



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

HOLY CROSS INSTITUTE OF MANAGEMENT AND TECHNOLOGY

**HOLY CROSS INSTITUTE OF MANAGEMENT AND TECHNOLOGY, OPP.
MANORAMA, ERANHIPALAM P.O, CALICUT**

673006

www.holycrosscalicut.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Holy Cross Institute of Management and Technology (HCIMT) is owned and managed by the International Catholic Women's Religious Congregation of Sisters of Mercy of the Holy Cross, a member institute to the registered society of Kerala Holy Cross Sisters Society. Holy Cross Institute of Management and Technology was established in the year 1994 with diploma courses and later gained affiliation from the University of Calicut in the year 2008, aiming at empowering the young girls and boys with a vision of achieving **Excellence and setting trends and service** to the society. The students who pass through the portals of Holy Cross are trend setters in the academic field, possess good personal character and qualities, social commitment and participate to build up a just society and Nation. This institution, affiliated to the University of Calicut, offers seven undergraduate programmes and five postgraduate programmes. The institution moves towards excellence and has received a number of awards from university, state and the local bodies. The institution has zealously taken great efforts in all possible facets, to give an integrated and wholesome development to the students to grow as persons of great value that they can successfully succeed in their professional and personal life. We provide the students with quality education to compete with the contemporary changes in the global world. With limited financial investments we are contributing our best to provide the best of all the facilities to offer the students. We are catering to the needs of a great majority for a quality based education. True to the ideals of our founders, the institution resolves to hold high the esteemed heritage and to strive for excellence and keep up the honour and nobility with novelty to ensure that the institution is always in the forefront.

Vision

Attain the star of perfection and set trends through a constant academic pursuit for excellence in committed service to society and God.

Holy Cross College has been involved in materializing the aspiration of the ordinary people who are looking for an institution that upholds their hopes for higher education. People from locality, far and wide seek admission to the institution especially the economically marginalized from rural and urban areas. Quality education, holistic development and enhancement of humane values is the uppermost priority of this institute. We ensure educational excellence and enable the youth to grow into benevolent, committed, resourceful and all-inclusive citizens of the society.

Mission

Transform persons to be dynamic professionals and to be responsible wholesome citizens of the Nation to make effective and efficient involvement in the fast-changing world.

Motto

Excellence, Service and Setting Trends

Aims

- We aim to develop and strengthen students' intellectual, emotional, physical and artistic abilities, enabling them to think, reflect, assess and practice.
- Encourage self-reliance and interdependence to face life's challenges.
- Build social and civic responsibility among students with a sense of their role in forming a just society, and love the Nation above all diversities.
- Develop the conscience to love and respect diversity and inculcate the values of inclusiveness.
- Love and nurture mother earth and strive for its preservation.
- Foster effective leadership in the college community- among staff, students and parents.
- Inculcate ethical values in students to ignite their passion for holistic excellence

Core Values

Pursuit of excellence- We aspire to be the best in everything we do. We are committed to provide the highest quality standards in education and holistic development of the institution.

Diversity and inclusion- We emphasise on the importance of diversity and inclusion of all with diverse perspectives, experience, knowledge and culture.

Compassion – We remain grateful to all we have and continuously strive to give back services to the community to make the world a better place to live in

Integrity – We are morally consistent on doing the right things always with honesty, transparency and fairness

Commitment – We are dedicated to the cause of providing best quality education and building strong leaders to serve the society

Social Responsibility – We are obliged to fulfil our duties to the society contributing to the development of our society

Sustainability – We are responsible for the development of our social environment and hence shall strive towards creating an eco-friendly society in all our efforts considering the requirements of the current and future generations.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Situated in the heart of the city yet having a serene environment with the conducive atmosphere for Teaching-Learning
- Institution envisions the standards of Excellence, Service and Setting Trends

- Green, clean, safe and eco-friendly campus with an Innovative eco system is functional with nature club and NSS. Farming and Green initiatives with a mission of promoting nature sustainability.
- Top academic results with 91% and 25 University Ranks.
- Institution marching towards Skill Campus, Fit Campus and Digital Campus and have attained ISO Certification.
- Well-designed tutorial and effective curricular and co-curricular initiatives with extension programmes securing 10 awards and recognition from University, State and regional levels.
- Students supportive programs like internship, mentoring, counselling, add-on and certificate courses, on the job training, part time job, activities of clubs, live labs, career cell, NSS, RRC to match with industrial requirements
- Collaborations ,Extension activities and affiliation with Unnath Bharth Abhiyan, Urjakiran, DDU GKY, NIOS, YIP, District Administration, Nodal Centre for online and offline exams - NEET, JAM, UGC NET, OET, Medical Coding, KSFE, University Entrance Exams.
- Considering the density of population and scarcity of space in Calicut city, the institution utilizes the space and natural resources to an optimum level.
- Solar energy of 30 KV, Two biogas plants
- Rain water harvesting tank containing 80,000 liters, functions as a stage of an open auditorium for a capacity of 1500 students with natural light and breeze. There are portable basketball posts, shuttle coke stands, and table tennis are of additional advantage.
- ICT Enabled classrooms, best quality laboratories and other infrastructural facilities Well-furnished digitally automated library with more than 11500 books + 66 periodicals, N-Listed Journals
- Socially committed visionary management practicing decentralised governance and with Energetic and committed staff community is a blend to transform a proactive leadership bound student community.
- Sports and Physical Fitness enhancement amenities, Value based education programmes, Active PTA and Alumni Network with productive support
- New generation and industry proven programmes like Fashion Designing, Hotel Management, Social Work and M A Business Economics.
- Qualified teachers with proven experience

Institutional Weakness

- Difficulty to attract sizable research funds from government and other agencies being a self-financing college.
- Students and staff participation in Research activities, Publications in Journals.
- Being in the heart of the city, availability of land is a constraint for infrastructural expansion.
- Very few representation of faculty in University curriculum designing bodies

Institutional Opportunity

- Increased competition resulting in improved efficiency and quality
- Diverse career options
- To promote students/faculty exchange programmes with International Institutions.
- Interdisciplinary academic and industry collaborations
- Act as a Consultancy centre
- Initiating a fully-fledged Placement Cell and launch more industrial linkages and placement drives
- Potential of Alumni is yet to be explored and expanded.

Institutional Challenge

- Less salaried career options affecting placements
- Exposure to students and faculty in national and international universities
- Unavailability of UGC grants due to lack of 12(B) status.
- Availability of Government scholarships.
- Less flexibility in framing curriculum, academic calendar, and syllabus due to the affiliation system of the university
- No fee increment for the past 10 years by the Government.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution is affiliated to the University of Calicut and has a Well-designed curriculum implementation process.

- The institution offers 7 UG Programmes and 5 PG Programmes including arts, science and management programmes.
- Sixty three Certificate courses and Add on courses are offered to develop additional skill and knowledge for the stakeholders.
- Academic council prepares the Academic calendar and plans for each academic year.
- IQAC coordinates the departmental plans and calibrates the academic and co-curricular substance adhering to the university standards.
- Department Meetings and staff meetings are conducted monthly.
- The Teaching Plan, Master Timetable is prepared for each course.
- Induction programs are devised to familiarize and accommodate students to the learning system.
- Student profiles, Hourly register records, mentors are maintained.
- Internship, Seminars, Industrial visits, field work, labs and study tours ensures experience based learning.
- Clubs, forums and associations empower the skills of students.
- Placement cell conducts placement drives and orients professional skills in students.
- Counselling, Health and fitness facilities enhance physical and psychological wellness.
- Library provides online learning platforms and databases that coordinate electronic learning systems.
- Academic Monitoring systems are upgraded regularly.
- Skill development trainings are conducted by departments, accessing the latest trend and methods of learning.
- Remedial classes are organized for slow learners and peer teaching for advanced learners.
- IQAC keeps track of implementing the curriculum and the teaching- learning process through regular feedback.
- Assignments and Seminars are provided as a tool of continuous evaluation for academic progress in the students.
- The Internal Examination Committee conducts exams attuned with academic calendar.
- Departments conduct semester based result analysis and make necessary changes in curriculum delivery.
- PTA Meetings are conducted to discuss the progress of students.

- Fifty seven courses on professional ethics, human values, gender, environment and sustainability are in the curriculum.
- To inculcate human values, the college organizes debates, sensitization programs, seminars, open forums, blood and hair donation camps, and anti-drug campaigns.
- All students undertake a Professional competency project /dissertation/field work.

Teaching-learning and Evaluation

The institution has a flawless admission process and follows the norms of Calicut University and the admission policies of the institution.

- On an average about **92%** of students are enrolled for the last five years in the sanctioned seats with adequate representation of socially and economically deprived communities and fills the maximum reserved category seats.
- Hundred per cent of the sanctioned posts are filled with full-time teachers, 8 faculties are with PhD degree and 6 faculties are pursuing it, and nearly **43%** of faculty are either **PhD, MPhil or NET** qualified.
- The mentor-mentee system caters to the emotional, intellectual and academic developments of the students and is effectively executed.
- Institution has a **19:1** Student-Full time Teacher Ratio.
- Advanced and slow learners are identified by each department in the institution and provided with appropriate programmes to fulfil their academic requirements.
- Outstanding (**91%**), indicates the hard work and dedication of the teaching, learning process. Securing **25 ranks** is clear evidence of good academic growth and achievements.
- All teaching and learning activities are outcome based. POs, COs and PSOs are Communicated to students through the institution website.
- The examination system in the institution is systematically carried out and the progress of the students is continuously assessed via internal mechanisms, which include Internal Assessment (CIA), regular class tests/quiz/assignments/viva-voce, group discussions and seminars. The grievance committee addresses the difficulties and grievances faced by the students especially related to the examinations.
- Generally the faculties use ICT methods such as LMS, Interactive Intelligent Panels, LCD projector, Smart TVs, Google Classrooms, and Google workspace and ZOOM Webinar as e-learning tools for enhanced teaching and learning.
- Experiential, participative and problem solving methods like survey based projects, lab sessions, model making, internships, industrial visits, field work, residential camp, peer assisted collaborative learning, group discussions, projects, hands on sessions on 'Design and Logical Thinking' are being implemented.
- Students are encouraged to participate, present and publish papers in the national seminars and conferences.

Research, Innovations and Extension

The institution with the vision to bring Excellence through constant academic pursuit in committed service to society encourages extension programmes and innovative design and product development.

- The institution has not received any funds/financial assistance so far for research programmes.

- **Students projects** mainly focus on areas like Medical textile , Creative designing, Automotive textile product, Innovative finishing etc
- Institution collaborates with various institutions like Ayurvedic hospitals and ayurvedic, allopathic and homeopathic doctors for doing innovative medical textiles projects.
- Fashion Department collaborated with agencies like IIHT Kannur, Textile Testing Centre, Kannur for technical support, product testing and knowledge based activities
- **Earn while learning** was a design initiative in collaboration to reintroduce Chelaav, a square piece of fabric which once served the purpose of a carry bag.
- **Competitions:** Inter collegiate competitions with IIM, NIT and CUSAT etc. where students showcased their innovative and creative thinking

- The students participated in Young **Innovators programme (YIP)** a flagship program to promote innovation culture among the youths of Kerala.
- **The institution has organised around 150 extension programmes in the assessment period.**
- **Holyans for community** where **villages and institutions that require support is adopted**
- The **NSS Unit** conducts regular and special camps, awareness classes, demonstrations, personality development programmes etc.
- The unit has won **best NSS Unit award and best volunteers award**
- Every Year NSS students get selected for the National Integration Camp, Pre- RD Parade Camp & Adventurous Camp organized by University of Calicut
- The Unit constructed a house for a woman in need under the project **Abhayam**
- **Disaster relief and rescue** programmes are taken up by the institution
- The college has received **many awards and recognitions** for its services to the communities.
- **48 MoUs/Collaborations** have been signed with various agencies on students and faculty exchange, capacity building programmes and extension services
- The **Department of Social Work** conducts various activities round the year for the welfare and development of the community.
- **Collaboration with Government organisations** like the District Administration, Dept. of Women and Child Development, Dept of Social Justice, Kudumbashree, Various Local Self Government Institutions, Shuchitwa Mission etc and many other NGOs working for social development.

