



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

GURUDEV ARTS AND SCIENCE COLLEGE

• Name of the Head of the institution **Dr. P C SREENIVAS**

• Designation **PRINCIPAL**

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

• Phone no./Alternate phone no. **04985281500**

• Mobile no **9447692350**

• Registered e-mail **gurudevcollege@gmail.com**

• Alternate e-mail **info@gasc.ac.in**

• Address **MATHIL PO PAYYANNUR KANNUR Dist**

• City/Town **PAYYANNUR**

• State/UT **KERALA**

• Pin Code **670307**

2.Institutional status

• Affiliated /Constituent **AFFILIATED**

• Type of Institution **Co-education**

• Location **Rural**

• Financial Status **Self-financing**

- Name of the Affiliating University **KANNUR UNIVERSITY**
- Name of the IQAC Coordinator **SOUMYA C K**
- Phone No. **9947789582**
- Alternate phone No. **04985283486**
- Mobile **9539390928**
- IQAC e-mail address **iqac@gasc.ac.in**
- Alternate Email address **aqar@gasc.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)) <https://gasc.ac.in/>

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://gasc.ac.in/crm/assets/download/2022-2023ACADEMIC_CALENDAR.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.88	2022	18/10/2022	17/10/2027

6.Date of Establishment of IQAC **10/07/2019**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	NA	NA	NA	0

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **7**

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

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

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

- Promotion of effective use of ICT in teaching learning process-implementation of digital tools in administration.
- Contributed to the development of academic research in the college by conducting quality development programmes for the faculty - extending support to faculty research
- Planned and executed the NAAC peer team visit -The institution is accredited with B++ grade.
- Organised national seminar series in association with the PG departments of the institution.
- Launched and institutional online research journal to promote the research activities of the institution.
- Organised an arts and science exhibition for the public. Around 400 school students from the locality were participated and benefitted from it.

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

Plan of Action	Achievements/Outcomes
<p>1. NAAC Accreditation 2. Launch an institutional research journal 3. Organise National seminars 4. Updation and upgradation of computer lab 5. Renovation of college office 6. Beautification of college campus 7. Organise faculty development programmes</p>	<p>1. Planned and executed NAAC visit with the help of various committees of teachers, students and management. The institution is accredited with B+ + grade as the result of the hard work of the whole team. 2. Launched and institutional online research journal 'Gurunjanika', to promote the research activities of the faculty and students. 3. IQAC in association with PG departments, organised 5 day's national seminar series. 4. Computer lab was renovated and updated with added computers and facilities. 5. The college office was renovated with modern amenities. 6. The college campus was beautified by proper landscaping and gardening. 7. 4 FDP programs were organised in the academic year 2022 -2023</p>

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING COUNCIL MEETING	22/12/2023

14. Whether institutional data submitted to AISHE

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2023	18/01/2023				
15.Multidisciplinary / interdisciplinary					

The institution has a preparedness for the NEP within the limits of University norms and regulations. The institution has already filed an application to government for the sanctioning of B.Ed. College inside the campus, which grants greater scope for integrated teacher education. The open course included the fifth semester of UG curriculum, enabled the students to learn creative combination of subjects. The institution included 11 add-on/certificate courses to its curriculum. The earn while learn workshops/ training under the title "Train, Gain, Sustain", ensures the vocational oriented education. The institution's measures for the holistic empowerment of the students is considered to be the institutional distinctiveness. By including various training programmes, workshops and implementing other creative measures, the institution tries to create a generation of students, who are holistically empowered. The college promotes conduct of interdisciplinary programmes and courses. We are ready to implement any positive suggestions and directions from the parent University regarding the same. The IQAC coordinator of our college has been deputed to attend webinars for the implementation of NEP as part of institutional preparedness.

16.Academic bank of credits (ABC):

The institution follows Choice Based Credit and Semester System as envisaged by the Kannur University. In collaboration with Mar Ivanios College, Trivandrum, the students of the institution have already enrolled to COURSERA and completed many courses under MOOC & SWAYAM platforms. We are ready to accept credit transfer for various programmes subject to the decisions of the parent University.

17.Skill development:

The institution has incorporated many skill development training programmes to its curriculum. Training on communication skill, IT skill, soft skill and life skill have been given to all students. Each academic year begins with bridge courses, which includes course to improve the communication skill and English proficiency, to the newly enrolled students. The workshops and training programmes under the title "Train, Gain, Sustain", promote the employability skills of the students. Yoga classes, training on Kalarippayattu, Karate etc have been given under Martial Arts club. We propose to introduce more skill development courses in this and the next academic years.

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

The language dept. of the institution has a pivotal role in strengthening the Indian languages and its culture among the students. Students are taught Malayalam, the mother tongue and Hindi as additional Common Courses under University curriculum. "MAMB" the Malayalam Club and "JAGARAN" the Hindi Club promote the students interests and concerns towards the mother tongue and other Indian languages. We promote YOGA and Martial Arts studies among the staff and students as a way of life. Studies in Vedic sciences, mathematics and Indian astronomy will be given prominence.

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

The institution follows the curriculum of Kannur University which ensures the Outcome Based Education in all programmes of study. The POs, PSOs and the COs are displayed on the website and are introduced to students at the beginning of a programme and occasionally later. The University curriculum envisage the outcomes of all programmes and courses in the syllabus. The institution follows its own measures to analyse the attainment of these Outcomes, every year.

