nair and CR Omankuttan (recipients of the Kerala Sahitya Akademi Award) taught here for a fairly long time. Famous poet S. Joseph who had won many state awards served Malayalam department till 2020-21. The list of stalwarts among the teachers and alumni shows the outstanding contributions of the Department of Malayalam to Indian literature.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum of the college guarantees that the vision, mission, and graduate objectives are well-articulated by conforming to the college's quality framework. The curricular goals are geared toward the students' overall development, with a focus on maintaining value added education, communication skills competency, skill development, women empowerment, gender sensitization, personality development, environmental preservation, and leadership qualities. It encourages students and teachers to think and act in ways that are consistent with the needs of regional and national development.Theprogramme outcomes, programme specific outcomes, and course outcomes have all been designed to meet local, regional, national, and global needs. By combining the efforts of all departments, clubs, and cells, the college has given utmost importance to the needs of the community. Numerous courses have been incorporated to the college's curriculum to instil in students a sense of responsibility for the environment, society, and the empowerment of disadvantaged communities. Environmental studies is a part of the common course, which is required of all students, as well as core courses invarious departments. The postgraduate programmes are reinforced by a rigorous curriculum and comprehensive research training.

The college has carefully integrated courses that address the society's local and social needs. Gender studies, feminist literature, feminism, literature and ecology, eco-feminism, environmental chemistry, queer literature, Dalit studies, economy, state, society, and physio economics, economic history of modern India, human rights, taxation, business environment and strategic management, women studies, development and environmental economics, analytical chemistry, and environmental chemistry are all topics weavedin the curricula in order to facilitate progress and welfare of the nation. A variety of public relations initiatives are implemented to create social awareness on waste management, gender parity, human values, and professional ethics. Gender sensitisation,

human values, and Gandhian principles are all emphasised in value-based education and language courses offered across all programmes. The college's science and social science courses instil in students a scientific perspective as well as critical and creative thinking. The institution envisions a future generation that will uphold rational thought and practise while contributing to the nation's progress. The college's arts and humanities departments are dedicated to promoting inclusiveness, tolerance,a secular outlook, and global awareness in order to ensure the growth of local, regional, and national needs.

The college envisions a synergetic work culture among the young minds, which would eventually bring pride to the local, regional, and national wellbeing of the nation, through emancipatory and transformative ideas, sense of equality, equity, and environmental sustainability. After finishing a programme fromthe institution, a student is expectedto demonstrate a combination of the following attributes.

1. Information value

2. Scientific temper and critical thinking

3. Inclusiveness

4. Democratic practice and secular outlook

5. Awareness of world affairs

6. Sense of equality, equity and environment

7. Emancipatory and transformative ideals

8. Synergetic work culture

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://maharajas.ac.in/index.php/content/index/academic-program-home

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

22

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File]()
Details of syllabus revision during the year	[View File]()
Any additional information	[View File]()

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

441

File Description	Documents
Curriculum / Syllabus of such courses	[View File]()
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File]()
MoUs with relevant organizations for these courses, if any	[View File]()
Any additional information	[View File]()

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

80

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

42

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The curriculum for all programmes has been designed to provide students with an all-encompassing and enriching education. Academic understanding, knowledge of fundamental skills, scientific temperament, personality development, women empowerment, gender sensitization, personality development, environmental awareness, international exposure, and awareness of human rights, as well as social and ethical values, are all included in the curricula.

In the 2020 syllabus revision, the UGC's proposed course on Environmental Studies and Human Rights was added into the curriculum of UG programmes. The Environmental Studies course, which will be provided to all undergraduate students as part of the 2020 curriculum change, highlights environmental challenges and the importance of sustainable development. Students get a worldwide and national perspective of a secular world through courses such as 'Major World Religions' and 'Philosophy of Religions,' which are supplemented by various courses on 'History of Classical Literature,' 'Gandhian Philosophy,' and 'Travel Literature.' Gender issues are brought up in the classroom, which makes students more aware of them. As part of Value Education, the curricula include courses such as 'Gender Studies.'

Some of the courses that are included to give gender sensitization among students are 'The Philosophy of Gender,' 'Gender Studies,' 'Women's Literature,' and 'Gender and Politics.' Courses such as 'Dalit Studies,' 'World Literature,' 'An Introduction to the World of Plant Diversity and Phycology,' 'Film Studies,' and others are introduced into the curricula to address current topics. 'Environmental Biology,'

'Toxicology, and Disaster Management,' 'Fundamentals of Environmental Economics,' 'Environmental Chemistry,' 'Economics of Development and Growth,' 'Human Rights in India,' 'Ecology and Human Rights in Hindi Literature,' and 'Entrepreneurship Development and Project Management,' among others, instil knowledge and thought on the environment, sustainability, human values, and professional ethics.'Courses on 'Journalism', 'Translation', 'Practical Foundation for Performance', 'International Business', 'Pharmaceutical Chemistry' etc. offer the students acquaintance with their prospective field of employment.

Future-oriented courses such as 'Eco Tourism,' 'Environmental Engineering,' and 'Health Economics' have been added to the institution for the benefit of future generations. Except for Research Programs, the college follows CBCSS in all of its programmes.

The college's value added courses, electives, and common courses are dedicated to improving students' employment chances and life skills. The 'English for Labor Seekers' common course, designed for second-year undergraduate students, prepares pupils to meet the needs of the job market. Internships in translation and numerous field projects in many departments are included in the curricula, ensuring that students are familiar with the abilities required of them.

Feedback from students, teachers, parents, and alumni is collected and analysed in order to monitor and assess the curricula's outcomes, and appropriate actions are done.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

2

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

31

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

585

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	**A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://maharajas.ac.in/index.php/content/index/feedback-iqac
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	**No File Uploaded**
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following	**C. Feedback collected and analysed**

File Description	Documents
Provide URL for stakeholders' feedback report	https://maharajas.ac.in/index.php/content/index/feedback-iqac
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1139

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

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

612

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. The institution has devised a system to identify advanced and slow learners and thereafter the institution takes special care in addressing the diverse needs of the learners. Following the admission process, special programmes like orientation/induction programme, freshers day programme, and department level bridge courses are conducted to identify the advanced and slow learners. This process is being complimented by entry-level tests and internal as well as external examinations. The students who exhibit an exceptional flair for academic progress and genuine research are identified as advanced learners.

The college, under the supervision of IQAC, caters to both advanced and slow learners by several measures like orientation programmes for newly joined students, counseling support to students to tide over difficulties regarding personal as well academic matters, motivational lectures by distinguished personalities, enrichment lecture series, collaborative research projects, internship opportunities, library resources, coaching for entry into services, placement cell activities, language lab facilities and augmenting the opportunity for students to explore prospects of entrepreneurship.

Programmes for slow learners include:

Tutorials, Remedial Classes, Special Classes for failed students, Bridge courses, Scholar Support Programme, Mentoring Programmes, and Training programmes with special emphasis on soft skills.

Programmes for advanced learners:

Walk with a Scholar, Additional Skill Acquisition Programme,

Career advancement Programmes, Encouraging students to involve in Research Projects and participation/ presentation of research papers in seminars, conferences, and workshops.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1lMpk6H0XuTUuWhtwntRj_C8i9i_jItxV/view?usp=sharing

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/12/2020	2727	181

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

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

Maharaja's college takes resolute measures to augment the learning experience by propelling experiential and participatory learning which forms an integral part of all the courses designed within the curriculum. The college pursues a learner-centered teaching method as the key mode of instruction. The major student-centric methods used by the institution include:

Experiential learning: The institution as a whole focuses on field-based experiences along with learning in classrooms to promote the experiential learning aspects. Field-based learning includes exhibitions, industry/campus visits, and visits to Press and Manuscript libraries. Classroom-based experiential learning takes a multitude of forms, that includes role-play, case studies, peer teaching, and various types of group work. Industry visits/campus visits help in bridging the gap between theoretical learning and practical knowledge. The students get opportunities to attend skill development workshops and courses that promote access to employability in the formal and informal

sectors. Role-play and street play give the opportunity to students for the enactment of different imaginary roles/real-life heroes which help them understand the range of concerns, values, and positions held by other people. Experiment-based learning methods and learning based on models are used by science departments through their well-equipped laboratories and Instrumentation Centre. Skywatching programme organized by Astronomy Club provides experiential learning opportunities to students and the observations made by the students were verified by using a software called 'STELLARIUM'

Participatory learning

Various activities like group discussions, debates, role-plays, news analysis, subject-oriented quizzes, case studies, and seminar presentations are promoted by the institution to engage students in participatory learning. The group discussions help the learners to involve in effective classroom discussions and ensure that there is democratic participation of all students in discussions. ICT-enabled teaching, e-resources, PowerPoint presentations, online quizzes, online lectures, video clips, virtual labs are some technology-driven strategies used in the classroom to encourage participative learning. Training is offered to students by domain experts to write screenplays, scripts for documentaries, short films, and the end products are uploaded by students on Youtube. Play demonstrations by experts and plays staged by students enrich the artistic and creative faculty among students. Interaction with renowned writers, musicians, historians, eminent professors expand the world view of students.

Problem-solving methods:

Brainstorming is a strategy used in the classroom to encourage students to come up with thoughts and ideas which might lead to a creative solution to the problem raised. The case study is another problem-solving method used by the institution which involves the application of theory or concept to real-life situations. Through various platforms, including academic, social, cultural, and literary, students are encouraged to identify different problems in the contemporary world and to arrive at their own unique solutions. The surveys conducted as part of live projects/internships also help students to learn problem-solving techniques.