Infrastructure and Learning Resources

The Institution is situated in Calicut city and has adequate infrastructure and physical facilities to support the best teaching learning environment.

- The college has 9 acres of land and Built up area of 5294.55m.2
- **Computers:** There are two computer labs with 140 computers and Campus is connected with Wi-Fi and LAN.
- **The library** has been automated by **implementing KOHA ILS**. There are about 11700 books, 53 periodicals and journals and has access to online resources such as for N-LIST, and **NDL**. Digital Library software **OPAC**, screen reader software **JAWS** for the benefit of visually challenged.
- 18% of students and teachers have utilized the library per day in the latest completed year. 'Green Reads, Tagore corners' are other attractions in the library.
- The institution upgrades its IT infrastructure to meet the modern requirements. It maintains the student-computer ratio of **8:1 and 300Mbps bandwidth** of internet connection. 13 interactive intelligent LED panels, 9 LCD projectors and 13 Android smart TVs. 100% of classrooms and seminar halls are ICT

enabled.

- **Infrastructure:** One Conference room, Theodosian open auditorium with 1500 seating capacity. Facilities for Divyangjan, Health Room, Ladies Room, Guest Rooms, Principal and Staff Quarters. Has a separate hostel for girls, Counselling room, canteen and Cafe. Faculty room for each department, Manager's office, Chapel, Theodosian Square and Bicycles stand.
- 2 vehicles are available on call.
- **For games,** badminton court, basketball court, table tennis, Gymnasium, Debate Corner named 'Vicharmanch', football turf, cricket net; kabaddi court and volleyball court are available for the stakeholders.
- Organic vegetable garden, Ayurveda herbal garden Fish pond and pets gallery and above 500 pot plants.
- **Expenditure** incurred on maintenance of physical and academic facilities comprises Rs.1,72,59,150/- of the total budget, excluding salary expenses. Rs. 3,51,812/- for the purchase of books/e-books and journals.

Student Support and Progression

The institution is committed to provide the necessary support to students helping them grow and develop in line with the vision and mission of the College.

- The students are encouraged to avail both Govt. and non-Govt. scholarships including the free ships provided by the management PTA and alumni.
- Around 10 % of students are benefited by scholarships provided by the Government and an average 61% of students receive scholarships in the assessment period
- Capacity building and skill enhancement initiatives are regularly organized. The institution has conducted 68 Capacity Development and Skill Enhancement programmes on soft skills, language and communication skills, life skills, and ICT skills.
- 3700 students have benefitted by the coaching for career guidance and competitive examination programmes.
- 50% of the outgoing students are either placed or progressed to higher studies. Many students qualified in central and state university entrance exams. The major companies where the students placed were various Banks, CAP GEMNI, Infosys, TCS, Wipro, Malabar Group of Companies, LULU, NESTO, Click On and SIGN.
- 69% of the students who appeared qualified for NET/ SET/IELTS/CAT/PSC etc.
- The college students union organizes important events which include arts day, sports day, Commemorative days and college annual day.
- The students of the institution secured around 25 awards and medals for outstanding performance in sports/cultural activities at inter-university/state/national level.
- The institution possesses transparent mechanisms for grievance redressal, online and offline grievance submission facilities, anti-ragging committee, internal complaint committee and grievance redressal committee for effective management of college discipline and student behaviour.
- Pre-marital counselling programmes are regularly conducted for students.
- Alumni association of the institution has contributed significantly in the form of academic and non-academic support funds. It has contributed about a sum of Rs. 11, 00,000/- during the last five years.

Governance, Leadership and Management

Holy Cross Institute of Management and Technology (HCIMT) is owned and **managed by** the International Catholic Women's Religious Congregation of Sisters of Mercy of the Holy Cross. The institute follows an **effective and efficient governing system** through a decentralized and participative decision making process.

- The **Managing Council**, Statutory Bodies, PTA, and the Alumni Association ensure that the governing is in tune with the mission, vision and core values of the institute in accordance with the strategic plans, after consulting with the stakeholders.
- **Aiming at empowering** the young girls and boys with a vision of achieving Excellence, Setting Trends and Service to the society. The students who pass through the portals of Holy Cross are trend setters in the academic field, possess good personal character and qualities, social commitment and participate to build a just society and Nation.
- **e-Governance** is effectively implemented in the areas of Administration, finance and accounts, student admission and support, and examination. Implementations of ERP operations have reduced use of paper and thus contribute to the reduction of Co2.
- **Welfare Measures** for employee benefit schemes promote and support the physical and psychological **well-being of its employees**, such as PF, ESI, Gratuity, maternity leave, staff tours, festival allowance and gifts.
- The Management Council envisions a strategic **plan** for every 5 years and an **annual plan** based on it is prepared and reviews the functioning of the institution. Faculty are made in-charge of different statutory bodies which have student representations.
- **IQAC** in the college involves internal appraisal for good practices connecting the stakeholders.
- Travel assistance is availed for attending conferences and 13 FDPs organised during the assessment year.
- Proper **maintenance of accounts** and utilization of funds are carried out. Internal and external statutory audits are done every year.
- The institution has **received contributions** for the academic purpose in ICT, an average of rupees 35 lakhs as kind from PTA, philanthropists & individuals during the last five years.
- The institution introduced an **Academic Performance Appraisal (APP)** for performance of staff & feedbacks are taken from various stakeholders.
- The Institution has ISO Certification and has collaborative partnerships on quality improvement

Institutional Values and Best Practices

The institutional values and best practices endeavours to institutionalise inclusiveness and eco-friendly values in its systems & practices and point out its commitment to transform students as responsible citizens to contribute to the development of the Nation.

- Institution provides maximum care for **safety and security measures** through 24X7 security guard and 84 CCTV cameras. For women, ladies common rooms and other amenities are given.
- The Institution has its own initiatives for **energy conservation**:
 - Rain water harvesting system and bore well set-up.
 - 30KW on grid solar power plant.
 - 2 biogas plants.
 - Auto sensor lights, use of LED bulbs, power efficient electronic equipment, BLDC fans, AC with 5 star inverter are some of the measures to preserve energy.
- Institution undertakes optimal use of resources and has guidelines for **waste management** through segregation in coloured bins.

- **Audits** of environment, energy and green campus are regularly conducted.
- **Institution celebrates and organizes national and international commemorative days** and festivals of national and religious importance to maintain tolerance and harmony towards cultural, religious, linguistic and socio economic diversities.
- **Divyangjan-friendly facilities:** Lift, Ramp & rails, wheel chair, Disabled-friendly toilet, screen reading software and scribe for examinations.
- The institution has a prescribed code of conduct for students, staff and administrators.

Best Practice - I “Marathaka” -The Green Ways

- Conscious use of irreversible natural resources and rejuvenation of the ecosystem and **reduce carbon effect.**
- The institution strives for inclusiveness and eco-friendliness. Ensures student participation in green programmes, enhancing a sense of responsibility and accountability. Undertakes tree-planting drives (One Student-One Plant programme), organic farming, and maintenance of gardens at Kozhikode railway station.

Best Practice- II “Prabodhana”Orienting students to the future

- Promote language proficiency, academic excellence and quality education.
- Benevolence and service-oriented learning, inculcation of values for strengthening life skills
- Impart academic and professional etiquettes.
- **Institutional Distinctiveness** is rooted in the motto;” Excellence, service and setting trends” nurtures the spirit of **“Vasudhaiva Kutumbakam”** in the campus and out. Learners are facilitated to be professionally excellent, humanely service-minded, compassionate, and innovative trend setters.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	HOLY CROSS INSTITUTE OF MANAGEMENT AND TECHNOLOGY
Address	HOLY CROSS INSTITUTE OF MANAGEMENT AND TECHNOLOGY, OPP. MANORAMA, ERANHIPALAM P.O, CALICUT
City	KOZHIKODE
State	Kerala
Pin	673006
Website	www.holycrosscalicut.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sr. Shiny George	0495-2761749	9447153299	-	holycrossimt@gmail.com
IQAC / CIQA coordinator	Rajasree V	0495-2762694	9544129029	-	iqacholycross@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Kerala	University Of Calicut	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	DDUGKY
Date of recognition	24-03-2018

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	HOLY CROSS INSTITUTE OF MANAGEMENT AND TECHNOLOGY, OPP. MANORAMA, ERANHIPALAM P.O, CALICUT	Urban	9.212	5294.55

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Department Of Fashion Designing	36	PLUS TWO	English	38	38
UG	BSc,Department Of Hotel Management	36	PLUS TWO	English	36	22
UG	BBA,Department Of Commerce And Management	36	PLUS TWO	English	62	61
UG	BCom,Department Of Commerce And Management	36	PLUS TWO	English	66	64
UG	BCom,Department Of Commerce And Management	36	PLUS TWO	English	62	61
UG	BA,Department Of English And Other Languages	36	PLUS TWO	English	52	52
UG	BA,Department Of Economics	36	PLUS TWO	English	40	39
PG	MSW,Department Of Social Work	24	ANY DEGREE	English	26	26

PG	MSc,Department Of Fashion Designing	24	ANY DEGREE	English	12	9
PG	MCom,Department Of Commerce And Management	24	B Com BBA Degree	English	20	17
PG	MA,Department Of English And Other Languages	24	BA ENGLISH DEGREE	English	23	23
PG	MA,Department Of Economics	24	BCOM BA ECONOMIC S BA FOREIGN TRADE BA DEVELOPMENT ECO NOMICS BSC MATHS BSC STATISTIC S DEGREE	English	15	7

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				60			
Recruited	0	0	0	0	0	1	0	1	25	35	0	60
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				15
Recruited	9	6	0	15
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	3	1	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	3	0	8
M.Phil.	0	0	0	0	0	0	2	6	0	8
PG	0	0	0	0	0	0	16	29	0	45
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	132	3	3	0	138
	Female	188	7	6	0	201
	Others	0	0	0	0	0
PG	Male	12	0	0	0	12
	Female	66	2	0	0	68
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	2	2	5	2
	Female	3	6	5	2
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	14	10	18	17
	Female	31	31	27	22
	Others	0	0	0	0
General	Male	29	33	44	42
	Female	90	98	91	86
	Others	0	0	0	0
Others	Male	105	85	87	78
	Female	144	162	129	113
	Others	0	0	0	0
Total		419	427	406	362

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:

Through certificate courses that traverse a multitude of skill and knowledge based exposures the institution caters to include multidisciplinary courses so as to up bring a skill oriented curriculum and enhance the skill functionality of the stakeholders. Add-on courses are already a part of the system and aim at episodic growth in the students. The institution offers open courses as designed by the university. The plan includes bringing together courses in arts and science, incorporating artistically scientific courses like Fashion Designing; and innovative, scientific and artful Hotel Management courses where students trigger the human touch into science as the beneficiaries are human beings.. Management, business and economics go hand in hand with literature and social work, offering an artistic, empathetic, understanding and soothing touch towards the human end and evolving, triggering the social and cultural discussions on the other hand.

Through certificate courses that traverse a multitude of skill and knowledge based exposures the institution caters to include multidisciplinary courses so as to up bring a skill oriented curriculum and enhance the skill functionality of the stakeholders. Add-on courses are already a part of the system and aim at episodic growth in the students. The institution offers open courses as designed by the university. The plan includes bringing together courses in arts and science, incorporating artistically scientific courses like Fashion Designing; and innovative, scientific and artful Hotel Management courses where students trigger the human touch into science as the beneficiaries are human beings.. Management, business and economics go hand in hand with literature and social work, offering an artistic, empathetic, understanding and soothing touch towards the human end and evolving, triggering the social and cultural discussions on the other hand.