20.Distance education/online education:

The institution has successfully completed a whole online academic year, during 2020-2021 and the same still continues in parts. Nearly 10,000 online live classes have been given to students through Google Meet Platform. Each and every academic activities of the institution have been done online, including Internal/ Model examinations, webinars/ Workshops, College Fest, different council meetings and PTA meetings. The institution is having own academic domain -gasc.ac.in to access G-Suite. Now that the direct classes have begun, we propose to supplement our teaching learning with online teaching and material. However as an affiliated college we are not authorised to conduct Distance Education leading to award of Degrees.

Extended Profile

1.Programme

1.1

656

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

File Description	Documents
Data Template	View File

2.Student

2.1 **372**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **112**

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

File Description	Documents
Data Template	View File

2.3 **428**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **73**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **67**

Number of sanctioned posts during the year

Extended Profile

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1.1 656

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Data Template	View File

3.2	67
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	52
Total number of Classrooms and Seminar halls	
4.2	64.04
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Gurudev Arts and Science College is a self-financing institution, affiliated to Kannur University in Kerala which offers fourteen UG and five PG programmes that follow Choice Based Credit and Semester System. The college prepares the academic calendar based on the university academic calendar. The college has a well-structured master and department time table. Modules are allotted to the teachers after a discussion of the syllabus in DLMC. CLMC conducts meetings regularly. Each teacher keeps a work diary. Syllabus and timetable are published in the college website and made available in handbook. The college ensures the participation of faculties in curriculum designing. The curriculum includes Core and Complementary Courses, Languages, Project, Practical, etc. The curriculum is strengthened by adding Certificate courses, Elective courses, fieldworks, Internships, Study tour etc. Each department offers Open courses in Fifth semester. Digital facilities are made available to ensure efficient delivery of curriculum. All

stipulations of the semester system are followed and implemented. National/International Seminars are conducted in each academic year. Remedial coaching is extended to slow learners. The college has a well-functioning mentoring-system. The clubs are actively functioning in the institution. Several curricular and non-curricular programmes help the students to have a broad spectrum of knowledge.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

The institution has a systematic academic calendar which uploaded and included to the college website and handbook respectively. At the beginning of academic year departments prepare the action plan. Based on that action plan and also following the academic calendar and exam schedule of the affiliated university, the institution prepares its own by adding institutional programmes, internal exam dates, etc. It carries exact schedule regarding teaching, learning, curricular and co-curricular activities. IQAC codifies these action plans and other additional programmes and prepares the final annual academic calendar for approval by the Academic Council. The approved action plan of the departments serves as the internal calendar of the department. Teacher's diary records their academic activities. Every teacher follows a lesson plan. DLMC and CLMC meetings are conducted to ensure the follow up of the academic calendar. The timetable enables the students to know the exact time and duration of each class. This system ensures equal distribution of the time. If a teacher is on leave, he/she would take compensatory classes. The working hours of the institution is from 9.30am to 3.15pm. The institution conducts at least two internal tests and one model examination before every examination.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**7**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**199**

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

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

The gender, environment and ethical issues have been integrated into the framework of the curriculum. Fifty programs have been conducted by the departments through various clubs and committees which practically integrate the issues along with the circulation of magazines and journals in the college.

The issues relevant to environment: The Ecoclub, FESCON, has been actively functioning in the institution to promote awareness on environment sustainability. The NSS unit has been doing many environmental promotion activities. The clubs of the institution also took part in many eco-friendly initiatives. The common courses in the UG curriculum solely devoted to discuss these kinds of issues.

The issues relevant to gender: The Women Welfare Cell, Gender Justice Forum, etc. tries hard to empower the girls of the

institution and to bring out awareness to students about gender, their rights and duties and how to face discrimination boldly.

The issues in ethics: The college celebrates important days like National Voter's Day, Human Rights Day, Green Consumer Day and World AIDS Day. The institution under IQAC and departments organizes many such programs to create an awareness on students on these issues

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

21

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

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

502

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

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://gasc.ac.in/crm/assets/action/Action Taken 231.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gasc.ac.in/crm/assets/action/Action Taken 231.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

379

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

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

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

382

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

2.2 - Catering to Student Diversity

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

IQAC and the departments of the college scrutinize the socio-economic, curricular and extracurricular aspects of each student during and after the admission process and programs developed according to their level of learning. A detailed individual profile of each student is prepared and keeping for the reference. The learning levels of students have been identified based on entry level tests, classroom interaction and mentoring. The progress of students is closely monitored through the Internal Assessment.

Slow learners are given remedial coaching by the concerned faculty and their progress is monitored.

The proper mentoring by the teachers provides possible supports to the slow learners.

Scholarships and awards are in place to reward the advanced learners for their excellence. Advanced learners are encouraged to enroll in certificate courses and self-study courses. Additional reference books are also supplemented to advanced

learners make them more advanced with academic topics to enhance their knowledge.

The institution is very sensitive to the differently abled students also by providing appropriate learning environment and facilities.

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

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

Number of Students	Number of Teachers
1029	65

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institution adopted student centric teaching methods for effective learning. All the departments have incorporated, interactive, collaborative and ICT enabled methods into the formal teaching framework, such as projects, debates, presentations, competitions, workshops, discussions, brainstorming, webinars, exhibitions, literary fests, science fests, management fests etc.