File Description	Documents
Upload any additional information	[View File]()
Link for additional Information	https://maharajas.ac.in/index.php/content/index/student-centric-method

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Teachers of the institution use different e-learning platforms and tools for the effective teaching-learning process which has transformed conventional knowledge transaction systems into ICT-enabled teaching and learning. A significant number of classrooms in the college are ICT-enabled smart classrooms. Teachers are using various online resources and repositories like Inflibnet, Science Direct, Research Gate, Google Scholar, Academia.edu, Open Access Journals, WIKI Books, The World Bank Data, SSOAR, TED video resources, etc.

The institution has an e-learning platform such as Moodle, which enabled the teachers to share their e-resources with students. Teachers are also using Google meet and Zoom platforms for conducting online classes. Computerized college libraries provide access to various e-resources and OPAC. The institutional repository comprises publications of teachers, lecture notes, presentations, e-books, digital rare books collection, and audiobooks.

Teachers and students are encouraged to attend MOOC courses offered through different platforms like Swayam and NPTEL. High-speed wireless internet connectivity allows students and teachers to access unlimited internet.

Teachers and students are increasingly using various online tools like Geogebra, Matlab, Latex, VSDC free video editor, Presentation tube, Canva, POD Casting, etc. Grammarly, Quizizz.com, Cambridge English Write and Improve are some of the tools used by teachers for evaluation and assessment.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://maharajas.ac.in/index.php/content/index/digital-resources
Upload any additional information	**No File Uploaded**

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

181

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Maharajas Government Autonomous College, Ernakulam prepares the academic calendar for the college at the beginning of each academic year and prints it in the Handbook & Calendar given to the students and the teachers and displays it on the college website. It conforms to the norms and the calendar prepared by the University for each academic year. It contains information regarding the dates of opening of the academic year, internal examinations, union election, dates of end-semester examinations, the closing of the college for holidays and semester breaks. The academic calendar is prepared after the following steps:

The College Council, the IQAC, and the Controller of Examinations organize a meeting before the commencement of the academic year to draft an action plan for that academic year. The Schedules for the BOS, Academic Council, and Governing Council meetings, time-bound conducting of examinations, etc. are also planned and strictly adhered to. The academic, co-curricular, and extra-curricular activities for each academic year are also planned well in advance.

Apart from the academic calendar and the teaching plans, the college prepares an action plan at the beginning of each academic year, which is presented at the general body meeting on the opening day of each academic year. The action plan contains the specific plans pertaining to all the curricular and co-curricular activities the college proposes to conduct all through that academic year.

The General Time table is prepared meticulously and approved by the Principal and the college council. The Time table contains the distribution of hours to the various departments and the allotment of classrooms for the same.

All information regarding the Examination schedule/evaluation blueprints is published on the website and displayed on department notice boards and on the common noticeboard for students and teachers. The College Union maintains an official notice board for students to display the schedule for union activities.

In addition, the teachers are given a Teacher's Diary which serves as a point of guidance for self-appraisal and plan for them. At the beginning of each semester, teachers prepare a lesson plan of the papers by adhering to the Academic Calendar schedule and presenting it in their Teacher's Diaries. Faculty members prepare a teaching plan for the U.G & P.G. courses. The strategy adopted is to cover 40% of the syllabus before the first internal examinations and another 40% before the second internal examinations. The remaining 20% of the syllabus is to be covered before the Final/End Semester Examinations. Teachers prepare the lessons in advance as per the academic calendar and teaching plans to the full satisfaction of the students. The Teacher's Diary is subjected to scrutiny by the Heads of the respective departments and the IQAC team every month. At the end of the academic year, the Diary is submitted to the Principal, who evaluates and countersigns them. The goals, plans, and outcomes achieved are listed. It becomes an integral part of teaching evaluation.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File]

2.4 - Teacher Profile and Quality

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

181

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

106

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1122

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

30

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

278

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Examination Reforms

1. **The implementation of Bar Coding of answer scripts along with false numbering mapped for register numbers is undertaken for both UG and PG students.**
2. **Result declaration within 30 days of completion of each examination.**
3. **Three separate question papers are set for each course by three external subject experts from within and outside the parent university, followed by detailed scrutiny by another external expert. Following that the Controller of Examinations randomly picks a single question paper from the bunch for the examination thus ensuring utmost secrecy. All the subject experts are selected from a panel of examiners prepared by the respective Board of Studies of various departments.**
4. **Internal vigilance squad comprising four members and an inquiry committee headed by the Vice Principal of the institution are constituted to prevent and minimize**

malpractices during the conduct of examinations.

5. The special supplementary examination is conducted for 5th and 6th semesters UG students who fail or do not appear for an examination in these semesters to enable them to save a year.

6. A student who completes the entire curriculum requirement, but could not register for the Semester examination is offered an option of registering notionally and thus made eligible for promotion to the next semester.

7. The institution follows a double valuation process, a distinct practice among autonomous colleges, for all papers in both UG and PG programmes. The second valuation is executed by external experts belonging to a panel prepared by the Board of Studies of respective departments. The average mark of the double valuation is regarded as the final score. If a variation of 20 percent of the maximum marks is detected between the two valuations, then the answer script is subjected to a third valuation by another examiner.

8. After the publication of the results, there is a provision made available to the students to challenge the valuation by remitting the required fee. Challenged valuation also follows a double valuation process and is completed without much delay.

9. The IT integrated process introduced by the College has facilitated the online payment of students' fees, the online generation of hall tickets, results, and mark sheets.

10. The implementation of examination reforms has resulted in transparency, speedy processing.

Processes integrating IT

1. Campus Suite is software developed by the college in collaboration with NIC (National Informatics Centre) to ensure transparency and promptness in the examination process.

2. Online generation of results, tabulation register, and other documents and forms are methodically accomplished.

3. The notification for online registration for the final examination is published one month before the date of commencement of examinations.

4. The students are given the provision to apply for the examinations online after remitting the registration fee

online.

5. The timetable for the examinations is published on the website one month prior to the date of commencement of examinations.

6. Hall ticket generation is computerized and students can download their hall ticket three days before the examination.

Owing to the above reforms the overall efficiency of examination procedures has increased and positive impacts are witnessed.

Continuous Internal Assessment

The college has a proven mechanism in place to ensure fairness in the awarding of internal marks. As per the regulations, each department calculates internal marks considering four mandatory components - seminar, assignments, attendance, and test papers. The following measures adopted by the institution guarantee that the internal assessment is transparent and robust:

The Board of Studies is constituted at the department level consisting of the department head as the chairman/person and all the other teachers as members. The BoS at the department level ensures the quality and suitability of question papers before every internal examination.

The College ensures the publication of the attendance percentage of the students at the department level. Monthly monitoring of student attendance is done to ensure regular student participation. Each department arranges PTA meetings to brief parents about their ward's performance and attendance.

The examination committee prepares the schedule of the examination in advance and publishes it on the college noticeboard and website.

The teachers evaluate the answer sheets within the scheduled time and return the answer sheets to the students with feedback regarding the same. Therefore, students get a chance to clarify their doubts and concerns.

If absence in the internal examination is due to genuine reasons, students are provided with an opportunity for supplementary/improvement examinations if they fail to attend or do not perform well in the scheduled exam.

The students receive their internal examination scripts, and the department publishes the final internal mark ten days before the date of the end semester examination. Students can approach their teachers if they have a complaint or grievance.

Grievance Redressal Committee is constituted to address the grievances regarding the conduct of internal exams. The primary level Grievance Redressal Committee consists of the Head of the Department, a tutor, and a senior teacher. There exists a College Grievance Redressal Committee at the higher level to hear the appeals of students.

Final internal marks of the students are uploaded to the Controller of Examinations by the tutors through the staff login portal.

The college maintains subject-wise internal scores in A form and documents the consolidated internal scores in B forms. The respective departments file both A and B forms.

Students who have failed in the internal assessment can appear for an internal re-do with their immediate junior batch.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional Information	https://maharajas.ac.in/images/Maharajas_College-_Exam_Manual.pdf

2.6 - Student Performance and Learning Outcomes

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

Maharajas College offers 58 programmes through 19 departments. The courses are designed in compliance with the stipulations of the UGC and the HEC of Kerala. The programmes aim to facilitate the wholesome development of the students. It also seeks to equip them to take on the challenges of the future with confidence. In keeping with the vision of the college, the aim is to provide quality education to youth from all sections of society, especially the deprived and disadvantaged, and to mold them into responsible citizens capable of serving the nation.

All the courses offered by the Departments mandatorily include

course objectives as part of the introduction. The entire course structure approved by the Academic Council of the College is uploaded to the College website. At the very outset of each semester, the teachers discuss and familiarize the students with the course structure of their respective courses. Copies of the entire syllabi are also kept in the individual Department staff rooms for the student's reference. The BoS of each department has meticulously spelled out the Programme Outcomes, Programme Specific Outcomes, and Course Outcomes of all the courses offered. The details of the same are displayed on the College website (maharajas.ac.in).

Programme Outcomes are based on the core and prime objectives, which the institution seeks to impart among the students.

Programme Specific Outcomes focus on the attributes that the graduates are expected to achieve on the completion of each programme.

Course Outcomes are the objectives of each course in all the UG/PG/Research programmes.

On the successful completion of any graduate programme, a student is expected to achieve the following attributes:

1. Scientific temper: Mindset which enables one to follow a way of life that focuses upon the scientific method of understanding reality.

2. Critical and creative thinking: Capability to think rationally and reflectively.

3. Inclusiveness: Constant exposure to and interaction with disparate social strata for an inclusive mindset, ethical sensibility and greater social sensitivity and empathy.

4. Democratic Practice and Secular Outlook: As envisioned by the Constitution of India.

5. Awareness of world affairs: Acquisition of knowledge of what is happening in immediate and far- flung places of the world.

6. Sense of equality, equity and environment: Ability to differentiate between pure equality, social equity and a heightened awareness of how humans dialectically interact with

environment.

7. Synergetic work culture: Capacity to work in groups and the attitude to consider larger goals greater than personal ones.

8. Emancipatory and transformative ideal: Attainment of cherished ideals of education for the eventual empowerment of humanity.

The College takes appropriate measures to ensure the effective dissemination of all the learning outcomes. The resources such as faculty, library, laboratories, computers, Internet, are made available to enhance the teaching- learning process. The outcomes are reviewed and analysed periodically to assess the success of the transaction and accomplishment of the envisioned goals.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://maharajas.ac.in/index.php/content/index/outcomes

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The POs, PSOs and Cos of all academic programmes offered by the college are clearly defined and stated. These outcomes are discussed and explained in the classrooms so that students may internalize them and form an idea of the expected purpose of their respective programmes. The college also takes diligent measures to evaluate the levels of attainment of all the outcomes through direct and indirect methods. Regular Internal Assessments and End Semester Assessments are conducted to ensure the achievement of Pos, PSOs and Cos. Continuous assessment through assignments, seminars, project and project viva provides opportunity for teachers and students to critically evaluate the achievement of both the programme and learning outcomes. Evaluation of the mandatory project in the final semester of PG and UG programmes and the project viva enables the external examiner to assess the scientific temper and the critical and analytical faculties of each student. A

meticulous result analysis is carried out following the semester examinations under the joint

initiative of the Governing Council, the Academic Council, the BoS and IQAC. A feedback on this analysis is conveyed to various departments to enable them to identify their strengths and weaknesses and adopt relevant remedial measures thereafter. The students are also involved in the feedback so that they may locate their weak areas and apply strategies for improvement. The impact of the restructured syllabus that invokes a scientific temper and supports critical thinking is felt in the creative responses of our students to the significant events happening around them. Another index to measure the successful transaction of the outcomes is the achievement rate of our alumni in their post-college endeavours. An active involvement in the curricular and extra- curricular activities of the college becomes instrumental for the students in identifying their talents, thus opening up new prospects for a successful career. A good number of our students are motivated to pursue higher studies and post-doctoral research. It is a matter of great pride to the institution that many of our brilliant students have returned to their alma mater as qualified teachers with an eager passion to give back manifold what they had received from here. The institution has a mechanism to evaluate the learning outcome of the students. It includes: ? Student Placement and Progression ? Feedback from Students and other stakeholders ? Tutorial and mentoring ? Class PTA and General PTA ? Grievance Redressal Cell ? Analysis of End semester Results ? Internal and External Academic Audit Our students have emerged as illustrious personalities in various avenues as doctors, judges, scientists, administrators, politicians, industrialists, actors, singers, directors, painters and writers. We also have good sportsmen of international acclaim. Above all, the readiness and sincerity with which the students respond to the needs of their fellow beings itself speaks for the profound values and positive outcomes the institution has inculcated in their young minds in the formative phase of their evolution as wholesome individuals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/outcomes

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

660

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://maharajas.ac.in/images/Annual_Report_2020-21_COE.pdf

2.7 - Student Satisfaction Survey

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

https://maharajas.ac.in/images/SSS_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Maharaja's college creates an open platform to foster academic excellence and to pursue scholarly research activities and is committed to promote a research culture among faculty and students as basic long term research provides the foundation for future development of the Institution. The research policy of the college aims to develop and promote scientific temper

and research aptitude of all learners; to realize the vision and mission of the college and to identify research areas of academic, practical and socially relevant significance thus contributing to national development. It also aims at ensuring that the research activities of the college conform to all applicable rules and regulations of the affiliating University and U. G. C. as well as to the established standards and norms relating to safe and ethical conduct of research. Theresearch policy provides a broad framework to the research activities with clear cut objectives, code of ethics, etc.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	https://maharajas.ac.in/images/Research_Policy_New.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	No File Uploaded
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

5.719

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

02

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/projects
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

48

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

01

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://envt.kerala.gov.in/; https://kscste.kerala.gov.in/science-research-scheme/
Any additional information	View File

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The covid 19 pandemic has shattered the academic scenario as the college could contribute very little to the ecosystem for innovation.

Despite the restrictions enforced during the pandemic situation, the research committee in association with IQAC, could make use of the virtual platform effectively by conducting number of webinars (ROP- Research Orientation Programme) on different topics utilizing the subject experts at the National level.These webinars ignited the spark of research among students.

Besides, a Startup Centre has been initiated in the college campus which was officially inaugurated by the eminent entrepreneur and traveller Shri. Santhosh George Kulangara.

And, as a beginning, a project proposal on EcoGuard Jute Product was sent to the Kerala Start Up Mission. The project aimed at bringing together the artists, craftmen, marketing potentials, entrepreneurs and future designers under one umbrella.As a follow up students were encouraged to participate in the Kerala Development & Innovation Strategic Council (K-DISC) and it's Young Innovators Programme. Initiatives are being taken to get registered as Innovation and Entrepreneurship Development Centres (IEDC).

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/start-up-centre

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

100

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

16

File Description	Documents
URL to the research page on HEI website	https://maharajas.ac.in/index.php/content/index/research
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.28

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

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0.083

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

44

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

4.88

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The covid 19 pandemic has upended daily life of all. The community-based platform, with its distinct capacities, has a critical role to play in the covid 19 response. Realising this the NCC wing of the college has conducted various outreach programmes like

- **Corona awareness webinar**
- **Making of Face Masks**
- **A pledge to make people aware of the pandemic – SMS (Social distancing, Masks, Sanitizing).**

Besides, as part of Swatch Bharath Mission, the NCC wing has also conducted community cleaning programmes such as,

- Gandhi Statue Cleaning
- Swatchatha Pakhwada
- Swatchatha Awareness Programme
- Plogging, etc.

As a part of health mission programmes, the college under the NCC wing has observed important days such as,

- International Yoga Day
- World Blood Donor Day
- Doctors Day
- Fit India Movement
- World Vaccine Day
- World Tobacco Day

To create an awareness about the ecological sustainability the NCC wing has also organised programmes like

- Vegetable Garden Challenge
- Tree Plantation Pakhwada
- Paristhithikam
- Webinar on Air Pollution
- World Earth Day
- World Environment Day

To ignite the civic sense among the people with the NCC wing observed the

- Kargil Vijay Divas
- Republic Day
- Independence Day
- National Constitution Day
- NCC day
- Vocal for Local
- Childrens Day
- Webinar on Communal Harmony, etc.

Above all, NCC wing has extended a supportive hand to the old and destitutes by visiting the Old age home, orphanages dueing the pandemic situations.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

14

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

34

File Description	Documents
Reports of the events organized	View File
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1396

File Description	Documents
Reports of the events	View File
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/

student exchange/ internship/ on-the-job training/ project work

33

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

6

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

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 equipments, etc.

To facilitate the overall governance and optimal utilization of resources including financial support extended by the Government of Kerala and RUSA, there are various bodies such as the Planning Committee and the UGC Cell.

The college is unique in terms of the range of programs offered, research facilities, physical infrastructure, sports, cultural activities and auxiliary/support systems. There are 20 undergraduate, 22 postgraduate, 1Integrated PG and 18 research programs, taking the total number of programs to 61. There is a 2727 strong student population who are central in the performance of the institution. There are excellent resources such as libraries, laboratories, computer centres and internet access.

The college has the state-of-the-art scanning electron microscope (SEM) at the research lab of Physics and sophisticated instrumentation facility managed by the Dept of Chemistry.

The college has online journal package offered by INFLIBNET N-List (providing access to 6,292 journals and 195810 books) subsidised by the UGC.

The college is the only arts and science college in Kerala having IP based access and subscription to databases managed by Economic and Political Weekly Research Foundation India Time Series, and perpetual IP based access to New Palgrave Dictionary of Economics.

The college is well-equipped in terms of pedagogical resources such as classrooms, laboratories, computers, online resources such as INFLIBNET N-List, smart rooms, internet and related IT facilities. There are 156 classrooms, 360 computers, 46 LCD projectors, 26 smart boards, 20 television sets, and separate laboratories for UG and PG programs. Science departments have dedicated and state-of-the art laboratories and allied amenities such as museums and green houses.

Departments of Statistics, Commerce and Economics have full-fledged computer facilities which are used for imparting training in R, Tally and SPSS. Most computer facilities are connected with local area network, printers and other copying facilities. As these features are stored in a decentralized fashion, students can access the same from multiple points including department staff rooms. While in the department, students can browse and download reading materials like journal articles and reviews under the direct supervision of teachers and research scholars attached to the department. In addition, the Campus Wifi facility provided by the IT initiative of state government meet the basic internet requirements of students. A reprographic centre caters to the desk top printing and other printing needs of students and faculty. The proper allotment and optimal use of classrooms and allied facilities are ensured through the intervention of a formally constituted Room Committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/laboratory-facilities

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

The College offers exemplary and ample facilities for sports and games. The college has an outdoor stadium which has a capacity to house 20000 people and has a 400 metres synthetic track. The football field maintains FIFA standard. A multi gym and fitness centre with all standard equipment including tread mill is an asset to the Department of Physical Education. Standard size courts – Hockey field, Volleyball court, Basketball court, Ball-Badminton court, Kho-Kho court- and Taekwondo mat of standard size are some of the facilities. All athletic equipment for High jump, Pole-vault, Javelin, Discus throw and fencing equipment like swords, guards etc. are accessible to students.

The College ropes in external professional coaches for football, cricket, fencing, wrestling and hockey. The Ernakulam Sports Council and various bodies send us experts in the field. The method has paid rich dividends as can be seen from the achievements. The College annual sports meet and recreational activities encourage students to participate and support them in competitions at university and inter-university levels. The college auditorium is used for indoor events like wrestling, taekwondo, judo, table tennis, fencing, power lifting, weight lifting, body building, tug of war and chess.

The huge college stadium is open to public and many persons use it for their morning and evening strolls. The college charges Rs 3,000 per year (Three thousand only) for using this facility. Rs.16400 per day is charged for organising competitions by external bodies like CBSE schools, multinational companies and other colleges. This amount is utilised for the maintenance of the stadium and is meticulously audited. For students, staff and Kerala State Sports council, the services are free of cost. Maharaja's Stadium Committee has the District Collector as its chairman. The college also gives admission to around 20 students from the centralised sports

hostel who participates in football and athletics. Using these facilities the college conducts inter-collegiate competitions in various sports and games every year.

The college also offers regular training in Yoga and Kalaripayattu for the students as value added course. Department of Physical education has taken initiative in conducting physical fitness training for candidates appearing for PSC, Defence and UPSC examinations. Facilities are provided for training in both National and International Master's and Veteran's Athletic Meet. The students of the department are facilitated as the officials for various programmes thereby giving them an opportunity to flourish.

English Main Hall, Malayalam Hall and the College Auditorium are the primary centres for cultural activities. Practice and performance of stage events such as dramas, skits and group dances take place here. The democratically elected college union, in conjunction with drama club, arts club, debate club, quiz club, etc. and supported by the members of the teaching faculty, spearheads cultural life of the college. Exactly as in the case of sports, primary level competition is held within the college, following which deserving talents are selected and trained for university level competition and for national level ones, if necessary. The Department of Music plays a pivotal role in this regard.

File Description	Documents
Geotagged pictures	No File Uploaded
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/sports-and-games

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

31

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

681.07077

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The library resource in Maharaja's college, Ernakulam functions with a mission of promoting intellectual growth and creativity by facilitating access to information store.

It is envisioned to be a strategic asset for the college, providing intellectual leadership and extraordinary information experiences towards the advancement of knowledge.

The library functions with the following objectives:

Striving for Excellence in Learning and Research.

Providing high-quality services that meet and exceed the expectations of a diverse user Community.

Empowering users to Locate, Evaluate and use information available in a variety of Innovative and Traditional formats.

Developing and maintaining collections in support of the Academic pursuits of the College and the larger diverse reader

community.

Library infrastructure

The General Library is located in the prime area in the campus that is accessible to all sorts of students. It caters to the information needs of all stake holders with its well managed information resources housed in an area of about 5000sq. m, with a total of 100 seating capacity which is sufficiently spacious. There are over one lakh forty thousand printed books including rare collections of antique books. In addition to the General Library, each department provides its own library facilities to the students and research scholars. Construction of a three storied Central Library Complex to bring all the department libraries under one roof is under progress. Over the years, the library has been stacked with the latest updated books which are carefully chosen for the use of the staff and the students. It functions as a strategic institutional asset that develops and delivers new methods of creating and supporting knowledge resources in the college.

Library Automation

The library is automated with Book Magic and KOHA respectively since 2012. ILMS Software KOHA (installed - 2016) provides a very user-friendly interface for searching documents in the library and their issue-status.

Name of ILMS software: KOHA

Nature of automation (fully or partially): Fully

Version: 20.11.02.000

Year of automation: 2016 (KOHA), 2012 (Book Magic)

Features of KOHA

It is the first Open-source library automation software.

Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50,

SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.

It is a true enterprise- class ILS with comprehensive functionality including basic and advanced options.

Multilingual and transferable.

Koha's OPAC, circulation, management and self-checkout interfaces are all based on standards

compliant World Wide Web technologies – XHTML, CSS and JavaScript – making Koha a platform- with independent solutions.

Number of print books available in the library are 142986, Journals and periodicals 56, 12 number of dailies, E-books come up to 195810, 6292 E-journals and 2 Databases are accessible.

Services

The Library follows the Open Access System.

Lending Service

Reference service

Free access to N-List. Login passwords are provided to users for accessing UGC INFLIBNET-NLIST resources

Reprographic service (Reprographic Centre)

Conducts user orientation programme

New Arrivals Display

Web OPAC

Extension Service

Reference service provided to Research scholars and academicians on request.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/library

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources — **A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	**No File Uploaded**

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

6.62653

File Description	Documents
Audited statements of accounts	View File
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

200

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The college has 360 computer systems including laptops and 46 LCD projectors, most of them mounted or hung according to the physical conditions of the classrooms. We have fast internet connectivity of 140 mbps. All departments have the browsing facility with varying degrees of restriction and conditions. In additional to the central copying facilities offered in the Reprographic Centre and the Cooperative store, most departments use multi-function devices to copy internal documents and to produce study materials. There are 5 ICT enabled seminar halls in the college.

The college has licensed versions of Windows, SSPS and Braille for the visually challenged. There are 26 smart boards too. The library uses ILMS-KOHA for automation and WEBOPAC for remote access. The college has online journal package offered by INFLIBNET N-List (providing access to 6,292 journals and 195810 books) subsidised by the UGC.

It is the only arts and Science College in Kerala having IP based access and subscription to databases managed by Economic and Political Weekly Research Foundation India Time Series, and perpetual IP based access to New Palgrave Dictionary of Economics.

The college has implemented e-governance in planning and development using Bill Information and Management System (BiMS). It is an e-Bill portal to Claim Settlements by Drawing and Disbursing Officers (DDOs). The DDOs can prepare online contingent bills and e-Submit to treasury through BiMS.

The office has enough computers and two photocopying machines to facilitate these operations.

All the departments have LAN connectivity through OFC. WiFi is available in the campus through the Kerala Government IT

initiative. All the departments have at least one full fledged digitally enabled smart class room. All the class rooms of dept of Economics are smart with all the multimedia facilities. The Seminar hall of the department has a seventy inch digital board with auxiliary display board connected to it. It is also equipped with a high density smart projector and digital podium.

The website of the college is designed and maintained by National Informatics Centre. A Full-fledged Campus Suite is developed by National Informatics Centre for college automation.

The entire digital data is stored and maintained by the State Data Centre, Govt of Kerala. The college has two full-time system administrators who oversee the maintenance of the systems.

If external help after the warranty is required, trustworthy engineers are roped in for the purpose. These amenities are constantly updated depending on specific requirements and budgetary allocations.

The college at regular intervals convenes meetings of heads of departments, teachers, research scholars and students to correctly understand the requirements and actions are taken accordingly. On receiving the funds from the government of Kerala, the UGC or RUSA, a certain proportion is earmarked for the augmentation of latest ICT facilities. After thoroughly vetting the proposals submitted by various departments, office and the library, the requirements are consolidated and a tender is floated for their purchase.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/ict-facility

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2727	360

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

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	**A. ?50 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	**C. Any two of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

923.53143

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	**No File Uploaded**

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

etc.

With a view to mould self-reliant agents of social transformation, by providing students with knowledge, competence, wisdom and character, the college has established systems and procedures adhering to distinct policies for the efficient usage of resources available in the college.

The College offers 20 UG, 22 PG, 1Integrated PG and 18 PhD programs in social science, , languages, physical & life sciences and commerce. These diverse and highly acclaimed academic programmes are imbued with dynamic and well-structured curricula which integrate contemporary knowledge, interdisciplinary learning and thrust on finding solutions to real life problems. A robust and well-articulated policy is followed in the design and development of the curriculum, enshrined in its regulations, and overseen by the Faculty, Academic Council and Governing Council. Boards of Studies in all departments include eminent external experts from the University, Industry and Research Institutes who guide the curriculum framing activity. The curricula of all the programmes are periodically revised as per the model curriculum recommended by the UGC and designed in congruence with the vision and mission of the college. The Curricula are broadly designed to inculcate human values, gender equality, professional ethics, promotion of environmental conservation and sustainable development among students.

This institution, with 18 Boards of Studies, undertook its first curriculum review activity in 2015 and framed its own curriculum in 2016 incorporating the inputs and feedbacks received in BoS meetings. In UG programmes, major changes are incorporated in the syllabi once in three years and in PG programmes once in two years. The syllabi are reviewed consistently to keep in pace with the rapid changes and developments, emerging knowledge and skills in various fields of study, and to meet the demands of academia, industry, and society. Undergraduate programmes since 2019 focus on learning needs, which are comprehensively reflected in the programme outcomes, programme specific outcomes and course outcomes. These equip students with in-depth domain knowledge, competence for research and innovation, experiential learning and capacity for creativity and enterprise.

With a well-defined research policy, a progressive research culture is developed among the teachers, research scholars and

students. The research culture which ensures constant interactions and invited lectures on recent research trends promotes publications by the teacher and student community. All possible efforts are taken to enhance laboratory facilities and to avail of various grants for research projects sponsored by the government and non-government sources.

The student community, representing an inclusive and diverse group as prescribed by the government norms, is the greatest resource of our college. Government scholarships, Merit awards, state of the art facilities for capability enhancement to groom a global citizen and transparent mechanism for timely redressal of student grievances create a student-centric ambience. Numerous clubs and competitions hosted by the college provide ample opportunities to foster their extracurricular talents.

The presence of the elected Students' Union as an organic body addressing student-related matters and the student representation in academic and administrative bodies like IQAC, ICC, Anti- ragging Cell and Election Committee create a democratic atmosphere in the campus. The student interventions equip them with the natural attainment of leadership skills, social skills and decision-making skills.

The College offers the students with the best knowledge domain and equitable environment, acknowledges their capabilities and expertise, and encourages their distinct achievements in sports, arts, and academics. Students are treated with dignity to nourish their feeling of self-worth. The institution recognizes, appreciates and celebrates the strength of diversity and guarantees an equal education opportunity regardless of gender, colour, race, religion or disability. A gender-neutral campus is maintained and opportunities are provided to interact with different resource groups about the multidimensional issues of the society. Students are equipped to uphold the guiding principles of trust, integrity, and transparency in all aspects of interactions and dealings, and develop values of self-respect, tolerance, discipline, hard work and patriotism.

With an exemplary legacy of 145 years, the college is particular about conserving its rich culture while accommodating the recent trends and innovative practices in sciences and humanities. The sprawling campus with a pleasant, lush and verdant ambience affords an aesthetically appealing atmosphere and an intellectually stimulating environment.

The College has facilities such as laboratories, library, sports complex, computers, classrooms, auditorium, seminar halls and intellectual resources offered by the 181-strong faculty as well as services offered by the administrative office. While laboratories, library and computers are primarily meant for students, teachers and non-teaching staff of the College, the first two can be accessed by external researchers, enthusiasts and general public on obtaining prior permission. The sports complex which includes a state-of-the-art synthetic track and a health & fitness centre is widely used for the conduct of various sport events and athletic meets at state and national levels. Nearby sports academies and aspiring athletes regularly make use of these amenities. In addition, there is regular coaching for taekwondo and fitness training for candidates trying to join armed forces and police. These facilities are open to the public on the remittance of a nominal fee. There is an internal committee, headed by the Principal and comprising members from the teaching staff, to monitor and ensure transparency and safety in matters relating to the sports complex. The College has one auditorium, four seminar halls and six gallery classrooms with permanent power, acoustic systems, projection facilities and extensive seating capacity. The auditorium is rented to public organizations, strictly following the terms and conditions laid out by the College. Other spaces are meant for the departments and internal organizations to conduct academic/cultural programs. The organization which needs a space has to book the same, well in advance with the Principal through a written request or with the person designated by him/her. There is a Room Allotment Committee headed by a senior teacher which ensures fair and equitable distribution of classrooms.

With a comprehensive and inclusive code of procedure and policy position, the college ensures the optimal utilization and effective maintenance of all resources.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/laboratory-facilities

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

2996

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

45

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

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	D. Any 1 of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

186

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<u>View File</u>
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	<u>View File</u>

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

47

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	<u>View File</u>

5.2.2 - Number of outgoing students progressing to higher education

334

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	View File
Any additional information	View File

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT GRE/ TOEFL/Civil Services/State government examinations) during the year

60

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

45

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

With a firm belief in democracy, the institutional framework of the college is structured in such a way as to give adequate representation to students in academic as well as administrative bodies.The needs and concerns of the students

are represented by student representatives in the college council, one of the important decision making bodies in the college. This helps students to actively involve in the academic and administrative policy making of the institution. Although the Students' College Union is an organic body of student representatives elected in the presidential form and acts as a liason between the college authorities and the student community, due to the present pandemic the college Union election did not take place in this academic year. In spite of the fact that no Union officially took oath of office, the student community participated and contributed significantly for the benefit of the community both within and outside the campus. Separate clubs for Creative Writing, Fine Arts, Quiz, Debate, Theatre, Dance and Music function in the college which organize diverse programmes, workshops, open forums, competitions, extension activities like charity donations etc. to instil among students the idea of social service while developing individual talents.2The college has ensured student representation in most of the important committees for ensuring transparency in the conduct of matters. An efficient system of grievance redressal has been built into the administrative framework which has as its members two students who actively participate and intervene in matters concerning the student community. The Anti Ragging Cell which also takes effective measures to prevent ragging and sensitise students also has two student representatives. A Grievance Cell also functions at the department level which has student representatives. At the beginning of every academic year, a Fresher's Day is organised with an objective of nurturing camaraderie among the students and also to introduce the amenities of the college to the new comers.Regular meetings of student representatives witness healthy exchange of ideas which helps to inculcate a democratic spirit in the students. College Arts Day and Sports Day are conducted every year under their leadership.

All departmental associations have student representatives as their core members who function under the guidance of a faculty in charge of the association. The associations conducted activities that could bring the students together even amid the pandemic The associations organise lecture series, invited talks, debates, quiz programmes, literary fests, exhibitions and fests.. The College NSS units function under the direction of the Student Volunteer Secretaries. They chalk out the planof action in consultation with the NSS Staff Advisor.

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

5.3.3 - Number of sports and cultural events / competitions organised by the institution

1

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

Maharajas College has an effective alumni network which is a significant stakeholder and helps in the institution's developmental activities. The association supports the institution and contributes to its institutional, academic and infrastructural development. Alumni have made substantial financial contributions from time to time which have enabled the institution to undertake initiatives that would otherwise have not been possible.

The College in general and all the Departments in particular have alumni. However only five of them are registered, and they conduct regular executive meetings and plan various welfare activities. They are Old students Association of Maharajas (OSA) Alumni of Maharajas College (AMC) MAPS of Physics Department MAMATHA of Mathematics Department Maharaja's College Chemistry Alumni. OSA has provided endowment scholarships to meritorious students and helped those students who needed assistance owing to the present pandemic. The alumni of the Commerce department and Chemistry honoured the retiring faculty and appreciated the meritorious students by giving away prizes. MAMATHA conducted the sixth lecture in the series "K.S.S

Nambooripad Endowment Lecture "titled "Cross Connections" on an online platform. The lecture was handled by Dr. P.G Romeo, Professor, Department of Mathematics, CUSAT. Dept of Zoology also conducted alumni meet and decided to institute endowments for meritorious students.

All departments have an active alumni group which addresses issues of common good, especially encouraging students in academics as well as all kinds of events which shall let the students turn out as better global citizens.

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

5.4.2 - Alumni's financial contribution during the year	A. ? 15 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Maharajas College is a government autonomous institution affiliated with Mahatma Gandhi University, Kottayam. The college was granted autonomy in 2015. The autonomy status enables us to restructure the curriculum and syllabus to promote need-based, industry-relevant, and society-driven courses. The college offers 61 programs in Arts, Science, and Commerce including 20UG programs, 22PG programs, one integrated PG program, and 18Ph.D programs. The recent trends and developments in each discipline are incorporated through periodic syllabus revisions. The college has been recognized as a Centre of Excellence by the UGC. To maintain the status of being a Centre of Excellence the academic, administrative, and

student wings of this college work together based on a clear vision and mission.

The Vision and Mission of the College

Maharajas College upholds secular credentials, pursues egalitarian policies, and follows a decentralized participatory mode of governance to meaningfully realize its vision and mission. The College is committed to producing well-informed and socially sensitive citizens with enhanced capacity for scientific temper, rational thinking, and democratic actions in all spheres of life. The institution offers a congenial environment to nurture academic excellence and humanistic values to help students choose careers anywhere in the world and lead a fruitful life in harmony with all fellow beings.

Vision

To provide quality education to youth from all sections of the society, especially the deprived and disadvantaged, and to mold them into responsible citizens capable of serving the nation.

Mission

- To provide human resource development at the UG and PG levels with multi-optional facilities in different disciplines.
- To motivate the urban, semi-urban, and rural youth towards the further pursuit of knowledge.
- To equip them to serve the nation in its march towards self-sufficiency and progress in all areas of human endeavor

The major decisions taken at the higher management level of the college and the Governing Council are always guided and inspired by the vision and mission of the college.

Participation of teachers and students in the development of the college

- The college follows democratic and decentralized practices of governance by liaising between the government of Kerala, the Directorate of Collegiate Education, and internal bodies like the GoverningCouncil, College Council, Academic Council, BoS, IQAC, Planning Committee, CDC, UGC Cell, PTA, Students' Union, etc.

- **The College Council is headed by the Principal. Heads of all departments and democratically elected members discuss all programmes and issues and take major decisions on academic and administrative matters.**
- **The institution ensures the participation of representatives of alumni in carrying out developmental initiatives.**
- **The students' union is consulted in matters relating to sports, arts, cultural events, and celebrations. More importantly, student feedback is a crucial input in determining the trajectories of modifications in the conduct of internal and external examinations.**

The college achieves its vision and mission through the democratic and participatory interventions of all units of inclusion.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/about-us

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college invariably adheres to the principles of decentralization and participative management in its administrative and academic practices. The administration is carried out under the administrative leadership of the Principal. He is advised by the duly constituted College Council a statutory body constituted under the statutes of Mahatma Gandhi University. It consists of the Principal, the Heads of the departments, and three elected members from among the faculty. The council which has an elected secretary co-opts representatives of various bodies of the college such as the members of the governing council, Coordinator of the IQAC, PTA Secretary, and Member of the CDC into it. All mandatory committees, cells, clubs, various forums, etc. are constituted by the majority decision of the College Council.

In the same manner, the department-level staff council is also

functioning to take decisions at the grassroots level. Moreover, there are bodies such as the PTA, College Development Council (CDC), and Women'sCell that are functioning in the college as per the guidelines issued by the Govt of Kerala. Moreover, the college has an elected students union following the presidential form of election. Regarding the academic activities, the college has a governing Council, Academic Council, and Board of Studies duly constituted by the Autonomy Act of Kerala Legislature which incorporates members from all spheres of the society.

In this manner, the administration and academics of the college are carried out in a participatory, democratic, and decentralized manner. The functioning of these bodies and their practices ensure that the decision-making power is not concentrated on the administrative head which reinforces decentralized and participatory practices.

Revision of Curriculum

As an autonomous institution, the college is free to frame its curriculum and syllabus to realize the curricular objects, subject to the outlines of the university. The College also follows the policies of the affiliating university to avoid deviations/conflicts in the overall course pattern, credit, number of courses, grading, etc. The Academic Council, after receiving proper information regarding the restructuring of courses, directs the boards of studies to implement the project. Boards of studies accordingly arrange internal discussions and brainstorming sessions on the areas to be upgraded/included/deleted as the changing time demand. Certain departments embark on the process of learners' revision based on the feedback furnished by former students on the pros and cons of the existing syllabus as well as the facets which need improvement. After the formation of a draft curriculum and syllabus, the same are subject to thorough scrutiny by the Board of Studies comprising faculty members, reputed scholars in the capacity of external members, industry representatives, and a former student. After the Board of Studies endorses the new curriculum and syllabus (after incorporating modifications if necessary) the same is forwarded to the Academic Council of the college for further action. The Academic Council, after formally ratifying them, forwards the same to the governing council which forwards it to the university for final approval.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	No File Uploaded
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/academic-home

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The perspective plan for the college is made on the basis of the SWOC analysis conducted by the college.It also took it into account the observations made by the previous accreditation peer teams. Furthermore,the conferring of academic autonomy made the college to develop strategic plans to design new academicprogrammes such as blended degree for future course of action.

Introduction of Advanced Programmes

Though the college imparts high-quality learning in all major branches of knowledge, the college is lacking in advanced programmes that facilitate inter-disciplinary and trans-disciplinary learning and research at the highest level. Hence it is visualized to start postgraduate programmes such as Sociology, Anthropology, Psychology, Media Studies, Cultural Studies, Linguistics, Archaeology, Artificial Intelligence, BioTechnology, and Molecular Biology.

Advanced Facilities for the Differently Abled and Transgender Students

Establishment of advanced infrastructural and smart facilities of international standards for the differently abled and the infrastructure facilities demanded by transgender students such as residential quarters.

Residential Campus

A concrete plan has been prepared to make the college a fully residential campus and has been approved by the district-level plan discussion forum.

International Instrumentation Facility

The establishment of a multi-disciplinary sophisticated instrumentation lab is proposed and submitted to the Govt under KIIFB programme to develop and elevate the research-related infrastructure of the college's national and international standards. The proposal to start a new program (Blended BSc. Programme in association with IISER Pune and the University of Melbourne) is submitted to the government.

Heritage Museum

The college has also designed a master plan for the development of the campus to take into account the future requirements with the help of professional organisations such as KITCO and conservation architects. Renowned conservation architect Dr. Benny Kuriakose is advising the college in this regard.

Efforts are underway to develop a heritage museum to conserve the priceless artifacts and treasured collections of historically valued items. The zoology museum widely acclaimed as one among the fifty sites of its class in the world is envisaged to be developed to the best in the world.

Advanced Centre for Study and Research (CASR) in Development Studies

The proposal for establishing an "Advanced Centre for Study and Research (CASR) in DevelopmentStudies" has been submitted to the Govt of Kerala. It has been visualized as a Centre that integrates and embodies the domain knowledge in different disciplines for advanced levels of learning and research. It will become a synergy point in social science learning and

research not only for the college but for the region as well.

Carbon Neutral Campus

A Green Audit was conducted and total carbon footprints in the college were estimated. Although the college installed solar power plants, replaced T5 lamps with LED tubes, and uses biomass for cooking, the campus is not carbon neutral. More energy efficiency projects are needed for making the college carbon negative and a model campus for wroth emulation by other educational institutions of the state.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://maharajas.ac.in/images/SWOC_Analysis.pdf
Upload any additional information	No File Uploaded

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

The administration is carried out under the administrative leadership of the Principal. He is advised by the duly constituted College Council a statutory body constituted under the statutes of Mahatma Gandhi University. The CC is a deliberative body for supporting the Principal in making decisions on administrative matters.

It consists of the Principal, the Heads of the Departments, and three elected members from among thefaculty members. The council has an elected Secretary also. The council co-opts representatives of various bodies of the college such as the members of the Governing Council, Syndicate Member, Coordinator of the IQAC, Secretary PTA, Member of CDC into it.

The IQAC is constituted according to the norms of the NAAC and is responsible for carrying out all quality-related initiatives. The College Development Committee (CDC) prepares

plans for the development of infrastructural facilities and its maintenance. The PTA ensures the active involvement of parents and teachers in all matters pertaining to the College. The Disciplinary Committee assists the Principal in maintaining a peaceful academic environment. The College-Level Monitoring Committee (CLMC) monitors academic and non-academic activities. In addition, various committees and cells such as the/ST Committee, Minority Cell, Internal Complaint Committee, OBC Cell, Anti-Ragging Cell, etc. are constituted with the intention to address the specific needs and grievances of the students.

The Grievance Redressal Cell (GRC) addresses the grievances of students and finds amicable solutions so as to preserve a state of peaceful and friendly co-existence on the campus. The Cell is empowered to look into student complaints and solve them. As a means of dispute resolution, the GRC encourages a peaceful dialogical method which is highly significant as it may enable the students to pursue peaceful and democratic means to find solutions to the problems in their future life as well.

The Governing Council functions as the apex academic body of the College to take timely decisions and plan appropriate strategies for the academic development of the institution. The Academic Council (AC) is constituted according to the guidelines of the UGC. The AC is empowered to scrutinize the proposals passed by the Board of Studies with regard to curriculum, syllabi, programme of study, academic regulations, and framing of evaluation policies.

Service Rules and Procedures:

As a Government institution we strictly follow the service rules according to the UGC/State

Government/University norms. The regular working hours are from 9.30a.m-4.30 pm. The teaching and non-teaching staff of this college get benefits of GPF/GIS/SLI/Gratuity and

Casual/Earned/Medical/Maternity/Paternity/Compensatory Leaves. Staff recruitment is done according to the rules and conditions of The Kerala Service Rules and the UGC norms. The HoDs, based on the existing workload (teaching hours per week) can report

to the Principal in case service of an additional teaching faculty is required in the department. The Principal thereafter reports the available vacancy to the higher authorities concerned. Administrative staff promotion is based on seniority in service and other conditions stipulated by the Government of Kerala.

File Description	Documents
Paste link to Organogram on the institution webpage	https://maharajas.ac.in/images/Organisational_Structure.pdf
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/strategic-plans-and-deployment

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution has taken many measures to provide various facilities and has initiated many welfare programmes to nourish academic excellence and better the living standards of the teaching and non-teaching staff.

The teaching and non-teaching staff of this College benefit from the following welfare programs

- Group Insurance Scheme
- Group Personal Accident Insurance Scheme
- The Co-operative Society provides financial support for the teaching and non-teaching staff
- A cooperative society that furnishes academic stationery items and provides light refreshments
- The Staff Club gives opportunity to foster a strong bond of relationship among the teaching and non-teaching staff
- Hostel accommodation for the teaching and non-teaching staff
- The Parent-Teacher Association
- Infrastructural facilities specially designed for the differently-abled such as Digital pocket Daisy player, E-Book reader, MP3 player, voice recorder and compass, Jaws talking screen reader, scanning and reading software
- Orientation and Refresher Courses for faculty improvement
- E-journal support to encourage research activities
- Seminars and workshops to improve the academic ability of faculty members
- Freedom to take up membership/leadership roles in other civic bodies / social organizations
- Freedom to exercise academic autonomy
- Computer Lab/Library/ Language Lab /Seminar halls/ Smart class room facilities
- Subscription to N-List of INFLIBNET provides access to more than 6000 journals and 90,000 ebooks
- Free access to the online database including Taylor & Francis, EPW, India Times Series, Indiastat.com,
- Online access to New Palgrave Dictionary of Economics, etc.
- Social extension activities are conducted to foster social relations
- Provision to visit international universities to attend Workshops, seminars and summer school programmes
- Advanced technologies such as Electro-Microscope in the science lab to improve study and research
- Encouragement and support to regular faculty to avail of FDP/UGC Fellowships
- Minor/Major research programmes with the financial support of the UGC
- A unique Zoology Museum, one of its kind in the State
- Counselling Cell with full-time service of a therapist
- Campus clinic for medical support

- **Canteen facilities for providing good food at subsidized rates**
- **Health Club**
- **Cooperative Society Store for stationery and other related requirements**

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

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

0

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

13

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	[View File](#)
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

121

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The college gets funds from the Government and the UGC. The PTA and the CDC also provide aid as and when required. Both internal and external audits are conducted every year.

The day-to-day expenses are met from the Government funds. The PTA and the CDC also contribute to this as and when necessary. Accounts are audited regularly by the audit section of the Directorate of Collegiate Education, Finance Department, Government of Kerala, and the office of the AccountantGeneral. Grants from the UGC, DST, and other agencies are also subjected to audit by CharteredAccountants. Audits are conducted under different heads so that it is highly transparent and reliable in all respects. Both internal and external audits are conducted every year.

The funds allocated by the Government are put under a dual audit. The internal auditing is done by the DCE and the external audit is performed by the Comptroller and Auditor General of India. The funds received from the UGC and RUSA are meticulously audited by a Chartered Accountant. CDC fund is audited by the DCE. PTA funds are also subjected to dual audit by a senior teacher of the college who is well versed in accounting principles and practices and by a Chartered Accountant.

Audits are conducted internally for the PTA accounts which are meant for the overall development of the College. Regular

Audits are conducted by the Directorate of Collegiate Education and under Sec. 13 of the Comptroller and Auditor General (DPC) Act 1971. The audit by the Directorate of Collegiate Education concerning the Accounts and Register of Maharajas College

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

2

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

The College has a comprehensive and updated mechanism to collect information on various funds and financial support offered by the Government of Kerala, the UGC, RUSA, DST, and other bodies. On learning about new plans and routine ones, the information is passed on to all members of the faculty. HoDs are entrusted with the task of supervising the exercise. Detailed proposals in the prescribed format are collected from all the departments, the library, and the office. These proposals are scrutinized and consolidated by the UGC Cell or the Planning Committee as the case may be. In the case of those funds which require an interface or personal presentation the Principal, accompanied by a set of senior teachers, represents the College. On receiving funds the ratio of allocation is decided in the College Council meetings. Steps are taken to ensure that each department/section receives an equitable share. Purchase of goods and services

are procured by floating official government tenders. Final payment is made after the goods are examined and certified by a technical committee. In the case of services, their quality is assessed by a committee of teachers in the college.

Major resources are mobilized from:

1. Government / Department of Higher Education/ Department of Collegiate Education, Kerala: Funds are allocated according to the proposal submitted by the College. The Directorate of Collegiate Education is the apex body that runs the institution. But the funds thus obtained have not restricted the college from further exploring and procuring funds from other sources.

2. Alumni Support: The College has active alumni associations at the college level and departmental level, giving support to the College. The alumni take an active interest in the functioning of the institution and provide free consultancy and financial support to the institution.

3. Research Funds:Major and Minor Projects and grants are obtained mainly from the UGC and RUSA funds. Research grants obtained from other academic bodies are strictly according to the Government and the UGC norms. The college has got sanction in principle from Govt of Kerala worth Rs. 30 Crores under KIIFB and has received Rs. 8 Crores under the head of Autonomous Fund from the Government of Kerala.

4. Fees and Charges: The College collects a voluntary contribution from the students as Parent Teacher Association (PTA) fund at the time of admission. The PTA fund is utilized for implementing developmental activities. The College Development Council (CDC) fund collected from the students is remitted to the Government and is allotted to the institution along with a corresponding matching grant later.

5. UGC and RUSA grants: The Special Grants from the UGC and RUSA are vital resources for the growth and advancement of the College and assist in the modernization and digitalization of

the academic environment.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

On the basis of wide-ranging discussions and painstaking deliberations with all the stakeholders including college students' union and leaders of all student organizations functioning in the campus, the IQAC has formulated a Statement of Quality with a view to institutionalizing the quality initiatives of IQAC of the College.

Following the Statement of Quality, the College conceptualizes quality as 'transformation' emphasizing fundamental qualitative change in the form of 'cognitive transcendence' of the student and the teacher over and above the apparent transformation that happens in the process of education. The 'transformative view of quality in higher education followed by the college focuses upon 'continuous enhancement of theoretical and social understanding' of every phenomenon under consideration and the empowerment of the student and the participants in the decision-making process which eventually helps one to take control over one's own transformation in the direction of progress. Every quality initiative of the IQAC is based on

this policy and it gives purpose and clear direction to all its activities.

At the level of decision-making and its implementation, a democratic and participatory approach is strictly followed. The IQAC conducts its meetings only after circulating prior

intimation to its members. The IQAC proposes quality-enhancing programs and initiatives on the basis of proper benchmarking. The graduate attributes of the college have been set in a benchmarking environment under the initiative of IQAC. Online feedback like Student Satisfaction Surveys is collected from major stakeholders. Result Analysis is conducted on a regular basis with a view to evaluating the academic and non-academic activities and adequate remedial measures are taken to overcome the shortcomings. IQAC also monitors the functioning of the Tutorial System.

For effective management of quality-related issues, the IQAC prepares variegated online databases to help students, teachers, and researchers. Periodic meetings are held with the democratically elected College Students' Council and other students' organizations and teachers' unions.

The IQAC also conducts workshops and seminars on topics of contemporary academic relevance to enhance the quality of teachers and students. The IQAC has recommended that the invited lectures and seminars conducted in various departments are to be video recorded and a copy of the same handed over to the IQAC.

The IQAC has facilitated the evaluation of the performance of the faculty for placement and promotion through the Performance-Based Assessment System (PBAS) stipulated by the UGC 6th Pay Commission.

The IQAC implemented the decision to provide INFLIBNET N-List accounts to all teachers and students and ensures that the teachers are using these accounts. It has been decided that all teachers have to supply students of all classes with at least four journal articles from the N-List database

The IQAC also monitors the following:

- The tutorial system which promotes a friendly teacher-student relationship
- The tutorial monitoring committee

- Students' involvement in classroom management through student-monitored class log and
- attendance
- The functions of the Department Quality Assurance Cell (DAC)
- Academic performance of the College on the basis of Result Analysis and syllabus completion
- report

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/iqac

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Result Analysis

Exam results are prepared by the office of the Controller of Examinations and results are shared with all faculty members. A more detailed split-up is available on request. After receiving the detailed analysis, individual departments hold meetings to evaluate the same. Thereafter, a thorough report is submitted to the IQAC for its scrutiny. The IQAC conducts meetings with department heads and tutors and (if necessary) with individual teachers to discuss and frame adequate methods to improve the system.

Student Satisfaction Survey Analysis

The IQAC conducts Student Satisfaction Survey and ensures that the process is impersonally and

impartially carried out to yield better responses. The Survey is conducted online and the students are encouraged to express their opinions freely. After analysis of the results, it is first discussed by the IQAC and then presented at the Governing Council and the College Council. The results are discussed with the teachers by convening faculty-wise meetings and then

forwarded to the departments concerned for self-evaluation, and scrutiny, and to develop corrective measures to improve the quality of the teaching and learning process. The IQAC makes sure that these processes are conducted fairly and in a student-friendly manner and ensures that the remedial measures are implemented in accordance with the demands of the students.

Tutorial Monitoring Committee

Under the recommendation of the IQAC, the College Council established a tutorial monitoring committee to strengthen and oversee the tutorial activities and the process. The college Vice-Principal leads the committee and another senior faculty acts as the convenor.

Academic Audit

The IQAC conducts internal and external academic audits. As part of the internal audit, the IQAC collects self-evaluation reports from the teaching staff. Student Satisfaction Survey ascertains the extent to which the syllabus has been transacted in the classroom, the preparation level of the teachers, and the subject preparation of the teacher. The overall findings of the surveys are collected and consolidated following which the information is circulated among the stakeholders for the sake of further deliberations and improvement.

The IQAC conducts an annual assessment of all the departments through an external audit carried out by a body comprising eminent former teachers of the college and experts in the management of educational institutions. The insights gained from this exercise are used in designing and implementing future programs and projects. The IQAC also benchmarks exemplary and ideal practices so that in striving to realize them the college improves its academic ambiance and employment competence of students.

Teacher Evaluation

The IQAC directly conducts teacher evaluations for two purposes. The first is to make room for the self-improvement of

the teacher. For this purpose, evaluations of teachers by students are conducted anonymously and the teachers are allowed to keep the feedback with them for their own self-improvement. Secondly, the IQAC directly conducts teacher evaluation by students and the feedback is analyzed. Appropriate corrective measures and reinforcement mechanisms are suggested on the basis of such feedback. Such constructive recommendations enable teachers to assess their teaching strategies and improve their academic standards.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://maharajas.ac.in/index.php/content/index/student-satisfaction-survey

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	https://maharajas.ac.in/index.php/content/index/annual-reports-iqac
Upload e-copies of accreditations and certification	[View File](#)
Upload details of quality assurance initiatives of the institution	[View File](#)
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The campus has always been at the forefront in following a holistic gender-sensitive approach in education.

Gender-sensitive approach: College enrolled seven transgender students on roll during 2020-21. Under the auspices of Women's cell, talks were conducted to share the grievances of transgender students encountered in the society

Gender-neutral approach:Campus introduced a gender-neutral approach in languages and facilities. A gender-neutral toilet block was installed and all made use of it.