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<p>2. Academic bank of credits (ABC):</p>	<p>The institution decrees the expansion of academic perceptions by arranging collaborations from different institutions, basically aligning each department with its respective specializations. Collaborations with institutions and training centers allow the interactive progress of the stakeholders and enhance experience based learning facilities.</p>
<p>3. Skill development:</p>	<p>Institution up brings public speaking, critical thinking, leadership, and writing skills, Orientation, interpersonal skills, empathy, emotional intelligence through an array of programmes that lie within and beyond the campus are arranged for the students. The institution holds an unalterable responsibility towards human values as the students are the future of the nation. Programmes on constitution day, legal rights day and days of national importance consolidate a deep rooted sense of responsibility and duties along with rights in the stakeholders. Life skills are catered to the student through interactions, classes and experience based action plans. Students are trained in multi skills as part of preparing them for a higher and progressive future through workshops, training sessions, interactive sessions, debates and discussions.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Students are given remedial and slow learners training through the use of vernacular language. Hindi, the national language, is taught to students at a priority basis along with Malayalam, the state language. All national and regional festivals are celebrated and observed in the institution and the importance of Indian tradition is stressed. Arts festivals and cultural programmes invariably incorporate Indian dance, song, and other art forms including martial arts performance. The institution also devised performances of arts forms from other states.</p>

<p>5. Focus on Outcome based education (OBE):</p>	<p>Goal oriented education is prioritized in the classrooms and all methods and tools including online and offline supplements are integrated into the system in order to impact and device the same. Teachers are given training on outcome based education and methodologies for developing new pedagogy based on this. Students are individually tracked, helped, and trained to enable holistic knowledge in their specializations both online and offline. These efforts are supported by the certificate courses offered by the departments.</p>
<p>6. Distance education/online education:</p>	<p>The institution has advanced technological aids including interactive panels and the labs are facilitated with the updated facilities. Departments with innovative requirements are enriched with technical machinery and digital empowerment. The college digital library is actively maintained and used by the stakeholders. ODL mode was extensively used during the pandemic times and is an active part of the learning system enabling any time learning experience a reality, and an advantage.</p>

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, the college has a functional ELC, informing the electoral literacy to the students. The club engages in facilitating, tracking, and ensuring the basic knowledge and process of election in the campus and also to assimilate the role and representation of the students, that is the youth in the nation building process. The club initiates information on citizenship, electoral roll, importance of participation, responsibilities of a citizen, right to vote and responsibilities of a voter.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Faculty coordinators and student coordinators are actively involved in the electoral process, conducting the basic information campaign, explaining the mode and method of the process and the elected student representatives from each class, and the commonly elected union members, function according to the university norms. Representation through election forms the base of the selection procedure and thus ensures the participation of each and every student in the college.</p>

<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>Students of the college participate in voluntary services during the election process to help facilitate the polling process smoother, faster and to ensure that all the citizens are flawlessly included in the election process. Students, during the 17th Lok Sabha Elections supported the Kozhikode District Administration to channelize the ensured votes of disabled voters which involved helping the transportation wherever necessary and to assist the voters towards a smoother voting process. Students gave prime importance to the disabled voters who had difficulties in travelling on their and in casting votes at the polling booth without external support. They assisted and supported the transportation process and worked in association with election committees who facilitated the extended services to needy voters through volunteers. Students of the college have displayed their readiness and productivity in supporting the citizens in their plight in all possible arenas.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The College has associated with the programme “Puthu Laharikkoru Votu”, duly translated as “A Vote for the new Addictions” which attempted at investigating into the trends of the youth and intends on replacing intoxicating addictions with productive habits and passions. The experience provided an elaborate idea about the process of voting, about the utmost importance given to the right to vote in the socio-political scenario of the state and the nation. With the District Administration of Kozhikode we joined hands in order to educate and propagate the anti-drugs agenda through the votes of the youth. The college is associated with programmes of public interest, which educate, discuss and facilitate the electoral ethics and democratic values along with encouraging the students to be an active part of the electoral process.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>Above 35 percentages of students are enrolled in the electoral list and hold a valid ID card. The students under 18 are present in the first year undergraduate classes. The electoral literacy club ensures the participation of the students in programs like “educating the electoral roles” organised as part of SWEEP (Systematic Voters education and electoral Participation) at the civil station hall at District Collectorate, Kozhikode. Students are provided with ID registration camps and Adhar linking programmes</p>

in association with government bodies to educate, facilitate and inform students about the process of enrolling, processing and procuring the electoral ID.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1175	1124	1078	1032	975

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

2 Teachers

2.1

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

Response: 104

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

2.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
61	59	59	59	58

3 Institution

3.1

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

2021-22	2020-21	2019-20	2018-19	2017-18
176.59	105.55	119.97	213.86	237.28

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Curriculum planning

- **IQAC coordinates the departmental plans** and calibrates the academic and co-curricular substance adhering to the university standards.
- The **Academic Council approves the calendar** and prepares an action plan for the year and records proper minutes for reference.
- **Department Meetings** are conducted monthly to plan and evaluate events and academics.
- **Monthly Staff Meetings** facilitate planning, evaluation, and innovative ideas.
- The **Teaching Plan** is prepared for each course in the format given by IQAC
- **Timetable and Workload** is prepared by departments to enable a formidable ratio in academic conveyance.
- **Master Timetable (Semester wise)** is prepared at the beginning of every year.
- **Certificate Courses and Add on programmes** are planned by each departments and curriculum is approved by the Academic council
- **College Hand book** is prepared which displays a glimpse of the holistic plan of institutional strategy
- **Slow and Advanced learners** are identified and strategic plans are issued accordingly.
- **Individual mentors** are assigned to students
- **FDPs** are attended by the staff to update and prepare for professional excellence.
- **Awards** are planned for excellence and services to motivate students.

Curriculum Delivery

- **Induction programs** are devised to familiarize, institutionalize and accommodate students to the semester learning system.
- **Participatory teaching** is promoted to engage and involve the stakeholders.
- **Hourly register records** for hour wise attendance of students and progress of syllabus completion
- **Digital learning systems** are activated in classrooms, libraries and computer labs to enhance the learning experience.
- **Internship, Seminars, Industrial visits, field work, labs and study tours** ensures experience based learning.
- **Rank holders are honored** and appreciated with cash prizes and certificates of merits.
- **Clubs, forums and associations** to empower skills ranging from designing, culinary, debate, financial management, social service, nature and art.
- **Placement cell** conducts placement drives and orients professional skills in students.
- **Health and fitness facilities** for physical and psychological wellness
- **Counseling system** provides support in academic concentration, emotional wellbeing

- **Library** provides online learning platforms and databases to coordinate electronic learning systems.
- **Monitoring software** is implemented to observe the learning process and assures a source dependable data for references.
- **Academic Monitoring systems** are upgraded from time to time to keep pace with advanced strategies.
- **Skill development trainings** are conducted by departments, accessing the latest trend and methods of learning.
- **Remedial classes** are organized for slow learners and peer teaching for advanced learners
- **PTA and Alumni** of the institution supports and rewards meritorious students.

Continuous Internal Assessment

- **IQAC keeps track of implementing** the curriculum and the teaching- learning process through regular feedbacks
- **Assignments and Seminars** are provided as a tool of continuous evaluation for academic progress in the students.
- The **Internal Examination Committee** conducts exams attuned with academic calendar.
- **Time tables for Internal exams** are published by the Internal exam committee.
- Departments conduct **semester based result analysis** and make necessary changes in curriculum delivery
- **PTA Meetings** are conducted to discuss the progress of students
- **Academic council evaluates the progress** and results and give suggestions for improvement

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

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 44

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

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 64.36

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1013	960	634	575	283

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

1.3 Curriculum Enrichment

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

Response:

The institution aligning to its vision and mission integrates the meticulous practice of professional ethics, human values, gender, environment and sustainability in curriculum

Professional ethics

- **18 courses** in the curriculum is enriched with professional ethics
- **Code of conduct** displayed in website and is communicated during induction
- **Fieldwork and internship** for students in agencies to learn practically
- **Orientation** sessions and **induction** for students on professional ethics
- **Certificate courses** on team work skills and public relation skills
- **Constructive practices** for hospitality, fashion industry and business etiquettes.
- Professional Competency courses and Ability enhancement courses as part of Audit courses

Human Values

- **15 of the courses** impart inculcations of human values
- **Community service programs**, flood relief programs, pandemic relief services in association with district administration
- **House construction, adopting villages, services at welfare homes** as part of extension programmes
- The **NSS unit was awarded** as the best for four consecutive years
- **Red Ribbon club** has three consecutive awards for service
- **ADSO** has won awards of recognition in the fields of service towards humanity.
- Organises **debates, sensitization programs, seminars, discussions, open forums, campaigns, rallies, blood donation camps, hair donation camps, anti-drug campaigns, counseling services**

for flood and pandemic victims

Gender

The institution, is the only all gender intake college, run by sisters in Kerala, with a majority of female professionals in teaching and non-teaching faculty

- **11 courses** aligning to the gender discussions in the curriculum
- One of the best practices '**Samanwaya**' focuses on gender discourses
- **Transgender sensitization** programs are organized to promote gender neutral practices in the students.
- **Survey** on Domestic violence on women, **street plays** and flash mobs on gender concerns
- **Active Women Development Cell** bagged award for best WDC from Calicut University
- **Annual Gender sensitisation Plan**
- **National Seminar on "Women and substance dependence in India"** with ICMR
- Seminar on Disabled women "**Constraints faced by differently abled women**" with NCW
- Gender concerns form topics of **research at UG and PG** curriculum according to the modules
- **Happy Hill project** with an MoU with District administration adopted two Government homes for **destitute women**
- Awareness classes, **employment training for SHG members** in association with **Kudumbashree**
- Students placed for **internship in ICDS, Women protection office** to work with women and children
- **Garment construction, embroidery, crafts workshop** for women at **adopted village** in Pilassery
- **Self defense training** for students by WDC

Environment and Sustainability

- **13 courses** in the curriculum covering environmental sustainability,
- **Garden at Calicut Railway Station** as awareness for the public protecting green ecology.
- One of the best practices "**Marathaka**" complements the green efforts, river cleaning, ecology recreation in flood affected villages, organic garden, sapling planting and maintenance, bund and check dam construction, cleaning and construction of wells and awareness programs on green responsibilities
- **Green campus** policy and programmes in the institution
- The campus holds the **green audit** with solar energy, sensor lights, drainage hygiene, rainwater harvesting, protecting natural flora and fauna and creating space for **green practices**.
- Canoli canal cleaning with district administration won the **best campus award as part of Campuses of Kozhikode** initiative

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

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest

completed academic year)

Response: 38.64

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

Response: 454

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

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 91.9

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
419	427	406	362	383

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
452	451	450	398	422

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 90.51

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

2021-22	2020-21	2019-20	2018-19	2017-18
298	297	270	232	248

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

2021-22	2020-21	2019-20	2018-19	2017-18
326	314	303	261	282

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

2.2 Student Teacher Ratio

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

Response: 19.26

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 using ICT tools

Response:

The student centric method implemented by both **conventional and modern pedagogies like lecturing, interactive learning and ICT enabled teaching.**

Training and orientation classes for the teachers to enhance teaching learning process.

The **college library** facilitates the learning process by vast collections of books, journals, magazines, periodicals.

Well-built **mentor-mentee structure** is developed and executed.

Bridge courses for the first year students to help bridge the gap between school and college level learning.

The **advanced and slow learners** are identified through the orientation/induction programme and their performances in the internal examination.

The seven day **English orientation programme** helps in developing and refining language skills

Experiential Learning:

The experiential learning tactics incorporated by the institution includes industrial/field visits, audio-visual learning, mock interview, exhibition, documentary, survey-based projects, education tours, literary activities, internships, etc.

Residential camps are organised to help inculcate human values and problem solving skills in the students.

The Department of fashion designing provides exposure to skills of basic sewing through **Garment construction lab**

Experimental space to explore their illustration skill and to develop a personal style through **Fashion illustration lab**

Innovative and creative designs using the dress forms are produced in **fashion draping lab and pattern making labs**

Textile processing lab helps to learn fabric testing techniques

Basic Training Kitchen to acquire the culinary skill

Bakery Unit provide training in Ice Carving, Butter Sculpture, Sugar craft, Chocolate craft, Food Display etc.