Project - Based Learning is an Integral part of the U.G. and P.G. curriculum. Every student is doing Project work as a course in their final semester.

Learning based on experience and observation is used specifically in science discipline. Learning activities include laboratory experiments, field exercises, etc. Students visit industries and prepare reports based on it. BSW department students and N.S.S Volunteers conduct rural camps. The Department of Microbiology conducts blood group detection camps and water quality analysis.

The Commerce and Management Departments conduct management meets every alternate year. Most of the students are given Internship programs by industrial experts every year.

Peer Learning/Teaching is one of the best practices of institution that students are sharing their academic expertise to other students of both inside and outside institution. The departments conduct brainstorming activities in the classroom.

The institution follows Problem-solving methodologies to check the level of understanding of the students on the subject.

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

Each and every department of the institution initiates an innovative teaching learning process. Teachers use You-Tube, E-mails, WhatsApp group, Zoom and Google classrooms as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. They have been using the ICT enabled learning tools such as PPT, video clippings, a audio system, and online sources, to expose the students to advanced knowledge and practical learning. All the departments have LCD projectors which are used for screening educational movies, documentaries and for making power point presentations.

E-library is available for students to help them to access materials online. As the institution library has the subscription of INFLIBNET, a digital repository of reference books and other books, question banks. The college campus is completely Wi-Fi enabled and computer lab has the tussle free internet access. The institution is completely G-suite enabled. All the students were given institutional Mail Id's.

The faculty makes use of Google forms for conducting exams, Google white board and black board for writing, Google sheets for marking attendance of students and many such ICT tools for the effective learning transaction.

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

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

2.3.3.1 - Number of mentors

67

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

2.4 - Teacher Profile and Quality

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

74

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

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

74

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

2.5 - Evaluation Process and Reforms

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

College adhere proper internal and external evaluation as a part of curriculum provided by university, which is transparent and robust. Internal assessment for all the subjects is carried out strictly as per university guidelines.

College has an Internal Examination Committee, which meets before every internal exam to discuss the proper conduct of exam.

Consolidated attendance at the end of each semester is published on the notice board.

Every department carries out class tests and surprise tests at regular intervals and internal exams in each semester. Viva voce, seminars, quizzes, group discussions, debates etc. are also included in the internal assessment.

Answer scripts of internal exams are evaluated within one week and returned to students for clarifying doubts and issues. Those who couldn't take exams are given an opportunity for retests. Parents meetings are called up after each main internal exam.

Internal marks are uploaded within the stipulated time to the University portal after verified by the Head of the department and concerned student.

Every department maintains question papers of earlier exams for revision and analysis.

Based on internal assessment, weak students are identified and special coaching classes are given to them.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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

The college has an effective system to address the grievances of the students regarding internal assessment. The college has set up an Internal Examination Grievance Committee of seven members involving Principal, Vice Principal, three other teaching faculties and student representative. College follows 3 tier grievance mechanism at Department, College and University level. Any grievances on internal assessment can be initially informed to department head. The unresolved issues can be handed over to principal, who is the chairman of Internal Exam Grievance Committee and then to University.

Every department maintains Grievance Minutes book for recording the grievances of the students. Grievance boxes are set up aside of the notice board where students can write down their issues. Students can show up their issues in the college web portal too.

Prior notice on internal exam details is displayed college notice board. Students can approach concerned teacher if there any discrepancies on evaluation. Initially the discrepancies are handled by the department heads and then handover to Grievance Committee. Daily absentees are timely informed to parents

through SMS alert, besides consolidated attendance of each semester is published on department notice board.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

2.6 - Student Performance and Learning Outcomes

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

The ultimate aim of introducing the outcome-based education in the institution is to provide student centered learning that focuses on measuring the performance of students through outcomes on completion UG or PG program. The outcomes include knowledge, attainment of skills, values, attitudes and appropriate judgement. The College has clearly stated the Program Outcomes, Course Outcomes and Learning Outcomes in the institutional website and also in the handbook provided to each student and faculty.

The print version of the syllabi of all departments (UG & PG Programmes) with the Program Outcome and Course Outcome of all individual courses offered by the departments are available in the respective departments and IQAC Office for the ready reference of all teachers and students.

In the beginning of every academic year all the outcomes are verbally communicated to the students. The faculty advisors during the orientation programme explain the CO's of each course in detail in the class room. Course coordinators also disseminate the relevance and opportunities of the subject of study by describing the CO's in the class room.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution and its departments used to plan and conduct all activities in the light of program outcomes, program specific outcomes, and learning outcomes. It continuously assesses, whether the outcomes have been achieved or not. The institution evaluates the course outcome and program outcome among the students by using various methods. They are as following:

Direct Assessment (80%)

Direct Assessment consists of assignment, Internal Examination and End Semester Examination, which helps to assess products produced by students for the purpose of learning and to demonstrate learning.

Indirect Assessment (20%)

Indirect Assessment involves a report about learning rather than a direct demonstration of learning. It consists of student's feedback, course assessment, analysis of Student's progression and placement and a survey among students.

Feedbacks on curriculum and various outcomes were collected from students, Alumni, Employers and Stakeholders. The course assessment of each program is done by IQAC and academic council at a regular interval.

The institution incorporates its own measures to provide outcome-based education by inculcating, communication skill and competitive spirit, literary sensibility, good citizenship, soft skill development, women empowerment, gender equity, entrepreneurship, social responsibility, management skill, software development skill among its students.