Inclusiveness: Inclusive representation of women was assured in all important decision-making bodies.

Awareness talks: Women Cell, NSS and NCC in the college organises awareness programes to spark on the ways to attain gender empowerment. The campuscelebrated International Women's day by organising discussions on 8th March 2021.

Safety and Security

College constituted Grievance and Redressal Cell, Internal Complaints Cell, Anti Ragging Cell to addressissues of students.

Counseling

A full-time counselor is provided in under the Jeevani scheme, Government of Kerala

Common Rooms

Common facilities such as library, cafeteria, sick room , space for leisure time, etc are accessible to all irrespective of gender.

Daycare Centre

A daycare centre is functioning inside the campus to take care of infants and children of the staff

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://maharajas.ac.in/index.php/content/index/facilities

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	B. Any 3 of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

The college has installed 2 aerobic bio-compost units . Unit set up at the ladies hostel generates biogas for cooking. Bio-degradable waste in the hostel kitchen is converted to renewable energy for cooking. Thus the waste is composted in the source itself.

Leaf mulching Units

Litter mulching units have been installed in various parts of the campus to deposit leaves and process them into rich bio-compost to enrich soil. Every department was equipped with bio-bin facility to compost organic waste into compost.

Liquid and bio-medical Waste management

In the pandemic year, number of days for lab experiment was very limited, hence wastage of chemicals was of trivial quantity. The common practice is, laboratories economise the use of chemicals to reduce the wastage of liquid and gas effluents. The laboratories preserve the extracts and outputs and reuse them for other experiments. Experiments are given to the batches on rotation basis to reduce the liquid waste.

E-waste management

The electronic devices remain unused throughout the pandemic period and to avoid damage, care was taken to scrutinise their performance in department-wise and found any issue was upgraded and properly maintained. Energy efficient electronic devices were installed in all the departments.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles	A. Any 4 or All of the above

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

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

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms	A. Any 4 or all of the above

Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

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

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

Communal Harmony: The college observed Communal harmony day on 5th December 2020 by organizing a webinar on the Communal Harmony in India

Be Vocal for Local: On 12th May 2020, the Hon.Prime Minister Sri. Narendra Modi called upon Indians to be "Vocal for local". All the wings of NCC Cadets took pledge to promote the use of Indian made products and expressed solidarity with the nation.

Awareness Programmes: Conducted Awareness Programmes on the precautions against Corona among all students and teachers, citizens, etc. through social media by conducting many cultural competitions. .

Athmanirbhan Bharat Survey: Awareness survey among 500 students who suggested raising Athmanirbhan Bharat to the next level.

SURVEY REPORT

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File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

National Constitution Day

26th NOVEMBER is observed as National Constitution Day all over India. On the same day a webinar was organised on the topic "Constitution Day" by Associate NCC Officer Lt. Roy Mathew (Head and Assistant Professor of political science department of St. Xavier's College, Vaikam.

The orientation programme conducted for the first semester undergraduate students during the month of October 2020 stressed the importance of the rights and duties of a citizen and how values in life improve a person. The students in the college need to give an undertaking on the code of conduct during the time of admission.

NSS volunteers conducted an Awareness programme on the importance of voting. They organized a flash mob and skit in the campus and nearby place Marine drive, Ernakulam in association with district administration, Ernakulam.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	**No File Uploaded**

| **7.1.10 - The institution has a prescribed** | **D. Any 1 of the above** |

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

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

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

Most of the international commemorative days were celebrated in online platform. On World Environment day, teachers and students shared pictures of planting tree saplings at their home compounds. On the World Earth Day, departments conducted mobile photography competition. Science departments observe Ozone Day by conducting webinars. NCC and NSS conducted various types of competitions among the students to create awareness against using tobacco.

Campus celebrates Teacher's Day by honoring their teachers

The campus observes International Yoga day, Doctors Day, World Aids Day, World AIDS Vaccine Day and World Blood Donation Day in respective days through talks and seminars.

The campus as a whole celebrates Independence Day, Republic Day, Gandhii Jayanthi Day, and Kargil Vijay Divas imbibed with patriotism. Essay and patriotic song competitions were

conducted in these days. The NCC cadets paid tributes to Martyrs of Pulwama attack on Pulwama Day

Students observed National Constitution Day by organizing a flash mob and skit on the importance of voting at the city junction

The campus community gorgeously celebrated International Women's Day in offline mode after the repeal of lock down. Dr. Rathi Menon, critic and social worker inaugurated the programme and delivered a talk on gender justice.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice-I

Title: Learning Management in the Pandemic Period

Our college transformed the challenges in the academic pursuit during the pandemic year into opportunities in learning via online platforms.

Objectives

To pursue academics without impairing curricular programme and encounter the impasse in education and conduct evaluation of leaning on pre-scheduled dates.

Context

Year 2020-21 was anomalous for every campus in Kerala due to

the prolonged presence of belligerent Corona virus which hampered the buoyancy of curricular and non-curricular activities of academic life.

The Practice

- College switched to online platforms for continuing transaction of the curricular aspects.
- Training was provided to teachers through online platforms - Moodle, Google meet.
- Students and teachers registered for online courses offered by Swayam, MOOC and Coursera.
- Purchased StreamYard live streaming for conducting webinars
- Guidance cell arranged talks to manage the stress of online classes

Evidence of success

- The virus ruled lock-down did not impair curricular programme and even the evaluation was conducted on time
- IQAC in association with various departments conducted 100 webinars providing studio access to all by enabling Stream Yard.
- Created platform for IT enabled learning

Problems encountered

- Lack of funds in subscribing to online platforms and resources
- Lack of exposure and expertise of students and teachers in technology assisted learning
- Due to financial cringes, students could not mobilise funds for the purchase of electronic devices
- Additional duties assigned to teachers caused rescheduling of online classes frequently.

Optional

The college conducted workshops on Online Teaching well before the reopening of academic institutions across states since the

outbreak of the pandemic. Three Day Webinar introduced Google Meet, Zoom and the Open Source Jitsi Platforms. A total of 136 teachers participated of which 9 were from outside Kerala and 12 from Outside Maharajas

Best Practice 2

From Exclusion to Inclusion: Appropriate intervention of campus community to manage the panic of 'exclusion' posed by the Corona virus which had threatened survival of the society.

Objectives

To collect and utilise resources for the welfare of the disadvantaged and inculcate an inclusive approach with a humane face.

Context

The extended period of lock-down put the state in a stalemate and students hailing from the economically backward classes found no means to pursue their education on an online platform.

The Practice

- Developed a compassionate approach in the campus to serve the needs of the society during lock-down period.
- Popularised the programme 'Break the Chain' to serve the state by donating funds and service.
- Students propagated precautions against virus by making and donating masks, sanitizers and popularising them in social media.

Evidence of success

- Teaching and non-teaching community contributed Rs. 19,50,037 towards Chief Minister's Distress Relief Fund, Government of Kerala
- Spent Rs. 2,11267for donating smart phones and essential commodities to students from weaker sections
- College staff who were deputed as sectoral magistrate or any other duty related to Covid 19 = 42

Problems encountered

- **Stringent rules in lock-down slowed down the pace of dissemination of welfare activities in this period.**
- **Extreme restriction put limits to the voluntary services of students.**

File Description	Documents
Best practices in the Institutional website	https://maharajas.ac.in/index.php/content/index/best-practices
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Institutional Distinctiveness

Maharaja's College has made a unique contribution to world literature. Several eminent writers in Malayalam literature, have direct links with the College. The college offered a platform for novel experiments in literature including discourses on contemporary issues of importance. The veteran teachers in the Malayalam department, G Sankara Kurup and ONV. Kurup, were the recipients of 'Jnanpith', the highest literary award in India. Poet Pandit Karuppan, a former student gave a new lease of life to Malayalam literature. The towering personalities in literature, S. Guptan Nair, Vyloppilli Sreedhara Menon, Dr. M Leelavathi, MK Sanu and Sethu who had won Vayalar award, given for the best literary work in Malayalam, were our teachers. M K. Sanu, renowned writer and orator had won Kendra Sahitya Akademi Award, Ezhuthachan Puraskaram, Kerala Sahitya Akademi Award and Vayalar Award. The great writers and critics like M.Krishnan Nair and CR Omankuttan (recipients of the Kerala Sahitya Akademi Award) taught here for a fairly long time. Famous poet S. Joseph who had won many state awards served Malayalam department till 2020-21. The list of stalwarts among the teachers and alumni shows the outstanding contributions of the Department of Malayalam to Indian literature.

File Description	Documents
Appropriate link in the institutional website	https://maharajas.ac.in/images/newInstitutional_distinctiveness.pdf
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action

Introduce more facilities to the disabled community such as lift, toilets recreation centres, etc.

Upgrade assistive technologies to the visually challenged students and teachers. Subscribe JAWS screen reader, Kuzwel education and refreshable Brailee displays to more number of departments.

Promote eco-friendly projects such as controlling plastic waste on campus, use of LED bulbs, use of a renewable sources of energy, conservation of energy and natural resources, and recycling of wastewater

Initiate student start-up ventures utilising existing resources on the campus.

Formulate more number of students and assure their participation in the targets of the college

Implement gender-neutral approach in language and policy documents

Execute gender sensitisation in curricular and non-curricular activities