Quantity Kitchen for bulk cooking and catering

Students are trained in horticulture science, aesthetic sense of interior designing, flower arrangement etc in **House keeping labs**

Training Restaurant provides experience of hospitality

The **live labs of Social Work department** provides exposure in real life situation for working with people

Experiential Learning

Industrial visits	ICT enabled class rooms	Literary activities
Field work	Mock interviews	Role plays
Internship	Book exhibitions	Business plan creation
Surveys	Documentary Making	Extension
Labs	Interactive panels	Clubs/Forums
Projects		

Participative Learning:

The interactive teaching method focuses on molding the students to be more involved in the learning process through collaborative activities like discussions and interaction with subject experts. Some of the pedagogies adopted for participative learning include Group discussions, Debates & quizzes, Projects, Expert talks, Inter departmental activities, panel discussions, club activities, extension, collaborative initiatives, fests & mega events, peer teaching & group learning.

Participatory Learning

Group discussions Debates & Quiz Workshops & Seminars Individual & Group projects Talk by experts NSS/Extension Activities	Clubs & Forums Interdepartmental/ Intercollegiate Competitions Panel Discussions Skill Development Collaborative Programmes	Fests & Exhibitions National events Conferences Peer teaching Group learning Co curricular activities
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ICT ENABLED TOOLS

The institution has implemented **ERP software** to simplify the institute's academic and administrative process effortlessly.

Departments maintain class wise '**WhatsApp groups**' under the guidance of the tutor.

- The institution has access to 6,094 electronic journals and 31,39,309 e-books through **N-LIST**,
- Online classroom practices through **Google meet, ZOOM meeting app and Telegram** videos
- Use of **MOODLE by UDEMY, COURSERA, and SWAYAM** as an open-source course management system
- Use of apps like **Kahoot for online quizzes, Kinemaster-video editor for android.**
- All the classrooms are facilitated with **wi-fi facilities and interactive panels, LCD projectors, LED TVs**
- **Social media** platforms are used to keep in touch with the students and parents for timely updates.

- Teachers attend **online faculty development courses** to enhance their erudition and teaching skills.
- **Subject-specific visual presentations** in the form of documentaries, movies, scientific and educational videos etc.
- The college has a well furnished **Computer Center**.

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

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years				
Response: 100				
2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:				
2021-22	2020-21	2019-20	2018-19	2017-18
61	59	59	59	58
File Description	Document			
Upload supporting document	View Document			

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 43.92				
2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years				
2021-22	2020-21	2019-20	2018-19	2017-18
34	30	28	21	17

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

2.5 Evaluation Process and Reforms

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

Response:

Transparency in evaluation

The external evaluation is conducted by the Affiliating University and the institution strictly adheres to the instructions given by the University. The institution ensures the Internal evaluation is continuous, comprehensive and transparent for the stakeholders. The **Internal Exam Committee (IEC)** with Controller as the head is responsible for the planning, monitoring and evaluation of the conduct of internal evaluation.

- The IEC conducts meeting before every **semester and plans** the evaluation system
- Teachers give **assignments and seminars** to students and are evaluated for their performance.
- **Internal exam timetable and question papers** are prepared well in advance by the departments in consultation with IEC and is circulated among students
- The **internal marks** given to the students are **displayed on the department notice board** and students can approach the subject teacher for any clarifications.
- The **internal marks** are given to the Affiliating university only after getting **signed by each student**. The internal marks are also **displayed on the website**.

Grievance Redressal

The institution follows effective measures to identify and resolve various concerns and grievances faced by students that are related to the examinations. The institution has implemented a three level grievance redressal mechanism to address the grievances of the students, which are – Department level, college level and university level.

Department Grievance Redressal

- The **answer scripts are handed over to the students** after the evaluation and grading process to ensure students satisfaction.

- The student is free to consult the **department grievance redressal committee** if the grievances are not redressed.
- The grievance committee assures to resolve the complaints received with immediate effect.
- The institution arranges **class-wise meetings of the parents after internal examinations** in each semester to discuss the progress or issues of the students and thereby provide best guidance to enhance the academic performance.

College Level Grievance Redressal

- If the students are not satisfied with the decisions by the Department Level Grievance cell the students can approach the college-level grievance cell.
- The Committee comprises the Principal as the chairman along with senior faculties as members along with the IEC who scrutinise the grievances received with due importance and take necessary actions.
- The students can approach the University, if the grievances are not resolved at the college level.
- The institution has both online and offline mechanisms for students to submit their grievances

University Level Grievance Redressal

- The grievances related to the university examinations are resolved and handled by the Registrar or Controller of Examinations of the affiliating university.
- An online students' grievance redressal forum with tracking and follow up of the complaints is provided in the Students' Grievances Portal of the University which is in compliance with the UGC's mandatory requirements.

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

2.6 Student Performance and Learning Outcomes

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

Response:

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for all Programmes are stated and displayed on the website of the institution.

- The outcomes are **communicated to all stakeholders** separately
- Students are given a brief **summary of Programme outcomes in the induction** programme conducted by the departments
- **Teaching plans** are designed and pedagogy is planned for attainment of the course outcomes
- Teachers are given **training on outcome based education** before the commencement of the academic year
- **Teachers attend FDPs** on outcome based education

Attainment of POs and COs are evaluated by performance of students in academic activities which include:

- **Assignments & seminars**
- **Internal examination**
- **Practical lab performance**
- **Field work & report presentation**
- **Projects & Dissertation**
- **Internships and evaluation reports** from internship agencies

The evaluation is also done by assessing the **placement and progression** of students

The **Academic Council** monitors the progress of achieving POs.

The **feedbacks from all stakeholders** are collected at the end of the academic year to evaluate the attainment of POs.

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

2.6.2 Pass percentage of Students during last five years

Response: 91.15

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

2021-22	2020-21	2019-20	2018-19	2017-18
321	297	327	305	284

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

2021-22	2020-21	2019-20	2018-19	2017-18
415	316	342	317	293

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

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.83

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

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

3.2 Innovation Ecosystem

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

Response:

The institution with vision to bring Excellence, through constant academic pursuit believes that at institution level, innovation is going beyond curriculum delivery and should revolve around making the student a competent, responsible and integrated personality

Innovative Designs are created by the students with their technical and professional skills.

The department works in collaboration with multiple organizations and institutions to encourage an innovative approach to design.

Earn while learning was a design initiative in collaboration with Malayala Manorama and Saptasara Samskarika Samathi to reintroduce Chelaav, a square piece of fabric which once served the purpose of a carry bag.

Malabar Ultimate Style Week (Professional Fashion Show) conducted at Hi Lite Business Park in association with US Events and AJ Events and Entertainment. Choreographers, Fashion Brands, professional models and fashion colleges from all over India participated in the event.

Competitions: Inter collegiate competitions with IIM, NIT, Rajagiri and CUSAT etc where they showcased their innovative and creative thinking.

Ecosystem for Academic Innovations and research for students to actively involve in the application of Technology and creativity through research, product development, and business aspects

Students projects mainly focus on areas like Medical textile , waste management (Upcycling, Recycling) ,Biodegradable products ,Natural dyes , natural mordants, Natural eco-friendly printing paste, natural thickeners binders, Innovative printing, surface ornamentation, accessories, Creative designing, Automotive textile product, Innovative fibers, Innovative finishing, Home textiles, Kitchen linens, Baby products, New weave development etc.

Institution collaborates with Various institutions like Ayurvedic hospitals like Shanthigiri hospital, Arya Vaidya Sala Kottakkal (AVS) and medical college Calicut other ayurvedic, allopathic and homeopathic doctors for doing innovative medical textiles projects.

Fashion Department collaborated with agencies like SITRA (South India Textile Research Association) Coimbatore, SPIRO SPECIALITIES Tirupur, IIHT Kannur, Textile Testing Centre, Kannur Weavers Service Centre for technical support, product testing and knowledge based activities

Employability/ Entrepreneurship Skills development programs for students are organised in collaboration with the EDP club.

The students participated in **Young Innovators programme (YIP)** a flagship program of the Government of Kerala launched by the Kerala Development and Innovation Strategic Council (K-DISC) to promote innovation culture among the youths of Kerala.

Through **internships, industrial training and field work** institution focuses on employability skills for long-term workplace success, and career growth for students

Entrepreneurship Development club organises various workshops to impart skills to encourage students to find out innovative ways in designing, to implement the knowledge for career identification and increase employability.

Career Guidance Cell organises Seminars to make students aware of the career opportunities in the various industries and the skills required to meet the opportunity.

Training:Students are given training under prestigious government institutes including IIHT and Weavers Service Centre, they undergo training on specialized areas of Weaving, Dyeing and Designing which later they can implement for Contemporary Design Development.

Industrial Visit/ Exhibition visits bridges the widening gap between theoretical learning and practical exposure by giving students first-hand exposure to identify the inputs and outputs for different business operations and processes performed at the workplace.

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

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

Response: 34

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

2021-22	2020-21	2019-20	2018-19	2017-18
8	8	8	6	4

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

3.3 Research Publications and Awards

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

Response: 0.05

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	2	0	1

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

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.08**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	2	1	0	1

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

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The institution has been at the forefront in social development programmes since its inception and strives to cater to the needs of the people and work constantly by all means and ways to alleviate the sufferings of people.

Holyans for community is a flagship programme in extension where **villages and institutions that require support is adopted** and comprehensive development programmes are implemented

- Pilassery village in Kunnamangalam Panchayath
- Government women's home and after care home for young women, Department of women and child development, Government of kerala as part of Happy Hill project

The **NSS Unit** conducts regular and special camps, awareness classes, demonstrations, personality development programmes etc.

- The unit has won best NSS Unit award and best volunteers award from the affiliating university for 4 consecutive years for its performance
- Every Year NSS students get selected for the National Integration Camp, Pre- RD Parade Camp & Adventurous Camp organized by University of Calicut
- The Unit constructed a house for a woman in need under the project Abhayam

The **Department of Social Work** being the face of extension services of the institution conducts various

activities round the year for the welfare and development of the community.

Collaboration with Government organisations like the District Administration, Department of Women and Child Development, Dept of Social Justice, Kudumbashree, Various Local Self Government Institutions, Shuchitwa Mission etc and many other **Non Government organisations** working for social development.

Major programmes include:

Community surveys: Socio economic surveys, Tribal surveys, Cannoli canal survey, Health surveys, Sponsorship eligibility study, Disability Survey, Disaster surveys, Rebuild Kerala survey, COVID Pandemic survey

Awareness and consciousness raising programmes for communities, schools, tribals, orphanages, destitute homes, SHGs, various Panchayats and the programmes include street plays, poster campaign, signature campaign, flash mobs, rallies, awareness classes, focus group discussions etc. Some of the major topics include:

- **Health education**
- **Waste management**
- **Environment conservation**
- **Rights of people with disabilities**
- **Women's rights**
- **Child rights**
- **Road safety**
- **Drugs and alcohol abuse**
- **HIV/AIDS prevention**
- **Transgender rights**

Disaster management/Relief work: The students actively engaged in the relief work during the two devastating floods that occurred in Kerala in 2018 & 2019. The institution was also part of COVID prevention and control measures of the District administration and NHM.

Services to the poor & needy: The institution regularly distributes food, books and other aids to people on streets, inmates of destitute homes etc.

Rehabilitation programmes: the students actively participates in the rehabilitation programmes of Social justice department especially for people with disabilities like distribution of aids and appliance

Environment & energy conservation programmes: Beach cleaning, Cannoli canal cleaning, Railway station cleaning, cleaning at hospitals, river cleaning & bund construction at Vettilappara, energy conservation programmes as part of Urja Kiran project.

Blood donation camps are organized at the institution regularly

NSS Vigil Help Desk: 5 help desks were set up in the district on a pilot basis initially with the support of the Vigilance and Anti-Corruption Bureau (VACB) so that the public can directly inform them about corruption or seek help.

Self employment training for SHG members, women in various communities, residents of Government destitute homes

The college has received **many awards and recognitions** for its services to the communities.