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

2.6.3 - Pass percentage of Students during the year

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

239

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gasc.ac.in/crm/assets/annualreport/Annual_Report_2022_23.pdf

2.7 - Student Satisfaction Survey

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

<https://gasc.ac.in/crm/assets/data/sss.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

3

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The Institution has created an eco-system for the creation and

transfer of knowledge by planning, organizing and conducting varied curricular and co-curricular activities. The various departments, clubs, and other association of students contribute to instilling such an environment and thereby maintains a valuable ecosystem in the Institution. A monitoring team is there in the institution for the effective transaction of this ecosystem, to promote the abilities of students and also to encourage their activities.

The ED club, has been conducting, informative, productive and creative programmes, to impart ideas about startups and business strategies. They hosted inter departmental activities to encourage all other students of the institution also towards business. By virtue of these continuous programmes, many of the students could start, own business enterprises just after their graduation itself, and most of them are turned out to be distinguished business men and women.

Our college has initiated programmes like industry institute interaction through which number of students visits many industries as a part of their studies and interact with them to inculcate the knowledge and utilise for their development.

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

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

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

3

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

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year****2**

File Description	Documents
URL to the research page on HEI website	NIL
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****11**

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****0**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The institution has a wide range of extension activities under N.S.S unit, various departments, clubs, college union, teachers and management.

The major extension activities of the institution in the academic year 2022-2023 are as follows:

The NSS unit, in association with Grama Panchayath, organised a cleaning campaign at Mathil town.

The N.S.S volunteers visited a nearby orphanage, Hope, charity institution and spent a day with the inmates.

The management and teachers of Gurudev college jointly launched a charity programme, 'Snehasparsham'.

The department of microbiology organized a blood detection camp at higher secondary school Mathil, Thrikkaripur high school and Elembachi higher secondary school.

PG department of Commerce visit Lissi Bhavan, kannivayal, an old age home, and spent a day with the inmates.

Students visited Meri Bhavan, pariyaram, an orphanage and spent a day with them.

The students, teachers and management jointly donated an amount to help a student's ailing father.

Gurudev college union conducted Biriyan challenge for collecting an amount, in addition to the amount collected by teachers and management, to help the former students of college, who are under treatment after an accident.

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

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

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

9

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

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

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

5

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

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

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

5

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

3.5 - Collaboration

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

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

68

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES
4.1 - Physical Facilities
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.
<p>The institution has adequate physical facilities and infrastructure for the existing academic programmes.</p> <p>The institution is built with multi storeyed three interconnected academic blocks.</p> <p>There are 50 spacious classrooms which are very neat and facilitated with projectors, wireless microphones, and boards.</p> <p>All the PG class rooms are smart classes. There are three other ICT enabled halls (Gitanjali Seminar Hall, Conference Hall and Tagore Conference Room) Seminar hall is used for cultural activities also.</p> <p>A very spacious computer lab is available in the college and it is equipped with 65 computers. Language lab is also available here.</p> <p>Two separate physics labs are available for UG and PG courses in the physics department.</p> <p>Microbiology lab is equipped with Incubator, Hot air oven, Microscopes etc.</p> <p>Two separate labs are available for UG and PG courses in the chemistry department. The lab is equipped with Colorimeter, Conductometer etc.</p> <p>Biochemistry & Biotechnology lab is equipped with colorimeter, Spectrophotometer, Autoclave, Laminar air flow and Microscope.</p> <p>Psychology lab is equipped with Depth perception box, Distraction box, Trial and error learning equipment etc.</p> <p>Commerce lab is equipped with working models, still models and charts</p> <p>The College Store is functioning as e-service center also.</p>

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

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

The institution always gives due importance to sports and cultural activities and ensures that there are enough facilities for promoting it.

The institution has a well maintained, well-built Basket Ball court. A mini playground is there for the practice of Football, Volleyball and Cricket.

A large open air turfed stadium with tracks, which spread across 5 acres of land, is under construction and is on the final stage of completion.

The institution also has an MoU with the Grama Panchayath for using the panchayath playground for the regular practice of students.

The institution has an agreement with a privately owned Indoor Stadium, near to the institution so that the students can use it for their badminton practice.

The institution has all the facilities for the indoor games also. Chess boards, Carrom boards, Table tennis facilities, etc. were set inside the sports hall of the institution.

A mini-Gymnasium with basic facilities is also set inside. A yoga hall is also a part of the indoor sports facilities.

Provisions are there for practicing Karate also as the part of martial arts training.

A separate sports room is there for keeping the sports items and goods and also to arrange minor meetings.

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

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

6

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

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

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

64.04

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The institution has a well-functioning Library, automated with KOHA open-source Software in 2013, which used for providing

functions as cataloging, member management, circulation, serial control, report generation, stock verification etc. It is a full featured open-source ILMS. It was

established in 2013 and updated in 2019 with 18.05 version. The library equipped with Remote Access facility through the OPAC system. Automatic Gate Register was incorporated in the year 2014, to manage the daily visits to the library.

The library building has an area of 2860 sq.ft and consists of reading / writing area, newspaper and journal display, computer terminals, new arrivals display and reference section. A separate computer terminal is also arranged for accessing E-resources and Internet.

The college library is subscribed to INFLIBNET N-LIST and library consists of a digital repository of 400 books and e-question papers.

The library has a digital repository of books and question papers.