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

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

Response:

The institution has done commendable work in the field of social development initiatives since its inception and has made a significant contribution in uplifting the lives of people. This has been appreciated and awarded throughout the years by both Government and Non Government Organisations. Some of the appreciations include:

- The **Red Ribbon Club** won the Best Performing Red Ribbon Club Award by Kerala State AIDS Control Society for the year 2017-2018, 2018-2019 and 2019-2020.
- The **National Service Scheme** bagged the Best unit award, best programme officer, best NSS volunteer male and female for the year 2017-2018, Best NSS Volunteer male and female for the years 2018-2019 and 2019-2020, best programme officer, best volunteer male and female for the year 2020-2021
- The institution won the best contribution award for waste management as part of **Campuses of Kozhikode** initiative by the District administration, Kozhikode
- The **District Administration** appreciated the institution for conducting the **Rebuild Kerala Survey** post floods occurred in Kerala
- The **District Social Justice department** appreciated the students of social work department for the psychosocial support provided for the elderly during COVID 19 lockdown phase
- **Bachpan Bachao Andolan**, an NGO run By Kailash Satyarthi (Nobel laureate) appreciated the institution for the relief work done during the COVID 19 lockdown
- The **District Administration of Kozhikode** appreciated the institution for various activities conducted in collaboration with them including Happy Hill project, Nammude Kozhikode, Flood relief etc.
- The **District Child Protection Unit** of Department of Women and Child Development appreciated the institution for the service provided in the sponsorship and foster care of children
- The **Blood Bank, Govt. Hospital for women and children, Kozhikode** appreciated the contribution of the college for voluntary blood donations in the year 2021-2022, 2020-2021, 2019-2020, 2018-2019 & 2017-2018.
- Appreciation from **Community Palliative Care Society, Malaparamba** for palliative care support
- Appreciation from **Southern Railway** for constructing and maintaining **garden in Kozhikode Railway Station**

- Appreciation from **Kakkodi Grama Panchayat** for supporting in Swachh Bharat Abhiyan
- Appreciation from **Sothern Railway** for organising cleaning drive as part of **Swachh Rail Swachh Bharat**, and **help desk for flood victims**
- Appreciation from **Urgattiri Grama Panchayath** for the flood relief work done
- The **Gandhi Peace Foundation Trust** appreciated the institution for associating with them in organising awareness programmes
- **AADI Palakkad** appreciated the institution for the work done for the tribal people in Attapady
- Appreciation from **Centre for Overall Development (COD)**, Thamarassery for the work done in the community development programmes
- Appreciation from **Lourdes Hospital Kochi** for the work done for supporting the patients in hospital
- **Shalom Institute of Mental Health and Research** appreciated the institution for the work done with the psychiatric patients of the hospital
- **Shreyas Bathery** appreciated the work of students in the community development initiatives
- Appreciation from **TUDI Wayanad** for the work done with tribal groups in Wayanad
- Chelannur Grama Panchayath Appreciated the institution for its work in Shuchitwa Saksharatha Mission
- Appreciation from Kodanchery Panchayth & Kakkodi U P School
- S K Pottekad award for voluntary services

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

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

Response: 88

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

2021-22	2020-21	2019-20	2018-19	2017-18
24	06	23	20	15

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

3.5 Collaboration

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

Response: 20

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Infrastructure facilities

- ICT enabled classrooms
- Theresian Library
- Sr. S Vogel Memorial auditorium
- Theodosian auditorium
- Audio Visual Room
- Seminar Hall 1
- Seminar Hall 2
- Principal's office
- Manager's Office
- IQAC Room
- Exam Control Room
- Administrative office
- Finance office
- Front office/Reception
- Visitor's Room
- Vice Principal's Room
- Public Relations Officer's Room
- Conference Hall
- Guest Room 1
- Guest Room 2
- Staff Quarters

Laboratories

Food & Beverage Production Labs

- **Basic Training Kitchen** acquire the culinary skill and the knowledge of gastronomic values
- **Bakery Unit** equipped with 2 tier ovens, proving chambers. Planetary mixtures, Dough machine, Sheeter etc.
- **Quantity Kitchen** for bulk cooking and catering

Training Restaurant

Housekeeping labs (2) with well-appointed double bed room and suite room and modern equipment

Front office lab

Garment construction lab provides the knowledge and skills of basic sewing techniques

Fashion illustration lab offers students an experimental space to explore their illustration skill

Fashion Draping lab is focused on pattern cutting and draping and students are taught the basics of draping

Pattern making labs enable the student to interpret the design and create the design for various body measurements

Textile processing lab creates awareness regarding the fabric testing techniques

ICT Facilities

- Computer Lab with fully air- conditioned, with power backup facility.
- Wi-Fi and LAN facilities in class room and departments
- Digital Notice Board
- Interactive Intelligent LED Panel

Other support facilities

The college provides facilities for Football, Basketball, Volley Ball, Badminton, Table tennis, Cricket, Yoga, Boxing, Kabaddi

- Wellness Centre
- Counselling Room
- Cafe
- Canteen
- Chapel
- NSS office
- Sports Room
- Health Room
- Book Bank
- Separate parking for staff and students
- Security cabin
- Hostel for girls
- Rainwater harvesting (Vrishtinidhi)
- Bio Gas Plants
- Waste management
- Solar panels
- Theodosian Square
- Debate Corner/Vichar manch
- Career Cell
- Chayaangan
- P T Usha Pavillion
- Tagore's Corner
- The Green Reads
- Ladies room

- Drinking water facilities
- Accessible toilets
- Lift
- Public addressing system
- Vehicles on call for emergency
- Power room
- Pets Gallery
- Ayurvedic Herbal garden
- Organic Garden
- Fish Pond
- Visitor's Lobby
- Office Store Room
- Generator

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

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 32.53

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
108.81	64.91	16.13	64.64	23.09

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

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Holy Cross college library "**Theresian Bookery**" has well-equipped furniture, well connected broadband and Wi-Fi and also equipped with a partially automated library system. Library has a reading space for 65 students at a time and also an extended reading facility called "Green reads" provided outside the library. The total number of books in the library is 11702*. The working hours of the college library are scheduled from 8:30 A.M to 5:00 P.M from Monday to Saturday on all working days.

INTEGRATED LIBRARY MANAGEMENT SYSTEM (ILMS)

The college library is partially automated with the integrated library management software named KOHA with the latest version 21.05.04.000.

An OPAC (online public access catalogue) is linked to KOHA. The patrons can check the status of their library account and the availability status of books in the library.

A software for the benefit of visually impaired students, Job Access with Speech (JAWS), has been installed in the Library.

Books are classified and arranged as per Dewey Decimal Classification (DDC), a scientific scheme of classification.

The library is also partially automated with barcoding technology. The books are encoded with barcodes and it helps in the smooth running of the issue and return process of books in the library.

SUBSCRIPTION TO E- RESOURCES

An e-content digital library is provided in the library with internet connectivity of 05 computers. N-LIST (National Library and Information Services Infrastructure for Scholarly Content) services are made available for the students and staff by the library, as they can access a large amount of e resources. Through N-LIST, a user can access about 6000+ journals and 1, 99,500+ e books.

JOURNALS, MAGAZINES AND NEWSPAPER

The college library has subscription to around 23 print journals of various subject disciplines, 20 periodicals and 9 newspapers.

The other services provided by the library are display of new arrivals, full time internet facility through LAN and Wi-Fi, CCTV surveillance to ensure security. The students can access the previous year question papers and students project/dissertation in both offline method and online method.

Library has a fully functional blog <https://hclib020.blogspot.com/> through which the students can access the previous year question papers and students project/dissertation. All the latest information of the library like the events going to take place and the arrival of new books are displayed through the blog.

PER DAY USAGE OF LIBRARY

A movement register is used to register the in or out movement of the patrons in the library. The average per day usage of the library users is around 120-150 students.

Bodhi readers club

The library extension activities like observance of reading day, library week and other special days , book exhibition, talk show, quiz competitions, orientation programs are all conducted under the **Bodhi readers club**.

Best library user is awarded each year under the Bodhi reader’s club.

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

4.3 IT Infrastructure

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

Response:

IT supported teaching-learning process is an integral part of HCIMT. The IT- Infrastructures include both hardware and software and are updated frequently as per the requirements of the departments and the programs. The innovative and frequently updated facilities help the management, staff and students to efficiently carry out their tasks effectively and timely and for implementing all the academic processes.

An in-house- software cum hardware team caters to the complete IT-related matters of the college.

All the classrooms are equipped with the latest IC panels and projectors with an internet connection. These IT facilities not only smoothen the teaching experience but also help the faculty to conduct online workshops, webinars and discussions.

IT Infrastructure on the campus:

- There are two computer labs with 140 computers and LCD projectors in addition to the computers in all the departments and library.
- The conference halls and seminar halls are equipped with interactive panels with internet facilities.
- From 30 Mbps Internet bandwidth that the institution started with, now it has been enhanced to 300 Mbps. (BSNL and Asianet broadband).
- The institute has 45 licensed software used in various departments, library and administrative office.
- The entire campus including classrooms, labs, examination section, administrative office, library, hostels, staff rooms etc., are connected through Local Area Network (LAN) for effective and uninterrupted usage of the internet.
- Besides these, there are adequate multi-function printers, Scanners, Photocopiers, and routers with access points in all departments.
- All the classrooms, labs, halls and verandas are equipped with amplifier-connected speakers.
- All staff can access WIFI using a special login id on their mobile phones, whereas students can access it using digital library and computer labs.
- Biometric attendance system is enabled for Faculty and Staff
- The entire campus is monitored by CCTV facility with the 92 surveillance cameras.
- Library is fully automated with an Integrated Library Management Software – KOHA.
- Telephone service with an intercom facility is available throughout the campus.
- Tally Silver is being used in the accounts department.

ERP

An exclusive ERP is used in the college to facilitate all the academic and non-academic activities.

With the help of this ERP called Fedena, Attendance Marking and Report Generation, Time Table Management, Examination Management, Student Planner, SMS and Mail Alerts and many more useful amenities are made easy and accessible to staff, students and parents.

LED TV placed at the reception is frequently updated with photos and videos of the programs and activities on the campus enabling everyone to watch.

The IQAC of the College has four computers with LAN and Wi-Fi connectivity to facilitate Documentation and Communication Management System. It is equipped with a printer-scanner cum

Photocopier and LED TV.

Online Admission

Online admission facility is enabled on the college website. Applicants can download application forms from the site and initiate the admission formalities hassle-free.

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

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

Response: 8.39

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

Response: 140

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)**

Response: 10.03

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

2021-22	2020-21	2019-20	2018-19	2017-18
12.61	7.94	14.02	33.19	17.78

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

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 61.24

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

2021-22	2020-21	2019-20	2018-19	2017-18
604	998	546	621	528

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

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

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

Response: A. All of the above

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

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

Response: 69.17

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

2021-22	2020-21	2019-20	2018-19	2017-18
712	434	763	840	975

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

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

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

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

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

Response: 54.69

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

2021-22	2020-21	2019-20	2018-19	2017-18
124	175	162	167	211

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

2021-22	2020-21	2019-20	2018-19	2017-18
321	297	327	305	284

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

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 69.57

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
9	17	24	9	5

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

2021-22	2020-21	2019-20	2018-19	2017-18
8	26	37	12	9

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

5.3 Student Participation and Activities

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

Response: 25

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	8	4	5

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

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

Response: 45.6

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

2021-22	2020-21	2019-20	2018-19	2017-18
60	52	49	42	25

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

5.4 Alumni Engagement

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

Response:

The registered alumni association of the institution has contributed significantly through academic, non-academic, financial, and non-financial means. All the departments have their own alumni associations and they contribute significantly for the development of the departments

- The alumni support the departments in placement of students by regularly updating job opportunities in the sectors through whatsapp groups

- Many alumni associate with the institution as resource persons for invited talks and workshops
- Field work and internship opportunities for students are facilitated by the alumni
- Alumni meetings of the departments are held every year to maintain an active network of students
- Alumni actively participates in the Feedback on curriculum prepared by the IQAC
- The alumni has contributed computers, wheel chair, library books and support for setting up gymnasium to the institution
- Mega events like National Meets are sponsored by Alumni
- The institution honors alumni for their achievements like best women entrepreneur award
- Alumni also give awards to meritorious students every year.

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

THE GOVERNANCE AND LEADERSHIP

The institution is owned and managed by the International Catholic Women's Religious Congregation of Sisters of Mercy of the Holy Cross, a member institute to the registered society of Kerala Holy Cross Sisters Society and was established in 1995. Rooted in the strong earth of value-laden education the institution stands undiluted towards the motto," Excellence, service and setting trends" to achieve excellence with a service-oriented life leading to the undeniable setting of both productive and innovative trends.

The institution, following the ideals of the congregation, aligns itself to demonstrate and perform the role of an education institution in framing the benchmarks of education and humanity, as mutually complementing entities, fulfilling the purpose as a human and achieving the goal and success in life through institutionalizing the vision and mission into the stakeholders.

The governance delineates designations and allies the functioning, adhering to the principles of professional respect, autonomy in decision making, involve and evolve strategy, service and promoting humanity in professional space.

VISION

Attain the star of perfection and set trends through a constant academic pursuit for excellence in committed service to society and God.

MISSION

Transform persons to be dynamic professionals and to be responsible wholesome citizens of the nation to make effective and efficient involvement in the fast- changing world.

MOTTO

Excellence, service and setting trends

CORE VALUES

- **Pursuit of excellence**
- **Diversity and inclusion**
- **Compassion**
- **Integrity**

- **Commitment**
- **Social Responsibility**
- **Sustainability**

INSTITUTIONAL PRACTICES

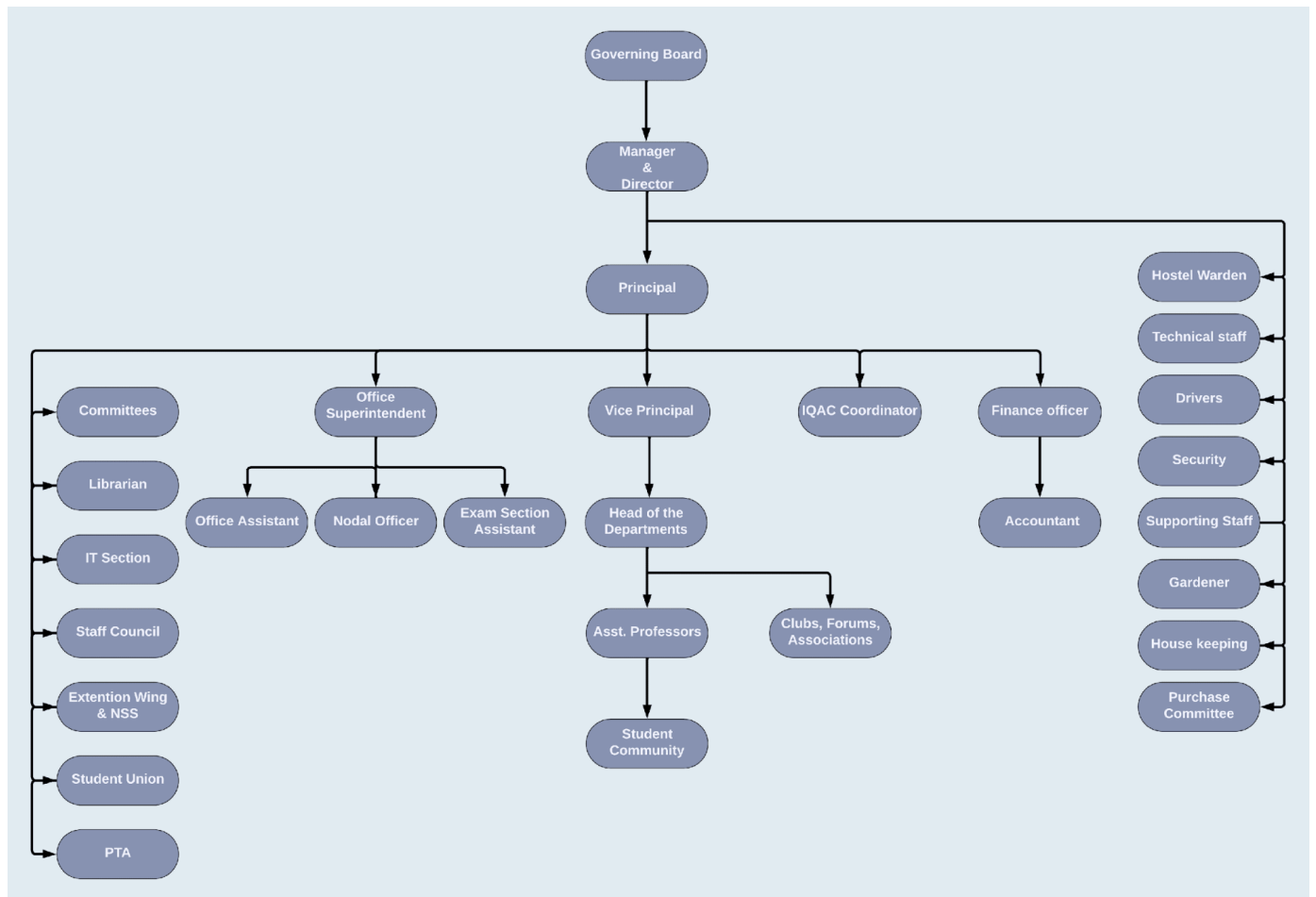
Institution orients itself on the **life values, professionalism with a mark of wisdom and responsibility.**

Constructs preserves and maintains a **Green Campus** with the participation of students constructs and maintains organic vegetable gardens in and out of the campus.

Institution involved in **humanitarian, service oriented** activities as part of the vision and mission.

Participated and initiated humanitarian service during **flood and pandemic** atrocities.

DECENTRALIZATION AND PARTICIPATION IN INSTITUTIONAL GOVERNANCE



Manager Director, Principal and the governing body constitutes the primary advisory and decision making unit

IQAC is in charge of planning and implementing the quality enhancement projects of the institution

Academic Council and exam committees are assigned with the duty to facilitate the smooth running of the internal and external exams and planning of the academic activities.

Anti-narcotic cell, , Anti-ragging Cell, Grievance Redressal cell, Discipline Committee and Internal Complaints Committee (ICC), Anti sexual harassment cell and women development cell works harmoniously to ascertain the flawless composition of the participation based institutional tradition.

SC/ST Cell, Minority Cell advocates and ensures the rights and privileges granted to the deserving stakeholders.

Departments, club s and committees coordinate and cooperate with each other towards better learning outcomes

Career Development cell and Placement cell facilitates effective training and orienting.

Students Union, through representation, participates in the decision making process.

All staff members are given space to express and produce their innovative ideas, irrespective of the professional roles.

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

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The institution has set up statutory and non statutory bodies for its effective functioning under the leadership of the Principal.

The Management Council is responsible for the formulation of policies based on the needs and gaps arising time to time.

The apex academic body viz the Academic council is responsible for the operationalisation of the academic plans and the Management Council is responsible for the administrative plans.

Various other cells and committees support the academic council for the implementation of the plan. These committees are headed by faculty members and their functioning is reviewed by the IQAC and academic council.

The administration and human resource management is managed by the management council in consultation with the academic council.

The institution' policies and procedures are aligned with the vision and mission of the institution embedded with the core values. Strict compliance is ensured to the norms and regulations of the affiliating university.

STRATEGIC GOALS

- To provide Quality Education for all especially the disadvantaged and weaker section of the society.
- To Generate a culture of joyful and person oriented learning, and an environment that is eco-friendly which will build socially responsible citizens and compassionate leaders.
- To be a Model Centre of Excellence, where students are equipped with an analytical mind and critical thinking, in an atmosphere that creates and nurtures Learnability.

STRATEGIC PLAN (2017-2022)

ACADEMIC EXCELLENCE

- Introducing more skill oriented add on and certificate programs (Soft skill/ communication skill/ skill awareness programmes)
- Improve Industry academia interaction
- MoU with industries for training, internship/ apprentice and job training.
- ED/ placement support to students
- Promotion of funded research projects for postgraduate students and honouring research achievements of students
- Introduction of new generation programmes
- Creation of E learning resources and use of advanced ICT resources
- Accredited by NAAC

FACULTY EXCELLENCE

- Faculty Development Programmes and honouring best performing teachers
- Encouraging faculty members to register for Ph.D
- Encouragement given to attend international seminars and take up research projects.
- Training for employees on quality upgradation

- Promoting best teaching learning practices
- Encouragement given to staff to become members of professional bodies.
- Staff welfare policy and career advancement opportunities

INFRASTRUCTURE

- Increase in the number of classrooms with Intelligent Interactive Panels and LCD projectors.
- Free Wi-Fi covering campus premises.
- Regular update of IT resources in the campus
- Increasing the capacity of labs and the facilities in fashion designing and hotel management
- Digitization of library
- Increase in Sports facilities

STUDENT DEVELOPMENT

- Enhance teaching learning process focusing on student centric approaches.
- Career orientation programmes
- Expert training for students participating in extracurricular activities.
- Capacity enhancement programmes
- Industry-academia linkage to promote entrepreneurship.
- Management scholarship to meritorious students
- Facilitate internship in reputed institutions

COMMUNITY OUTREACH

- Adoption of villages
- Linkage with local self-government in community outreach programmes
- Counselling and awareness support to local community
- Entrepreneurial training to community

- Formation of a disaster management unit

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

6.2.2 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution is unique in providing the best working atmosphere for all the staff. The staff is inducted to the institution as a member of the Holy Cross family with various welfare measures and opportunities for growth and development. Some of the measures include:

Academic measures

- Financial assistance for teachers to participate, publish and present papers in seminars/webinars/workshops and conferences.
- Faculty Development programmes organised regularly
- Training on ERPs and LMS for teaching and non teaching staff
- Honouring teachers for their academic achievements like award of PhD, paper publications and presentations

Financial and personal measures

- Annual increment provisions subject to performance.
- Provident Fund and Gratuity security to the employees.

- Health insurance coverage through ESI
- Festival allowances
- Provisions for Duty Leave for the teaching staff.
- Provisions for maternity leave for female employees.
- Vacation salary for the staff for the months of April and May.
- Medical leave provisions for the staff
- Salary advance and loans without interest to the staff
- Accomodation and food is provided free of cost for staff at times of additional work time

Recreational measures

- Staff tour and retreat at the end of every academic year
- Honouring teachers on teachers day
- Special celebrations with teachers on festivals
- Arts and sports events for teaching and non teaching staff

Staff Club

The staff club organises programmes for teachers like trips and family get together. The staff club give gifts and financial contributions to the marriage, house warming etc of the staff members. Birthdays of all staff is celebrated by cutting cakes and organising programmes.

Performance appraisal system

The institution has a 360° appraisal system for the staff which is designed by the IQAC and implemented through a three tier system.

Self appraisal system

Every employee prepares a plan of action for the academic year considering their roles and responsibilities. At the end of acadmeic year the employee conduct an appraisal of the achievements of their work based on the plan and submit the same to the Principal.

Feedback from students

The IQAC collects feedback on teachers from the students at the end of the academic year and the feedback is analysed by IQAC and individual report is submitted on each teacher to the Principal

Feedback from HoD

The Head of the Department prepares a report on the performance of each staff in the department indicating the strenths, weaknesses, special achievements and attributes of the staff and submit to the principal at the end of academic year

Performance Appraisal by the Principal

The principal prepares a detailed performance appraisal report for each staff by considering the three reports given by the staff, students and HoD and conducts personal discussion with the staff on the same

and submit it to the Management Council.

The Management Council conducts a detailed discussion on each appraisal report and decides on the increments, incentives, nature of FDPs to be provided for the staff. The non teaching staff is appraised by the Superintendent and report submitted to the Principal.

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

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

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

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

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

Response: 61.52

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

2021-22	2020-21	2019-20	2018-19	2017-18
61	45	59	45	17

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

2021-22	2020-21	2019-20	2018-19	2017-18
15	15	15	14	14

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

6.4 Financial Management and Resource Mobilization**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)****Response:**

Resource Mobilization is part of the financial management system of the institution. The institution considers resources in a broader perspective and is not limited to fund raising but also to Human resources. The institution is keen to consider all the stakeholders at a key position in resource mobilization. The institution is a self financing college and does not receive any funds from public institutions. The management council is responsible for mobilizing the resources required for the institution.

The overall objective of the Resource Mobilization policy is to ensure that there is a **clear, and systematic guideline to acquiring, and utilization, management, reporting and evaluating the funds** received to ensure sufficient resource availability for managing the institution.