The Books are being classified and arranged using DDC (Dewey Decimal Classification) system.

The library has an advisory committee with principal as the chairman and librarian as the member secretary. It meets regularly to discuss on the activities of library, subscription, purchase of books, etc.

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

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

D. Any 1 of the above

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

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

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

1,40,402

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

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

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

63

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institution maintains ample IT infrastructure and updates it frequently for the effective teaching learning process. There are two ICT enabled halls for academic and co-curricular activities. Gitanjali, a 200-seated seminar hall with audiovisual and LCD facilities, and a 60- seated conference hall

with ICT and interactive board. A Conference Room with ICT facility is also there for the highly official meetings.

All the departments have smart classroom with advanced technology. Faculty can access the smart classrooms and the seven LCD projectors (one in the seminar hall, five in the smart classrooms, and one portable) as needed. A register monitors the projector usage.

The institution uses virtual student attendance SMS system since 2016. It maintains a fast and easy communication system with intercoms connecting all departments, labs, office, library, and store. The campus upgraded its internet connection from BSNL (10mbps) in 2012 to Kerala vision (100mbps) in 2015-2016, adding four routers. The campus also enhanced its security system in 2015, 2017, 2022, and 2023, installing 37 cameras (16 HD and 21 IP) with 6TB of hard disk space outside the campus. The 16 HD cameras were relocated to the examination hall.

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

4.3.2 - Number of Computers

55

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

64.04

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The Institution has a well-established system and procedure for the effective and proper maintenance of the infrastructure, academic and other support facilities of the institution. The institution conducts regular checks and inspections of all aspects of the facilities periodically to ensure optimum working of each system and facility.

College has well established policy for maintaining and utilizing Physical, Academic and Support Facilities.

The college library has a proper maintenance system. Library rules and regulations are displayed inside the library. Library books stock verification is done at the end of every academic year.

The annual maintenance of computers includes the required

software installation, antivirus and upgradation. To minimize e-waste, electronic gadgets are serviced properly and reused. Purchase of the equipment, accessories and other materials of the IT Lab is outsourced to external agencies.

The sports equipment and fitness equipment, are supervised and maintained by the physical education trainer and sports club of the college.

Annual maintenance of all infrastructural facilities will be held every year during months of April and May. Departments and office staff take care of the facilities provided to them by themselves.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

17

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

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

11

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

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

D. 1 of the above

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

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

195

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

195

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

170

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

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

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

11

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

5.3 - Student Participation and Activities

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

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

14

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Gurudev Arts and Science College yields ample representation to students in various decisionmaking bodies. Students' representation is mandatory in the following bodies: IQAC, Anti-Ragging Committee, Grievance Redressal Cell and Women Cell. They are actively functioning in the college with student representation. The institution has an elected college union with student representations from every class. The college Union acts as a liaison between the college administration and the students. Necessary discussions are done with the college union for academic and administrative matters, to chalk out various student activities and suggest innovative steps needed for quality improvement. The Union informs their suggestions to the principal, in academic matters or other quality improvements, which are to be discussed in the council meeting for further action. The college union initiates all the arts, cultural and other programmes on campus every year. The college has a Student IQAC with selected active students from 13 departments. The Students IQAC initiates all the quality assurance activities of the institution from students' side. Different clubs have been actively functioning in the college and the students are conducting and coordinating various programmes under the

supervision of teachers.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year****9**

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

5.4 - Alumni Engagement

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

Gurudev Arts and Science College has a well-functioning, registered alumni association from the year 2021 onwards, which aims at establishing close contact and friendship among old students with a view to undertake various social, cultural and academic activities. It has an important role in shaping the future of the college by contributing to the development of its infrastructure and academic activities. The college conducts department level alumni meet every year. The executive committee of the College Alumni Association also meets regularly. There is an alumni coordinator in each and every department besides a main coordinator to ensure coordination and proper conduct of alumni gathering. For alumni meetings, each department keeps respective minutes books. 'Meet the Alumni' is another innovative programme

which provides the current students an opportunity to meet the successful alumni members and to learn from them. These kinds of interactive sessions are conducted by all the departments. Every department conducts programmes which include seminars, workshops in association with their alumni committees. Gurudev College Alumni Association has contributed a lump sum amount of Rs 91,000 for college in the academic year 2022-23.

File Description	Documents
Paste link for additional information	https://gasc.ac.in/extras/aluminiassociations/
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Gurudev Arts and Science College is named after the great visionary educationist, Rabindranath Tagore and thus the institution follow the tenets of Tagore's Educational vision by creating an environment that enables the student to develop a healthy kinship with nature and cultivation of Students' creativity or imagination.

The College Council comprises Governing Council, Staff Council, IQAC, Student Union, Student IQAC and NSS.

The Governing Council, which includes, Principal, C.E.O (Management Representative), and Heads of the Departments, is the decision-making body of the institution.

IQAC coordinates various bodies and ensures quality on academic and administrative matters.

The Staff Council, which includes all teaching and non-teaching staff, assists in coordinating academic and other matters.

The Student IQAC ensures the quality initiatives from the side of students of the institution.

The Student's Union is also given a functional role in the campus activities and functions, thus cultivating organising and leadership skills among students.

Various Committees, Clubs and other organizational bodies of the Institution strive together, under the able guidance of IQAC, to organise programs and other activities that nurture the social linking of the students and mould them into responsible and socially committed citizens.

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

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

The institution promotes a culture of participative management by ensuring the active involvement of the management, staff, students, parents and all other stakeholders.

Deputation of responsibilities, interactions and discussions, are the various strategies adopted to ensure participative management.

The Governing Council is chaired by the principal, including all the heads of the departments. Governing Council meetings are held regularly, to discuss administrative and academic affairs, to offer suggestions on different matters and to implement important decisions.

IQAC meets regularly to discuss the quality assurance strategies and feedbacks are sought from all stakeholders.

General staff meetings, convened by Staff Secretary, discuss general academic matters of the institution.

The department meetings headed by Department heads are conducted to discuss departmental activities.

The constructive suggestions of the students represented through College Union and Student IQAC are also given due importance.

PTA meetings being held after each model exam to discuss the academic progress of the students.

The teaching and non-teaching staff are included in the various college committees on account of the participatory management.

Different committees and Clubs convene meetings regularly to chalk out their plans and preparations for the various activities conducted by them.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has prepared a strategic plan to fulfill academic development, infrastructure of the institution, extra-curricular and sports activities for the total development of the institution.

Two more programmes (B.Sc. Zoology & B.Sc. Geology) got affiliation order from university.

Renovation of administrative block has made hassle free operation of the institution. Rearrangement and expansion of the computer lab helps to accommodate more students at a time in practical class.

Beautification of campus is enhanced by the new garden and greenery.

Library infrastructure has been updated and upgraded, new books and journals were added. The library provides facilities to the staff and students to access online resources like INFLIBNET

NLIST. E library facility is also made available for the faculty and students. Teachers are made available more ICT enabled tools for effective teaching learning process.

IQAC in association with, various departments conducted national seminar.

The facilities for sports and games have been improved and upgraded. The new basketball court has been giving new opportunities of co-curricular activities for the students. New smart boards have been installed in classrooms and LCD projectors with screen have been fixed in classrooms.

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

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

The college is a minority institution, run by Malankara Catholic Diocese of Bathery. The Bishop of the Diocese of Bathery, who is the manager and patron of the college, holds the apex power in the institution. The Manager appoints principal and all other staff of the institution.

Principal- as the head of the institution, is responsible for the overall administration and academics by promoting an atmosphere that is conducive to learning.

CEO and Director: acts as the representative of the Management and his responsibilities include major strategic direction regarding the development of the college, creating and implementing the mission of the college.

Bursar- is assigned with the responsibility of managing the financial matters of the college.

Vice Principal- assiststhe principal in all activities.

College Coordinator - is responsible for effective curriculum delivery.

IQAC- is a significant body that oversees the academic and non-academic activities and ensures the sustenance and enhancement of quality and excellence.

HODs- are responsible for effective and systematic working of their departments with strong academic leadership.

Office superintendent- maintains proper communication with the University and is in charge of student's admission and university examinations in the college.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the institution webpage	https://gasc.ac.in/crm/assets/download/Organogram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College has been providing effective welfare measures for

teaching and non-teaching staff. The Programmes for improving their efficiency are done through the initiatives of IQAC like conducting workshops, training programmes etc. The faculty are encouraged to pursue research and also encouraged to attend refresher courses and professional development programmes.

Majour initiatives in this regard are as follows:

- The eligible staff members have been enrolled in EPF. The college shall contribute 12% to
- College provides 3.25 % of the pay to the ESI for eligible staff members.
- The faculty members are availing casual leave of 15 days and 20 days for the office staff with 5 days medical leave. On Duty leave is also made available for them
- An annual increment in salary up to 12% is provided for the staff members.
- Reasonable festival allowances for the staff members.
- Staff Tour has been arranging every year.
- Free Wi- Fi service is available.
- College has an official E mail id system.
- Hostel facilities for the staff.
- Canteen and other refreshment facilities
- Maternity leave of maximum 6 months.
- Separate parking area for staff members.

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

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

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

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

10

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

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

The college has an effective performance appraisal system for both teaching and non-teaching staff.

All the teaching and non-teaching staff keeps a system of self-appraisal every year in a specific format.

Theself-appraisal forms, duly filled by the faculty were handed over to IQAC and the faculty themselves keeps a copy of the same.

The self-appraisal form gives thefaculty an opportunity of self-analysis and it presents a comprehensive study of themselves in the areas of teaching, learning, research, publication, courses completed, participation in extension and extra-curricular activities.

The self-appraisal forms were analysed by IQAC and efforts have been taken to improve the capabilities and performance of faculty.

For non- teaching staff, performance is assessed based on technical work, administration related activities, punctuality, efficiency and timely delivery of services.

There are institutional measures also to evaluate teachers' academic performance by collecting feedbacks from students about their teachers periodically.

These feedbacks have been analysing by principal andmanagement,

the individual teachers are getting informed and necessary improvements have been suggested.

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

6.4 - Financial Management and Resource Mobilization

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

- The college has a transparent system of internal and external audits. The external audit is conducted in accordance with the auditing standards generally accepted in India.
- The institution keeps proper books of account which are first audited internally and then are audited by a qualified chartered accountant.
- The internal audit is done by the Bursar of the institution. Internal auditing is conducted at the end of each month. The DFCR (Daily Fee Collection Register), cash book, ledger and Vouchers are verified by him.
- The college management takes all the documents prepared by the administrative branch regarding the college's financial status to Batheri, Wayanad for external audit in the month of April at the end of an academic year.
- The annual financial statement which includes all the receipts and expenditure is prepared at the end of every financial year. The audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements.
- The audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statements preparation.