- The Institution **prepares a budget** at the beginning of each year stating the financial needs and requirements for its functioning and the budget is approved by the Management council.
- The major funding sources of the institution includes **Tuition Fees, Hostel Fees, Financial contribution from Management, Alumni, PTA, sponsorships etc.**

Optimal utilisation of resources

The institution promotes optimum use of the available resources through various measures. Due to the urban proximity of the institution it is recognised as examination centres for various other organisations.

- The institution is recognised as exam centre for various entrance examinations conducted by the affiliating university.
- The institution is a recognised centre for OET Exam OET an international English language test for healthcare professionals who seek to register and practise in UK, the US, Ireland, Australia, New

Zealand, Dubai and Singapore.

- The institution is recognised as a centre for offering Diploma courses of The National Institute of Open Schooling (NIOS) of the Ministry of Education (MOE) , Government of India
- The institution is a recognised centre for UGC NET Exam, NEET, GATE, JAM, KSFE, Medical coding Exams etc.
- The facilities of the institution like the play ground, gymnasium are given for use to public during fixed days in weekends

The students are given opportunity to earn while learning by appointing them as invigilators, support staff for these examinations which is a source of regular income for deserving students. Faculty members are also appointed as invigilators and coordinators for these examinations.

- All resources mobilized are formally **accounted for and monitored** to ensure transparency.
- All the accounts sanctioned are **audited internally as well as externally**.
- On behalf of the Management, all daily transactions are **verified by the finance officer** of the college.
- The **internal audit of accounts** is done by a team from the Management periodically. They verify all financial transactions and submit a detailed report based on the observations.
- **External audit** is conducted at the end of every financial year and the **external auditors (P V Chacko & Co. Chartered Accountants)** prepare annual financial statements and audit reports.

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

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell (IQAC) was established in the college to ensure and promote quality in the overall functioning of the college with the objective of developing a system for consistent improvement in the overall performance of the college in delivering higher education through active IQAC review and recommendations on holistic measures towards promoting academic excellence.

Academic Planning

The academic planning is conducted by IQAC at the beginning of each academic year and academic calendar is prepared in consultation with the academic council. The IQAC arranges separate planning meeting with each department to translate the academic plan into department plans based on semesters. IQAC also facilitates the preparation of Teaching/Lesson plan aligning with the Course Outcomes with individual teachers.

Skill training Programmes

Along with the academic plan the annual plan for seminars/workshops and other skill development activities are also planned both department level and institutional level. IQAC ensures that each student gets the opportunity to be part of the skill training programmes. These are planned considering the Feedback from stakeholders like employers and alumni.

Training programmes are organised for teachers on various topics like OBE, effective teaching, mentoring etc

Academic audit

External audit is conducted by faculty members of other institutions on the basis of each criterion for quality enhancement. Internal audit of academic implementation is conducted at department level and reports are submitted to Principal. Review of the student development programmes are conducted. The committees, clubs and forums are also audited

Collaborative initiatives

Various initiatives in collaboration with Government and Non government agencies are organised for academic activities, student support and extension programmes

IQAC collaborated under PARAMARSH Scheme of UGC with St. Joseph's College Devagiri for guidance in NAAC accreditation

Feedback

Playing an important role in the enhancement of quality in teaching and learning, IQAC regularly ensures that feedback is collected from all stakeholders involved in the teaching learning process. The feedbacks are analysed and report is presented in the academic council for making necessary changes in the academic plans for the upcoming year.

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

6.5.2 Quality assurance initiatives of the institution include:

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

Response: B. Any 3 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

GENDER EQUITY

Being an institution run and managed by one of the women congregations (Holy Cross Sisters) of the Catholic Church, it comprehends and senses the importance of prioritizing gender equality with due importance and is reflected right from the admission process.

- The **ratio of women and men** population of the institution, consisting of students and faculty showcase gender biased atmosphere.
- Ensures **gender-friendly campus** through the activities of “abhaya”, the Women Development Cell (WDC).
- **WDC** conducts programs on Women’s day, International girl child day, Trans gender day and National Son's and Daughter's day
- Prioritizes the **safety and security of the students** through round-the-clock functioning surveillance system, security and sensor light facility
- The **Anti-Ragging Cell, Discipline Committee, Grievance Redressal Cell and Anti-Sexual Harassment Cell** are actively functional in the college.
- Offers **Counseling services, premarital counseling** associated with (CMMY Kozhikode and Department of Minority Development)
- Special training programs for **self-defense and wellbeing** (karate training for girls and yoga classes)
- Provides **gender sensitization programs** including transgender sensitisation to introduce the newest areas of gender studies
- Students take up voluntary services for helping out needy children at the **adopted villages and at the Gender Park, Calicut.**
- Equal participation in the flood relief programs and the well construction at rural places devised by the institution.

In all arenas of participation students contribute their will and toil beyond any gender limits, thus

overpowering the notion of sexist hierarchy and rigid gender roles that predominantly existed in the earlier periods, towards a gender friendly future.

COMMEMORATIVE DAYS

Commemorative days are observed to develop inter-cultural competence that guarantees cohesion and integrate global movements with the campus environment.

Republic Day and Independence Day: observed through programs, awareness classes and various competitions, commemorates brave souls of freedom struggle and renews patriotic spirit.

Martyrs' Day: fosters patriotism, paying homage to Father of the Nation.

National Youth Day, National Integration Day, Gandhi Jayanthi, Reader's Day, Children's Day, National Sports Day and Teachers' Day programs are conducted to make awareness and responsibility in the students.

Constitution Day, Legal service day and Human Rights day celebrations are conducted at the college to transform the students to be advocates of human rights.

World Environment Day: observed each year to raise awareness about pollution and climate change through competitions and programmes.

Observance of Hiroshima, Nagasaki day encourages students for peace politics and builds awareness of the effects of nuclear weapons.

Breast cancer awareness day, World Cancer Day, World blood donation day, World AIDS Day are observed with due importance in the college.

To ensure public awareness of **road safety** measures, students contributed to the week of road safety.

Various days like water conservation day, literary week, child labour prevention day etc are also organised

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

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: C. 2 of the above

File Description	Document
Upload supporting document	View Document

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institution practices the tradition of organizing programs on days of national importance in order to impart the sense of nationalism, need of unity, tolerance, integrity and togetherness. The celebrations on Independence Day and Republic day are initiated with flag hoisting and thereafter the message of the occasion is delivered to initiate the sense of patriotism and devotes. Our institution imparts the traditions of tolerance, plurality and acceptance in the administrative functioning and incorporates various cultural, linguistic and economic activities in academic and non-academic undertakings. The admission and appointment policies of students and staff are carried out devoid of any discrimination based on caste and creed.

- Vote and Representation is introduced through ELC and College Union election replicates the parliamentary mode of elections along with extended aids like helping physically challenged voters during Lok Sabha elections.
- Students offered help to the physically challenged citizens to cast their votes during the Lok Sabha elections to ensure the system functions and as an act of social commitment.
- Green Responsibilities: National Environment Day: endorses the motto “One with Nature” and planting trees are organized.
- “Human Rights Day”: observed to acknowledge the youth to know their rights and work to achieve sustainable development goals.

- Citizenship- role and relevance: programs are conducted to familiarize human rights and help to empower students to support the susceptible groups like minorities, poor, disabled etc.
- National Constitution Day, National Integration Day, The Legal Service Day, Independence Day, Women’s Rights, Human Rights Day and Intellectual property rights are observed and celebrated through classes, competitions and seminars ins and outside the campus.
- . The clubs associations, NSS and other student groups organize programs to familiarize cultural diversities of the nation.
- The institution celebrates Eid, Kerala Piravi, Holi, Onam, and Christmas, to honour India's cultural, religious, and ethnic diversity through IFTAR eve, Rangoli competition, Mehendi design, and cake mixing event, Diwali celebrations, payasam making and the like.
- The cultural committee (Regalia) of the college attempts to foster the sense of harmony, the sense of equity, by creating a national consciousness beyond micro social universes.
- The various initiatives like English orientation and language partnership programs are organized and conducted
- TDebate, campaigns and workshops organized for the students helps to promote social justice, create awareness of the responsibilities of a citizen and develop communication skills.
- Street plays, flash mobs, and walkathons are used to convey the message of tolerance and togetherness to prepare the students to contribute to the social responsibilities.
- Various outreach initiatives, like the visit to the palliative and after care home and service initiatives are organised
- The college devised Koode- the flood relief program and Abhayam – the house construction project
- Activities to help the differently-abled members of the society are organized by the students.
- The ignorance towards the experiences and challenges of the differently-abled members are blurred through programs like walk with the blind, providing disability aids etc.

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

7.2 Best Practices

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

Response:

Best Practice 1

Marathaka -The Green Ways

Objectives

- Initiate an eco-friendly lifestyle and protective decorum in the stakeholders
- Practice action-oriented green innovations.
- Conscious use of irreversible natural resources and rejuvenation of the ecosystem

Context

Planet earth has been hijacked by continuous interruptions from the human species. It's an ethical responsibility of the newer generation to give back and sustain the ultimate existence of the green globe. The institution, through the stakeholders, materialized the concept of shielding and guarding the ecology keeping an eye on developing an Eco-conscious generation.

The Practices

The college has a nature club which is active in all the initiatives involving in the green practices. Students of the college maintain gardens inside and outside the campus. The institution took up the charge of converting a challenging portion of the railway station at Calicut, into a fully blossoming garden. Organic and biodiversity gardens were created at Pilassery village, college campus, campus premises, Gender Park (After Care Home), Calicut, and Vettilappara village. Students also initiated an agricultural garden at Vettilappara.

Students of various departments developed designed and implemented ecology-saving projects. A practice of procuring and distributing used but useful academic resources, titled "Reincarnation", production and distribution of paper pens, parenting a tree, trained the women of the adopted village to make paper bags, designed "Ayurveda", a healing aid for bedridden patients and carrying mothers and taking care of medicinal poultry "Karimkozhi".

Students of the college cleaned abandoned wells and constructed wells, check- dams, bunds, and rain pits to retrace the green tracks and to facilitate green habitat. Students engaged in cleaning the rivers: Kabani, Kallai and Cherupuzha and also initiated the cleaning of Calicut beach, Panniyankara, Canoli Canal and participated in the Haritha Keralam project. Students also practiced green classrooms, planting saplings, growing bag distribution, campus cleaning, water conservation, awareness classes and green conscious competitions. The students devised a remake of Chelaav, a traditional cloth bag and modernized the concept.

The institution actively involved in the disaster management activities of the Government during the devastating floods that hit Kerala in 2018 and 2019 by providing relief and rescue operations.

Evidence of Success

- Conducted more than 50 programs on Ecological concerns
- Constructed water sources are in use and well maintained.
- Initiated and tracked green classroom programmes
- Improved the professional skills through students orientated action units
- Evoked social responsibility through socio- ecological programmes
- Planted hundreds of trees in chosen circles and areas inside and outside the campus
- Reintroduced eco-friendly traditional products
- Constructed bund and check dams to preserve ecological sustenance.

Problems Encountered and Resources Required

- Mobilization of students and materials to the remote parts of the affected areas
- Arrangement of classes and activities on a parallel basis.
- Finding resources from areas with low transportation
- Risky areas and challenging tasks were encountered.
- The construction of bunds and check dams demanded greater effort and the process fatigued the students

Best Practice 2

Prabodhana Orienting the Future

Objectives

- Holistic enhancement of professional as well as life skills and promote and identify talents
- Promote language-based skills and proficiency.
- Benevolence in and service-oriented learning, inculcation of values for strengthening life skills
- Impart academic and professional etiquettes
- Assure academic excellence and quality education

The Context

Learning beyond the boundaries of basic textual drafts is a key to achieve professional excellence. The students from diverse backgrounds had to be integrated into an inclusive environment inculcating the values upheld by the institution and to weld together the multitude of talents and skills in the student community. Faculty and students need constant updates to cater the changing demands of the upcoming education system.

The Practices

Each student who enters the campus is considered as part of the Holy Cross Family. The institution values the concept of family having a significant role in shaping the future of students and hence includes the

parents also in all the ventures.