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

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

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

0

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

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

College pays keen attention to mobilize as much necessary funds as possible. The college manages these funds in a much-disciplined manner to balance the smooth working of the institution.

Source of Funds- The main source offund in the institution is the tuition fee collected from students. The management Fund, allocated each year, is the other main source of fund. The college receives fund from Alumni and other philanthropists.

Mobilization of Fund- Allocation of funds for various expenses is subjected to availability. Major portion (60%) of the tuition fee collected is dispensed for monthly salary of the employees. Besides, a portion of the fund nearly 30% is allocated for the infrastructure development and maintenance of thecollege.

The designated amount is allocated annually for purchasing lab equipment, educational technology, Faculty Development Programmes, workshops, club activities etc. Every year the

college puts aside a lump sum amount for charity requirements. Repayment of bank loans also goes from the general funding. In case, if there is non-availability of required funds the college will avail loans from banks or other financial aids. Expenditure will be recorded in the same function as required in the general fund.

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

6.5 - Internal Quality Assurance System

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

The IQAC plays a vital role in maintaining and enhancing the quality of the institution. A few processes through which the IQAC contributed to institutionalizing quality assurance in the academic year 2022-2023 are:

- IQAC conducted different faculty development programs for teaching staff and non-teaching staff.
- In association with IQAC various P.G departments conducted national seminar series which is highly beneficial for the teachers and the students.
- Annual reports from all the departments, committees and clubs were collected. Feedback analysis and Action taken Report was prepared and submitted.

Two best initiatives by IQAC in this academic year are:

I) IQAC initiated NAAC accreditation process:

IQAC has made the faculty and other staff aware of parameters of quality assessment, channelized the activities, introduced new models, designed the forms, formed quality circles of faculty, maintained records of their activities, prepared and submitted SSR of the institution, and have done a crucial role in the NAAC Peer Team Visit. As its result, the institution is accredited

with B++ grade.

II) IQAC initiated beautify the college premises by landscaping and gardening. The Computer Lab and College Office were renovated.

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

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

The IQAC has the task of continuously reviewing the teaching learning process. It does this through collecting feedback from students, teachers and other stakeholders at the end of each academic year.

The significant measures implemented by IQAC for teaching learning reform are:

- Introduced Terminal Examinations in each semester, apart from model examinations, in a centralized manner. IQAC with the help of examination committee checks the quality of the question paper, prepared by the concerned faculty and ensures that the questions are able to meet the course outcome.
- Organized an Arts and Science Exhibition, which gave ample opportunities of experiential learning to students.
- Conducted different faculty development programs for teaching staff and non-teaching staff.
- Instituted an online research journal, 'Gurunjanika' for promoting the research culture and activities among faculty and students.
- In association with P.G departments, conducted national seminar series which is highly beneficial for the teachers and the students.
- Monthly verification of teacher's work diary, unit tests, mentoring and counselling sessions ensures the effective curriculum delivery.

- Collection of self- appraisal forms from the teachers keeps them updated academically and personally.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gasc.ac.in/crm/assets/annualreport/Annual Report 2022 23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The implementation of gender equity measures is always a top

priority in Gurudev Arts and Science College, a co-educational institution. The institution maintains gender equity in all its systems, policy, and decisions and considering most of the students (Female-448, Male-389) and faculty (Female-59, Male-16) are women, the college gives high thrust to gender equity by providing facilities for women in the campus.

Women representation is guaranteed in office-bearers of the institution. The college coordinator, IQAC Coordinator, Physical education trainer, and most of the department heads are women.

Gender Equity is assured in all the statutory bodies, committees and clubs.

Women's Cell, Gender Justice Forum, an Internal Complaint Committee are actively functioning in the institution exclusively for the welfare of girls and women.

The institution assures the basic facilities for girl students like, common restroom with attached washrooms for girls, sanitary napkin vending machine, incinerator, etc. Under the Martial Arts Club of the institution, girl students are given training on martial arts like, Kalarippayattu and Karate.

The students of the institution excel in all arts and sports events without any gender discrimination. The contribution of female students is commendable in all competitions.

File Description	Documents
Annual gender sensitization action plan	https://gasc.ac.in/crm/assets/data/gender_sen_actionplan_22_23.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gasc.ac.in/crm/assets/data/7_1_1_supportDoc.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-

A. 4 or All of the above

**based energy conservation Use of LED
bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Minimal waste is generated in the campus. Green protocol is followed in the campus to reduce the production of waste. Waste generated in the campus is segregated as e-waste, liquid waste /organic and solid waste, and they are effectively disposed by the college to make the campus clean and healthy.

Solid wastes are collected as degradable and non degradable in bins at various locations. Bottle booths were placed inside the campus to dispose unused plastic bottles. Food waste and other degradable waste are collected in a large tank and converted into organic fertilizers and uses for agricultural purpose. Old newspapers, books and other solid wastes are sold to vendors. Sanitary napkins are disposed of in the incinerator installed inside the women's toilets. Students bring their lunch in steel containers and use of steel glasses and glass tumblers is insisted on in the canteen. The institution has a memorandum of agreement with the 'Haritha Karma Sena' of Grama Panchayath. They collect the plastic wastes on a regular basis from college.

Effluents from toilet, washbasin and canteen are the major liquid waste in the campus. These are collected in the separate septic pits and allowed to settle into the soil.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

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

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

A. Any 4 or all of the above

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

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

The institution shows a great concern to provide an inclusive environment in the campus, by accepting and promoting all kinds of diversity in cultural, regional, linguistic, communal and

socio-economic backgrounds. The institution provides a harmonious atmosphere for the curricular, co-curricular and extra-curricular deliberations. College makes no one feel marginalized, isolated or left out. College accommodates students and staff from any region, without geographical, linguistic or gender barriers.

The students who join in this college, are mostly from north Kerala, but students are there from other districts and even from Union territory Lakshadweep too. Seven students from Lakshadweep are studying in the institution in the current year.

Students from, different religions, backgrounds and categories including SC/ST, physically challenged, and differently abled are studying here without any discrimination.

They get equal opportunities for showing their unique artforms during interdepartmental competitions, Onam celebrations, Christmas celebrations and University art fest.

The college conducts programmes on LGBTQ issues to make them aware of their rights and to live with confidence.

The students of different departments take the initiative to visit old age homes, orphanages, palliative care units, which inculcate in them the feeling of love and oneness.

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

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

The college organizes various programs to make the students responsible citizens of India. Students from different communities, cultural, regional, and linguistic backgrounds, interact with each other on equal footing, thus upholding the constitutional values of Justice, Equality and Fraternity. Students are made aware of Indian constitution through orientation sessions and competitions. Legal awareness classes are provided to students to make them aware of country's law.

The institution strongly believes that national and social commitment paves the way for national integration. Students are given awareness on how to have self-respect and respect for other sections of society irrespective of caste and creed. The institution regularly conducts sensitization programs for students and teachers to make them aware about national integration and dignity.

College Union elections are held in a democratic manner, in accordance to the rules and regulations of Kannur university.

Students become socially committed due to the observation and celebration of all national days. The celebration of Independence and Republic days, Gandhi Jayanthi, Kargil Vijay Diwas, Constitutional Day, Rastriya Ektha Divas, etc. instil the sense of patriotism and also create awareness on the values and rights, duties and responsibilities as the citizens of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	https://gasc.ac.in/crm/assets/data/7_1_9_Revised.pdf

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

A. All of the above

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

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

The institution celebrates national festivals and observes all the important days and events of national and international significance and also the birth and death anniversaries of eminent personalities. Initially, the institution prepares a special day observation calendar, which records all the important dates to be observed. With the help of this calendar, the various departments, clubs and other associations plan the celebrations.

Independence Day is celebrated most prominently by the NSS unit with flag hoisting, cultural activities and competitions.

World Environment Day is celebrated by different departments and NSS unit and conduct different activities like planting saplings, awareness classes etc.

International Yoga Day is also celebrated well. Yoga demonstration class was held and all students and teachers practice Yoga in the presence of Yoga experts.

National Science Day was observed by departments with competitions like Quiz, poster presentation, etc.

Teacher's Day is celebrated in the institution in a grand manner by organizing different programs for teachers.

Republic Day is celebrated by the NSS unit along with all the students, staff and union members.

The institution used to celebrate all the national festivals in great manner inside the campus. Onam, Christmas, Eid were celebrated.

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

7.2 - Best Practices

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

Title: Serving the right; Learning the best

Objectives

- Formation of the students by inculcating the values of social responsibilities and also getting involved in serving the society.
- Inculcate values of empathy and compassion for the poor and suffering people.
- To create a community of selfless, caring and committed individuals.

The Context

It aims at developing the students into accomplished citizens who are morally upright and socially oriented and to equip them to be responsive and proactive towards the contemporary social realities and requirements.

The Practice

The institution has the continuous practice of charity and social extension activities. Each and every individual of the institution including, the students, teachers, management, students Union, N.S.S have been taking part in this mission.

Evidence of success

- The social commitment of the college has been duly acknowledged by the society.

Problems Encountered and Resources Required

Lack of Funds is one of the main problems faced by the institution.

File Description	Documents
Best practices in the Institutional website	https://gasc.ac.in/bestpractices/
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

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

Gurudev Arts and Science College is named after the great legendary, Rabindranath Tagore. According to Tagore, the aim of education is creative self-expression through physical, mental, aesthetical, and moral development, which becomes the vision of the institution -to serve the country through holistically empowering students.

Educational Empowerment

The institution strives to empower every student by offering quality education, which empowers individuals with knowledge, skills, and values.

Skill Empowerment

The college has been putting a lot of effort into empowering students with their skills. Many skill development programmes were offered.

Artistic Empowerment

The institution always fosters the artistic abilities of the students, special trainings are provided for the students to enhance their cultural activities.

Creative Empowerment

The various workshops and seminars by Film club and Theatre club promote many students to produce blogs, short films and vlogs

Technical Empowerment

Many training programs are offered to students to adapt to the advanced world of technology

Professional empowerment

Career Guidance and Placement Cell are actively functioning, and organizes various short term coaching classes for different competitive examinations.

Entrepreneurial empowerment

The institution's ED club was instrumental in the development of professional skills of the students.

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

7.3.2 - Plan of action for the next academic year

1. Implement internship programmes for all students.
2. To make all students enrolled for online self-study courses.
3. Constitute an Internal academic and administrative auditing committee.
4. Introduce more certificate courses.