Induction at institution level: A student entering the campus is inducted to the institution with a detailed session on values and mission of the institution, the code of conduct and a brief history of the institution through interactive presentations.

Induction at Department level: The second level of induction is organised at department level to induct the students to the programme, programme outcome, pedagogy of teaching learning, add on courses, practical and field work activities.

Orientation to students: All students are provided with orientation sessions by expert trainers on personality development at the beginning of the academic year to refresh the professional, emotional, social and value based calibres.

Orientation for parents: Recognising the role of parents sessions on effective parenting and mentoring students are organised for parents by expert trainers.

The English orientation program is organized for the first year students for seven days to equalize the essential language proficiency of the students.

Mentoring, Remedial coaching, Peer learning system is active for providing individual support and guidance to students, various other sessions on life skills, theatre, competency development programmes, career guidance programmes etc. are conducted at regular intervals.

Skip a tea & “Santhwanam” initiatives- financial aid made available to the students who face difficulties wherein students are encouraged to support the needy,, and learn benevolence

Evidence of Success

- Facilitated remedial classes according to the level of proficiency
- Students involved more in the compassionate ventures organized by the clubs, forums, NSS and the institution.
- Students improved in their language skills and communication skills.
- Students actively involved in collecting and distributing financial aids to the needy ones.
- Students developed better academic and life skills and parlayed the same in the course of their studies.
- Students earned holistic progress and understanding and learned to respect each other’s space and time.

Problems Encountered and Resources Required

- Finding time amidst a busy academic schedule was a challenge.
- Reminding and updating the students and performing the required surveillance.
- Bringing students initially to the classes and making them involved in the same.
- Finding emotionally down students was a challenge but was decently managed by the mentors and due time and space was spent for them.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

The distinctiveness of the institution is rooted in the motto, " **Excellence, service and setting trends**". The vision of the Holy Cross Society is "The need of the time is the will of God". To attain this vision for the aspiring students for higher goals of life mainly from Calicut and other districts of Kerala we have humbly responded to meet their need and the Holy Cross Institute of Management and Technology (HCIMT) was initiated.

In Calicut city there are many government and aided colleges. Students with good merit get admission in these colleges. Majority of students with low marks are unable to get admission in such colleges. Besides the students from weak income groups like drivers, wage labourers, small scale employees and from rural areas struggle to get enrolled in good colleges of the city. To meet such students' dream for higher education in quality and care is the reason for the advancement of HCIMT. To transform the students to be competent and benevolent professionals the College makes every effort to bring out the intellectual, emotional and social potentials of the pupils. The students, staff and management belong to different cultures, religions and languages. We esteem the Holy Cross Family Spirit as our culture. All are cherished as one family and thus contribute to the national integration of our MotherLand India. The college nurtures the spirit of **Vasudhaiva Kudumbakam** in the campus and among all. The learners are facilitated to be professionally excellent, humanely service-minded, compassionate, and innovative trend setters. This in a way fulfils the aim of education to contribute to the revolution of society and to address the need of the modern era.

Excellence: The institution works to bring out what was aptly articulated by Swami Vivekananda, " Education is the manifestation of the perfection already in man". The institution has proudly created 25 rank holders of the university over the years. Students participate and conduct programmes based on the curriculum and blend knowledge with entertainment. Through the activities the faculties give practical exposures through workshops and activities that boost the curricular knowledge. The academic programmes with extra efforts facilitate individual care and conducts remedial classes for the advanced, average, and below-average learners. The institution has an outstanding pass percentage about 91% in spite of the students' poor grade background. We are proud to be part of transforming ordinary to extraordinary students.

Service: HCIMT reaches out to persons in crisis, promotes nature clubs, and is part of the nation building. Stakeholders have various projects and programme to bring insight in the social and national psyche. The institution has won the Best NSS unit awards for the past four years and has also held the Red Ribbon club **State award** for three consecutive years. The students of the college had given psychological aids to

the victims floods, Covid 19 and counselling and subject coaching to the girl children of gender park under the social welfare board, Kerala. Students have arranged, collected, and distributed food, water, clothes, sanitary materials and medicines for the flood-affected people of Wayanad, Calicut and Thrissur districts. They have cleaned the houses of people who were unable to get into their homes and surroundings and made it liveable. The students and faculty trained the female residents of Pilassery village in basic stitching lessons and introduced some self-employment opportunities. Students actively participated in the construction of 2 new wells and cleaning of flood affected 5 wells at the Vettilappara village. The institution was always at the forefront in associating with the district administration in green initiatives and the cleaning drives of rivers, namely, Cherupuzha, Kallai, Kabani, Calicut Beach and the famous Canoli Canal. An organic farm was initiated for the villagers at Pilassery village and later at the Gender Park by the students. They are motivated to donate blood and about 150 units of blood are collected every year in the college for the government hospitals. The students and the staff members have offered their service at the district administration during the COVID-19 pandemic.

Setting trends: The institution prioritizes the efforts to make the stakeholders engage in areas of professional growth and creativity. The courses offered at the institution allow a constructive space for the students. The college set trends in offering life promotive and job opportunity courses like, Fashion designing, Social Work and Hotel management. The English Literature course is amalgamated with Journalism and explores the creative writing and presentation skills of the students. The institution empowers MSW students to be efficient professionals who can aid the humanitarian needs and work towards the development of the society. The commerce and management wing explores both computer application and finance, allowing the students for entrepreneurship and growth. The college is the pioneer in the State to begin SAP training for graduate students and attained Global Certification with cent percent results consecutively for the past 4 years. The students after graduation have achieved placements and many have taken up entrepreneurship and flourished in their life. Students of Hotel Management invent healthy and tasty recipes as part of the curriculum and during competitions.

HCIMT is the first college to initiate an MSc fashion & textile designing course in the state. Fashion department nurtures the students to incorporate fashion with other disciplines to serve humanity better. The students have innovated medicated dress materials and immunity boosting herbs to set new trends in the field. They have used eco-friendly fabric for garments in many fashion shows organised in and out of the campus, universities. We hold dear to have been invited by the Creativity & Culture Commission, Department of Language & Culture, Government of Andhra Pradesh.

True to its motto of setting trends, in the selection of courses, HCIMT has taken a keen interest in catering to the newest trends and has made a breakthrough in many cases that opens the windows wide for future perspective and amplifies the instinct in the stakeholders to develop their ideas and follow their dreams to set further benchmarks.

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

5. CONCLUSION

Additional Information :

The institution, belonging to the International society of the Sisters of Mercy of the Holy Cross, contains a global reach of resources and experience in the service of humanity.

We are involved in inter institutional service oriented communities together to promote lifesaving ventures during emergency situations.

Areas of our service

- Education: Arts and Science College, women's college, CBSE, ICSES, state board schools and Teacher training institutes.
- Nursing Schools and College
- Vocational Training Centres.
- Residential schools and special schools for physically and mentally challenged children.
- Social work: Social service, empowerment of women, sustainable development programs and hostels. The society undertook interventions at the time of natural calamities and pandemic, specially total rehabilitation of tsunami affected villages in Periyavilai of Kanyakumary district of Tamilnadu.
- Health Care: Super speciality hospitals, nursing homes and palliative care.
- Works of compassion – Women in distress, home for destitute women, anti - human trafficking works, homes for the aged and senior citizens, rehabilitation centres for HIV +ve patients and legal aid cells.

The institution beholds a statutory policy to facilitate more co-educational program spaces with the central and state governments.

HCIMT is a unit of Kerala Holy Cross Sisters Society, registered society under charitable Societies Act XII of 1995. The society runs the following educational institutions in Kerala.

- CBSE+2 school Nedumkandam, Idukki Dt,
- CBSE school in Vettilappara, Malappuram,
- CBSE school in Kochi,
- L.P school in Trivandrum.

The Principal of the institution holds the position of the Board member of Christian studies and the HOD of

Fashion Department is a member of the board of studies for fashion and she is the chairperson for examinations under the University of Calicut.

The alumni of the institution aboard has a rapid increase in number and gives a promising opportunity for worldwide service.

The institution holds extended land assets that, in future will be changed into a carbon reduced learning strata for students and will develop an experiential learning centre for the students to be moulded into global citizens. We contribute to nation building by educating the youth who will uphold the values of our Indian constitution.

Concluding Remarks :

Holy Cross Institute of Management and Technology is owned and managed by the International Catholic Women's Religious congregation of Sisters of Mercy of the Holy Cross and was founded in Switzerland in 1856 by a young dynamic visionary – Fr. Theodosius Florentini OFM Cap, who was titled by the Swiss Government as teacher of the youth and a great philanthropist. Mother Maria Theresa Scherer, the co- founder was a daring woman who was a synonym for totality of nobility, perseverance, and service mindedness to care for the poor and work for the progress of the society. She is known as the “Mother of the poor”.

Holy Cross College has been involved in materializing the aspiration of the ordinary people who are looking for an institution that upholds their hopes for higher education. The scenario of education is in a transformational phase where global conditions require contemporary practices which make one to change and adapt, to suit the present requirements and address futuristic needs. The college is committed in enhancing the quality-of-service delivery, providing practical cum industrial-oriented programs, and ensuring a valuable campus environment for the faculty and students thereby imparting futuristic education. The expected results are bound to follow as the measures initiated by the Management, the willing contribution of the members of the faculty and the overwhelming response and enthusiastic participation of our students work in unison. Holy Cross provides a strong foundation in the acquisition of knowledge and skills, building character and improving employability of students to march ahead for a stronger and brighter India.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Number of Add on /Certificate/Value added programs offered during the last five years</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :44</p> <p>Remark : DVV has made the changes as per shared clarification.</p>																																								
2.1.2	<p>Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)</p> <p><i>2.1.2.1. Number of actual students admitted from the reserved categories year - wise during the last five years</i></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>300</td> <td>297</td> <td>271</td> <td>234</td> <td>248</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>298</td> <td>297</td> <td>270</td> <td>232</td> <td>248</td> </tr> </tbody> </table> <p><i>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years</i></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>326</td> <td>314</td> <td>303</td> <td>261</td> <td>282</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>326</td> <td>314</td> <td>303</td> <td>261</td> <td>282</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared clarification.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	300	297	271	234	248	2021-22	2020-21	2019-20	2018-19	2017-18	298	297	270	232	248	2021-22	2020-21	2019-20	2018-19	2017-18	326	314	303	261	282	2021-22	2020-21	2019-20	2018-19	2017-18	326	314	303	261	282
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3.2.2	<p><i>Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years</i></p> <p><i>3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years</i></p> <p>Answer before DVV Verification:</p>																																								

2021-22	2020-21	2019-20	2018-19	2017-18
14	20	14	11	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
8	8	8	6	4

Remark : DVV has made the changes as per shared clarification.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	2	0	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	2	0	1

Remark : DVV has made the changes as per shared clarification.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
6	4	4	6	4

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4	2	1	0	1

Remark : DVV has made the changes as per shared clarification.

3.4.3 Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
38	6	43	39	25

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
24	06	23	20	15

Remark : DVV has made the changes as per shared clarification.

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

Answer before DVV Verification :

Answer After DVV Verification :20

Remark : DVV has made the changes as per shared clarification.

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

4.1.2.1. Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
111.35	66.20	17.81	66.81	25.86

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
108.81	64.91	16.13	64.64	23.09

Remark : DVV has made the changes as per shared clarification.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
20.06	12.55	17.83	38.99	29.64

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
12.61	7.94	14.02	33.19	17.78

Remark : DVV has made the changes as per shared report by HEI.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
712	434	763	840	1004

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
712	434	763	840	975

Remark : DVV has made the changes as per shared report by HEI.

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : DVV has select C. Any 2 of the above as per shared report by HEI.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
124	175	162	167	211

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
124	175	162	167	211

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
415	316	342	317	293

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
321	297	327	305	284

Remark : DVV has made the changes as per clarification.

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
60	21	38	42	25

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
60	52	49	42	25

Remark : DVV has select HEI input as per clarification.

6.3.2

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

the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
61	28	59	59	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

Remark : DVV has select HEI input as per clarification.

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has select C. Any 2 of the above as per shared report by HEI.

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations