



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

DE PAUL INSTITUTE OF SCIENCE AND TECHNOLOGY

DE PAUL NAGAR ANGAMALY SOUTH

683573

www.depaul.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

De Paul Institute of Science & Technology (DiST), Angamaly, is an ISO 9001:2015 Certified Arts and Science college, run by the De Paul Education Trust and owned by Marymatha Province of Vincentian Congregation. Established in the year 2002, the institution is affiliated to Mahatma Gandhi University, Kottayam, Kerala and approved by All India Council for Technical Education, (AICTE), New Delhi.

The Vincentians hold aloft the sublime values of justice, peace and love and aims at creating a new generation with a difference. Situated in the heart of Angamaly with an **eco-friendly and academic-friendly atmosphere** the college **meets the long cherished dream of the people of Angamaly to have a Higher Education institution in the vicinity.**

DiST has grown steadily over the years with **eight post graduate and eight under graduate programmes** in the fields of Computer Application, Social Work, Management, Commerce and Media & Communication and positioned its identity as a multidisciplinary institution in the higher education segment of the state. The infrastructure, both physical and IT, and other facilities available in the college are the very best.

Utmost care has been taken to promote the quality initiatives by the institution in pursuit of our mission and vision statements. **The Internal Quality Assurance Cell (IQAC) was constituted on 17th January, 2019 as per the guidelines of National Assessment and Accreditation Council (NAAC) to monitor and plan the quality of academic, co-curricular, extracurricular and administrative aspects.**

Vision

To build up a center par excellence equipped to mould outstanding young professionals in relevant fields integrating the physical, intellectual, emotional and spiritual dimensions of their lives through focused training and person specific career counselling so that they may observe unflinching allegiance to the society.

Mission

To bring out of a human being, what is the best in him/her by imparting excellent, up-to-date training in the field of new technologies, integrating the spiritual, intellectual and human dimensions, and to face global challenges, thus preparing him/her for an enriching and fulfilling future.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- DiST ensures to offer its students an **eco-friendly environment** enhanced with serene and peaceful atmosphere **conducive for academic excellence.**
- A campus with **easy access to bus station, railway station and an international airport.**

- **State of the art infrastructure facilities with separate hostel facilities** for boys and girls.
- Services of **well-qualified, competent and committed faculty**
- Increasing number of **teachers in the pursuit of research degree.**
- A **proactive and supportive management**, which is strengthened by its service minded attitude.
- Numerous **co-curricular and extra-curricular activities** by departmental associations and talent clubs.
- Career oriented **add-on courses, soft skill development programmes and placement drives** by the DiST Placements and Corporate Relations Cell which assists the institution to keep up its excellent placement and internship records.
- Permanent **professional counselors and structured students' mentoring** programmes.
- Tie ups with **foreign Universities for collaborative research and student exchange programmes.**
- An **active Alumni association and PTA.**
- A **structured value education programme** to inculcate positive values among the students
- **Planned outreach programmes** to develop ethical and social values among the students.
- **Successful implementation of OBE** in UG and PG programmes.
- A **separate department for developing the soft skills and communication skills of the students.**
- **Popularity of the Brand 'De Paul' in Kerala** with so many educational institutions in this name leading to quality students, placements and faculty.

Institutional Weakness

- **Lack of sufficient number of existing PhD qualified faculty members**, even though many are in different stages of completion.
- **Difficulty in incorporating changes in syllabus** as per the requirements of dynamic world, being part of affiliated systems.
- As students **first preference is for government or aided colleges** due to very nominal fee, the **quality of students taking admission is affected.**
- Difficulty in getting sufficient collaborative research projects of public research funding agencies, being a self-financing college not included under **2f and 12 B.**
- **Constraints in collaborations with industries.**
- **Absence of family quarters for staff due to financial constraints**, as for day to day running and capital expenditure **students' fee is the only source.**

Institutional Opportunity

- **Competence to qualify for the autonomous degree awarding college status** as per the New Education Policy of the Central Government.
- **The presence of charismatic management and committed staff** favorable for growth of the institution.
- **A good bunch of well positioned Alumni.**
- **Goodwill and benevolence among industries and organizations.**
- **Possibility to get UGC section 2 (f) & 12 (B)** and thus, **funding for expansion.**

Institutional Challenge

- The greatest challenge that the college encounters is the **proliferating growth of self-financing**

institutions in the vicinity.

- **Increasing running costs** of the institution and the **vacant seats in both UG and PG programmes due to the heavy rush to study abroad.**
- **Government and university regulations** restricting the functioning of self-financing institutions.
- **The delays in conducting University examinations and publications of results**, as compared to autonomous institutions.
- **Difficulty in getting funding for projects from government and other institutional agencies.**
- **Restrictions by the government for raising the tuition fees for the different programmes.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

DiST has evolved as a center par excellence by the **continual process of quality assurance reviewing system.** The **curriculum implementation strategies based on the policy of the institution starts with a series of discussions carried out in the departmental meeting and finalized in Renaissance, the academic retreat.** The college follows **the curriculum, syllabi and academic calendar prescribed by the University.**

The University has prescribed **CBCS for UG programmes and PGCSS for PG programmes** The college follows **the University guidelines for internal assessment, sessional marks preparation, practical & project evaluation and viva voce examination.**

DiST also collects **feedbacks from various stakeholders like students, faculty members, alumni, parents, employers and industry to review the curriculum implementation model and to introduce more add on courses.**

Several **faculty members contribute to the curriculum designing** at the University level by being members of different academic bodies. The **faculty keeps themselves updated** by attending FDPs, national and international seminars, conferences, and workshops.

Library is well stocked with a large number of subject books and general books, journals, magazines and **e-resources from ProQuest, DELNET and National Digital Library of India. MOODLE - learning management system** is used by many faculty members in the teaching learning process.

Teaching-learning and Evaluation

Admission to various programmes are as per the guidelines of AICTE, University and the state government. Students are admitted to management seats on merit basis. **Induction / Orientation programmes and bridge courses** are provided to all new batch students to align them to their relevant streams of studies.

- **Mentoring and counselling sessions** are provided to the students regularly. Teacher student ratio is 1: 18.
- **Faculty members are armed with a computer, internet connectivity, audio-visual aids and e-resources.**
- To enhance the teaching quality many **faculty training programmes** are being conducted. The quality of the teaching - learning process is **evaluated through 360 degree assessment.**

- To make the **internal assessment process rigorous and transparent, the exam cell plans, monitors and conducts the examinations and keeps all records.**
- **Slow learners** are given **remedial coaching and peer learning groups.** Advanced learners are motivated to enrol for as many **add on and MOOC courses** as possible and are given preparations for **competitive examinations.**
- **Internal examinations** are scheduled and implemented by the examination cell and follows the **university guidelines for each programme for evaluation.**
- **POs, PSOs and COs** are identified and mapped and the college follows a fully developed **OBE system for evaluation.**
- **All aspects of teaching, learning and evaluation processes** are monitored by the **IQAC team.**

Research, Innovations and Extension

The college is keen on promoting research by allowing several **monetary and non-monetary incentives and support systems** for the staff and students. Faculty members engaged in research are given **leave for attending their course work and can enjoy duty leaves for attending doctoral committee meetings, incentives for successfully completing their research, favourable time table and work schedule during the period of research.** They are given financial assistance to publish papers in quality journals.

The institute entuses students to do paper presentations and publications with financial assistance.

DiST publishes a **biannual international multidisciplinary referred journal named De Paul Journal of Scientific Research (DJSR).**

De Paul Extension Services (DES) of DiST through collaboration with Local Self Governments and NGOs maintain a very good rapport with the community through various activities like Community Development Programmes, Community Rehabilitation, Adolescent Clubs, Model Anganwadi Programmes, Legal Service Programme, Women Empowerment Programme, Counselling Services, etc.

DiST has **MOU with DePaul University, Chicago and James Cook University (JCU), Australia for collaborative activities like exchange of faculty and students, extension programmes, international conferences, collaborative research and collaborative publications.**

Infrastructure and Learning Resources

- **47 well-furnished classrooms, three computer labs, one language lab, video and audio recording studios, library, three seminar halls, one auditorium, conference room and one open stage.**
- **Amenities and facilities include basketball court, volleyball court, indoor badminton courts, Table Tennis, shared football cum cricket ground, gymnasium, yoga, cafeteria, reprography center and space for vehicle parking.**
- The eco-friendly campus is equipped with a **garbage disposal system, Sewage water treatment plant, rain water harvesting facility, vegetable garden, Herbal garden and fruits garden.**
- **Hostel facilities** are provided for men and women with recreational facility.
- DiST has a well-stocked library with sufficient number of books, journals, magazines and e-resources such as **ProQuest, DELNET and National Digital Library of India.**
- **All classrooms** are provided with **LCD projectors / LED TV / Interactive Smart Board and Wifi**

connectivity

Student Support and Progression

- The policy, objectives, conduct of courses and other student support systems are communicated to the students through the website, DiCoMan, the college management system, prospectus, handbook and semester activity plans.
- The College provides institutional scholarships to economically backward meritorious students every year.
- Helps the students to avail the Central and State Government financial aids.
- All SC, ST, and OBC students enjoy reservation & relaxation in the admission process as per government rules and also receive financial assistance from the State Government.
- Special training programmes are organized for the potential aspirants and students for appearing in various competitive examinations.
- To acquaint with the current programme bridge courses are offered and weak students are identified and are given remedial classes beyond the normal timetable.
- Yoga, Mentoring and Counselling sessions are given to the students on a regular basis. The College offers add-on courses, Soft skills & Communication skills development and career orientation programmes.
- Class committee meetings are conducted regularly to know the requirements, suggestions and complaints of the students.
- Grievance redressal system monitors that the genuine grievances are solved.
- Placement cell at DiST organizes regular placement, training programmes, internships, industrial visits, industrial expert interactions and Technical talks and facilitates campus recruitment.
- Students are motivated to participate in College fests, competitions, seminars, conferences and workshops and the college bears 50 to 100 percent of the fees paid for the same.
- Talent clubs under the guidance of faculty members enhance to develop the talents of the students.
- An elected students' union in the institute coordinates College day, arts day, sports day, college fest, Onam & Christmas celebrations, and other days of national and international importance.
- DiST has a very active alumni association and the alumni meeting is scheduled during second Saturday in the month of May every year.

Governance, Leadership and Management

The long term vision, mission and policy statements of DiST are closely related to its social commitment. The college is administered by a **Governing body consisting of the Manager, the Director, the Principal, the Finance Director and the Hostel Director. The core committee** consisting of the Director, Principal, Finance Director, Hostel Director, HODs and the heads of various functional areas **take important decisions for the day to day governance of the college.**

The departments have the freedom to design and finalize the departmental objectives and various activity plans in line with the institutional objectives and other policy statements prior to the beginning of each academic year.

Core committee meetings, Staff meetings, Departmental meetings, College Union meetings, departmental

association meetings and Class Committee meetings are the platforms to mould and refine the functioning of the institutions' departments and other functional areas.

Planning and budgeting are done at the department level and are communicated to the accounts section for final budget preparation.

The staff members play a vital role in the **design and implementation of the academic and administrative process** of the participatory hierarchical management system at DiST. The feedback system, mentoring process, Anti ragging committee, women cell, Internal Complaints Committee, students' Grievance Redressal committee, SC/ST monitoring cell and suggestion box are the methods to redress the grievances of the students.

Yearly increments are granted to the staff based on the **appraisal mechanism which counts the students' feedback, self-assessment, peer assessment and HOD & Management reviews.** DiST arranges **management funded staff tours, offer festival allowance** and creates a very good working environment.

The financial audits are done by Chartered Accountants. As an ISO 9001:2015 certified institution, **internal audits and Management Review meetings are conducted once in six months.**

Institutional Values and Best Practices

- **DiST is a gender discrimination free campus.**
- **CCTV camera surveillance in the whole campus to give protection to the staff and students.**
- **Women's cell DOWE, Internal Complaints Committee and Legal Help Providing Centre gives awareness programmes on Gender Equality.**
- **59 percent of the teaching staff and 67 percent of the non-teaching staff are females.**
- **The eco-friendly and litter-free environment in the campus.**
- **Strives to reduce the use of paper by handling most of the academic and administrative activities using DiCoMan - campus management software.**
- **E-waste collection and disposal campaigns aimed at E-waste free Angamaly municipality.**
- **Rain water harvesting facilities to reduce the scarcity of water in summer and distribution of seedlings to students and the nearby families as part of the Environmental Day celebration.**
- **Waste water is treated through Sewage Treatment Plant and utilized for watering the gardens and lawns.**
- **An active Nature Club to make the students aware of the need for environmental protection.**
- **The college conducts Green Audit to strive to achieve zero pollution.**

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DE PAUL INSTITUTE OF SCIENCE AND TECHNOLOGY
Address	De Paul Nagar Angamaly South
City	Angamaly
State	Kerala
Pin	683573
Website	www.depaul.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Fr. Johny Chacko Mangalath	0484-2911811	9544351988	0484-2454339	mail@depaul.edu.in
IQAC / CIQA coordinator	Jacob Thaliyan	0484-2911819	9446741921	0484-2454339	iqac@depaul.edu.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	18-11-2002			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	Mahatma Gandhi University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	25-06-2021	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	De Paul Nagar Angamaly South	Semi-urban	5.62	16619.63

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCA,Computer Science	36	Higher Secondary	English	64	56
UG	BSW,Social Work	36	Higher Secondary	English	40	35
UG	BBA,Management	36	Higher Secondary	English	40	0
UG	BCom,Commerce	36	Higher Secondary	English	64	50
UG	BCom,Commerce	36	Higher Secondary	English	80	59
UG	BA,Media And Communication	36	Higher Secondary	English	26	21
UG	BA,Media And Communication	36	Higher Secondary	English	38	31
UG	BA,English	36	Higher	English	38	28

			Secondary			
PG	Integrated(PG),Computer Science	60	Higher Secondary	English	60	43
PG	MCA,Computer Science	36	Graduation	English	60	38
PG	MSW,Social Work	24	Graduation	English	30	30
PG	MBA,Management	24	Graduation	English	60	53
PG	MA,Management	24	Graduation	English	30	26
PG	MCom,Commerce	24	Graduation	English	36	24
PG	MA,Media And Communication	24	Graduation	English	12	8
PG	MA,Media And Communication	24	Graduation	English	30	24

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	2				4				66			
Recruited	2	0	0	2	4	0	0	4	23	43	0	66
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				43
Recruited	15	28	0	43
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	7	3	0	10
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	2	0	0	1	0	0	1	1	0	5
M.Phil.	0	0	0	2	0	0	4	14	0	20
PG	0	0	0	1	0	0	18	28	0	47
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	476	3	0	0	479
	Female	265	1	0	0	266
	Others	0	0	0	0	0
PG	Male	242	3	0	0	245
	Female	326	0	0	0	326
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	4	5	4	3
	Female	3	2	4	3
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	36	16	15	20
	Female	37	16	20	20
	Others	0	0	0	0
General	Male	222	240	203	200
	Female	224	173	213	194
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		526	452	459	440

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	In our institution we have already triple main BA English, Literature, Communication and Journalism course. In all the UG programmes, DiST provides the flexibility to the students to choose the various interdisciplinary courses. We are also planning to introduce more multidisciplinary courses in the coming years.
2. Academic bank of credits (ABC):	It is not yet introduced in our Institution
3. Skill development:	DiST management has taken a brave step to foster students through the Soft Skill and Professional Enhancement Programme which is initiated by DiST School of Professional Development along with

	<p>DiST Placement Cell. Objectives: ? To develop students English communication skills which will help them in all aspects of their life. ? To provide self-development trainings to analyze the weaknesses and strengths of the students. ? To provide placement and soft skills development training to help them to excel in placement drives. ? To make students industry ready and give them opportunities to grab jobs and hence to build up their professional career. The regular activities of School of Professional Development and Placement Cell helps students to reduce their stress and anxiety by boosting their confidence and potential. Each One Teach One is a great platform given to the students to interact and teach the students of different schools. The activities such as Radio DiST, Wassup English videos and Word of the Day programmes benefits the students to develop their skills in speaking, listening, preparing storyboards, drafting the scripts, editing, rewriting and creating the best. The placement cell organizes regular Placement Training, Communication & Soft Skill Training, Mock Placement Drives, Alumni Talks, Industry Expert Interactions and Industrial Visits.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Our institution tries to inhibit in the students the language and culture of Indian languages through the various courses, especially language courses such as Hindi and Malayalam in all the UG programs. These subjects tries to inculcate all the values and integrate various cultural norms imbibed in the students.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>DiST has a well-defined OBE evaluation Method which is listed below. 1. Define Programme Outcomes and Programme Specific Outcomes for each programme adhering to the syllabus or use the same if defined by the university syllabus. 2. Define Course Outcomes adhering with POs and PSOs for each course or use the same from the syllabus, if available. 3. Map each COs with POs and PSOs. 4. Set rubric for CO calculation based on direct evaluation method. In the calculation if a student achieves more than 60%, grade point is 3 (High), if it is between 50% and 60 %, then grade point 2 (Medium), between 40% and 50%, then grade point 1 (Low) and if the score is less than 40%, then grade point should be 0. For CBCS - Under Graduate Degree Programmes 2017 admission onwards, if a student achieves more than 60%, grade point is 3</p>

	<p>(High), if it is between 45% and 60 %, then grade point 2 (Medium), between 30% and 45%, then grade point 1 (Low) and if the score is less than 30%, then grade point should be 0. 5. Map internal assessment metrics to their corresponding CO's. 6. After the completion of every semester evaluate COs, POs and PSOs with the help of indicators (mentioned in the rubric) to obtain the attainment levels. 7. At the end of the programme the students' attainment level of the corresponding programme is calculated.</p>
6. Distance education/online education:	<p>Move with Digital World • Students are motivated to register for MOOC courses in the platforms like NPTEL, SWAYAM and COURSERA. • DiST is a local chapter of SWAYAM NPTEL since 29th August 2017. Around 100 certificates including FDP were achieved by the faculty members and students. • 3200 enrolments were made as of January 2021 for the free certification programme in its 'Coursera for Campus' initiative.</p>

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
491	495	504	504	493
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	16	16	17

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1316	1260	1231	1234	1256
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
334	348	360	338	343

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
486	439	426	427	467

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
72	76	75	74	80

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
72	76	75	74	80

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 50

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
88	229	403	229	246

4.3

Number of Computers

Response: 298

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

In today's knowledge economy, curriculum development plays a vital role in improving the proficiency base of a country. Adhering to university curriculum, each department has planned academic calendars, semester activity plans, timetables, lesson plans, daily class reports and feedback from students & guardians.

- **Each department has its own objectives linked with the vision, mission and objectives of DiST** which are evaluated twice in a year.
- Before the commencement of each academic year, college organizes **an academic retreat with the intention of improving the effectiveness in the teaching learning process in an ingenious way.** In the academic retreat the objectives, academic calendar and semester activity plan of the departments and that of the institute are framed and a common academic schedule is finalized after elaborate discussions.
- **Every department conducts weekly department meetings, and keeps meeting reports.**
- **The weekly meetings analyse the execution of the academic calendar, semester activity plan, lesson plan and daily subject report, mentoring report, remedial class report, progress reports and result analysis which are documented and refreshed in the intranet. These meetings evaluate the teaching learning process and ensure that it is coherent with the institutional policies.**
- The students are given **workshops, seminars, industrial visits, industrial interactions and research projects on recent trends** as per the planned schedule to make them familiar with **practical aspects of the curriculum taught.**
- **Person specific career counselling and mentoring** is given to students, so that they are free from mental blocks and pressures to pursue their goals in the academics and careers.
- **Class committees** are held twice in every semester for each batch to assess the teaching learning process and the worries and difficulties faced by the students. Their suggestions and complaints, if any, are examined and changes required are implemented.
- **Student's performance is assessed by internal and model examinations** scheduled and conducted by the exam cell and the progress report of the same is given to the students and furthermore, sent to the guardians.
- Staff members use the **intranet facility to document every academic affair batch wise and it includes lesson plan, internal mark sheets, attendance details, assignment marks, seminar marks, etc.** and the students can verify their records whenever they require.
- **Every department has its own association** with an intention of making the **students enriched in their specific domain through talks, competitions, seminars, etc.**
- **The Academic Monitoring Committee meets twice a year** and evaluates whether the academic activities take place in the department as per the academic calendar.

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

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

Response:

- MG University gives the syllabus and at the beginning of each academic year, the academic calendar and examination calendar.
- During the **academic retreat “Renaissance”**, following the academic calendar of the University, **departmental academic calendars are prepared. This academic calendar includes every activity that the department plans to execute during the year including beginning of the semester, orientation/induction programmes, bridge course for the new admissions, internal examinations, add on courses, dates of assignments, seminars, value education classes, trainings, industry visits, industry interactions, outreach programmes, etc.**
- **Consolidating the departmental academic calendar, college academic calendar is prepared.**
- **Semester activity plan** for each batch is set up by each department in accordance with the academic calendar.
- All the **course teachers are asked to follow the semester activity plan** and the same is **documented in the Intranet.**
- **Lesson plan** is set up by subjects-in-charge to plan the necessary number of hours for syllabus consummation, method of teaching, prescribed textbooks, topics to be covered in each hour and so forth.
- The **quality assurance committees at the department level** under the chairmanship of HODs **audits the adherence to the academic calendar and activity plan** consistently on a monthly basis.
- The **academic monitoring committee at the college level audits the implementation of the academic calendar and the activity plan** at the end of each semester and the report is communicated to the IQAC.
- DIST follows **Outcome Based Education (OBE)** assessment method following Continual Internal Evaluation (CIE).
- As per the University guideline **for the UG and PG programmes, the department conducts continual internal evaluation in each semester. The scheme for the internal evaluation is provided with the syllabus and the scores of the same are entered in the Intranet.**
- **Time table** for each batch is scheduled in the beginning of each semester and a copy of the same is **displayed in the notice board of each class.**
- **DiCoMan- the campus Intranet facility** is given to the students wherein they can check their late mark and attendance, marks acquired in the examinations, assignments, seminars, important notifications, individual data, university question papers of previous years and so forth.
- **Result analysis is done after each internal examination** and the **weak students are recognized and remedial classes** are given till the university exams.
- **For conducting the examinations along with the question papers, answer keys are being prepared by the concerned teachers.**
- **PTA meetings and open houses** are convened **on scheduled dates as per the department**

academic calendar to intimate the parents about the progress of their wards.

- At the end of the semester the university sessional marks for each paper is prepared and displayed on the notice board. **Grievances**, if any, will be intimated to the concerned teacher and the class animator **within seven days**. These grievances are discussed in the **grievance redressal cell at the department level under the chairmanship of the HOD**. If the student is not satisfied by the solution from this body, it will be **forwarded to the College grievance redressal committee**.

File Description	Document
Link for Additional information	View Document

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

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

Response: A. All of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 16

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 42**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
11	10	8	9	4

File Description	Document
List of Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response:** 22.45**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
292	323	178	438	182

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

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

- Value education classes with a well-designed syllabus and time table involving moral, social,

political, environmental values, human rights, constitutional values, gender issues, etc. are given to students in every week. The aim is to make students not only to understand the values, but also to reflect them in their attitudes and behavior, and contribute it to the society through good citizenship and ethics.

- A compulsory paper on Environment protection and human rights is given to all UG programmes as per University syllabus.
- School of Professional Development (SPD) handles sessions regularly to help the students to become better individuals by giving motivational sessions and sessions refining their soft skills.
- SPD mission of **Each One Teach One**, through which students of DiST visit Malayalam medium schools and get experience by interacting with the students there and teaching them the basics of English language.
- School of Social Work students in collaboration with the nearby panchayath Nedumbasery conducted a contextual analysis on airport and climate change.
- With the National Urban Livelihoods Mission (NULM) a study was done to know the existing standard of the road merchants in 2016.
- De Paul Organization for Women Empowerment (DOWE) regularly organizes programmes to empower girl students with self-defense skill and enable them to deal with accidental situations and engage them in making products and crafts with the focus of women safety and promoting women entrepreneurs.
- The students decided to forego celebrations for the year 2018 to raise funds for the flood relief activities. The management and staff contributed generously for the programme.
- Provided uniform and study materials for those who lost them in the flood.
- Supplied household items like tables, chairs, cooking stoves, etc. to the families of fellow students who lost them in the floods.
- The students along with faculty engaged in the cleaning process of flood affected houses.
- Participated in various surveys organized by different GO's / NGO's.
- Visited the flood affected areas in Kuttanadu in Alappuzha district, Kerala to supply them food and other relief materials.
- Conducted a book collection campaign for donating books to a flood affected library.
- Sahapadiku Oru Veedu is a programme for construction/renovation of at least one house in a year by saving a part of the funds spent on celebrations and offering labour.
- In association with Angamaly municipality and Taluk hospital Aluva organized Covid vaccination camp for the nearby community.
- Regularly organizes Medical, Dental, Blood Donation and Rural camps and has a Blood Donor's Club and organizes Social Outreach Programmes like visit of old age homes, homes for the poor and differently abled and spend time with them, sharing food and giving them gifts.
- Organic Farming initiated by students and staff with an aim of Greener Earth.
- Sessions on making curios with waste materials and exhibition cum sale of the same organized by DOWE.
- Building benches and tables with waste plastic bottles inside the campus and in the locality.

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

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

Response: 7.21

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

2020-21	2019-20	2018-19	2017-18	2016-17
45	41	36	28	29

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

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

Response: 53.42

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

Response: 703

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

1.4 Feedback System

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

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

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

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

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

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 68.29

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

2020-21	2019-20	2018-19	2017-18	2016-17
526	452	459	440	473

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
668	696	720	676	686

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 14.82

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

2020-21	2019-20	2018-19	2017-18	2016-17
80	39	43	46	46

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Advanced and slow learners are identified on the basis of involvement in the classroom, internal assessments, university examinations, co-curricular activities and mentoring. The mentoring process helps the mentor to understand the hindrances and problems of the student in learning and also to identify the learning level of the student. College counsellors give counselling to all the students during the first year.

Strategies for both slow and advance learners

- **Induction and Orientation classes** are provided to the newly admitted students to make them familiar with the **Vision, Mission, Core Values, Rules & Regulations and Code of Conduct** of the institution. The faculty members are introduced by the Heads of the Departments and a brief introduction is given about the **rules & regulations of the department, programme, courses, academic calendar, activities and internal assessment methods etc. Learning Objectives and Outcomes** of the Programme and Courses are explained.
- Orientation sessions by **Industrial experts in each domain** give an outlook about the **professional requirements** to the students.
- **Bridge course is conducted during the first two weeks to make the students from different streams familiar with the fundamentals of the subjects.**
- **Add-on and certificate** courses are organized for advanced learners but our institution caters this to all the students.
- **Add on courses like Advance Excel, Tally, GST** are conducted for all the students of the class.
- The institution encourages the students **to register for the MOOC courses of NPTEL SWAYAM and Coursera in the specific domains of each student by reimbursing the examination registration fee** for the students who come out successful.
- **Classes by School of Professional Development (SPD) to develop soft skills to improve their employability.**
- **Personal Interaction (P.I) to evaluate command over English language and build their confidence.**
- **Aptitude test training and soft skill placement training by professional corporate trainers.**
- **Grooming sessions, group discussions and mock interviews.**
- **Discussions on previous years' university question papers.**
- **Encouraging students to participate in inter-collegiate fests where domain specific competitions** are conducted by reimbursing half the registration fees for the same.

Strategies for Advanced learners

- Motivation to attend **Seminars, Conferences and workshops.**
- **Encouragement to participate in national and international seminars and conferences and to present papers.**
- **Paper publications co-authored by faculty members in the DCRD journal and other journals.**
- **Motivation to use Library / E-Library.**
- **Best Outgoing Student Awards.**
- **Cash awards for Class Toppers in every semester.**
- **Special appreciation and cash awards for the University Toppers.**
- **WASSUP ENGLISH** (a YouTube channel to create informative English videos).
- Participation in '**Each One Teach One**' programme - A platform to teach English to students in neighbouring Malayalam medium schools.
- **Civil services training**
- **CMA, Courses in Logistics etc.**

Strategies for slow learners

- **Closely monitored remedial coaching**
- **Personal attention** in teaching and learning.
- **Extra practical sessions and library usage.**
- **Special mentoring** by the subject in charge.
- **Special notes in important topics.**
- **Peer learning groups** including both advanced learners and slow learners.
- **Extra Counselling sessions** by the college counsellors

File Description	Document
Past link for additional Information	View Document

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

Response: 18.28

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

Experiential learning

The experiential learning activities that reflect the integration of industrial and classroom learning,

reflective supervision, applied assignments and discussions are followed by the institution.

- **Organizing Workshops, Seminars, Conferences, Industrial Visits, Industry Expert Interactions and Study Tours**
- **Department specific Associations & Clubs organize student development programmes.**
- **Trade Fair** - Exhibition and Sale of products by students themselves on the campus for learning different aspects of trade like purchase, storing, determination of sales price and accounting etc. by student as a mock traders.
- **Dignito - the College Fest, Daksh - the management fest and De Novo - the Social Work fest** are focussed on domain specific competitions meant for experiential learning.
- **Outreach programmes like visiting the orphanages, special schools and old age homes** make the students aware of the problems actually faced by the marginalized people.
- **Block placements and field visits** are other occasions of experiential learning. **Rural camps** conducted by different departments help the students to understand the core of rural social life, their problems and needs.
- **Internships and on-the-job training.**
- **Snehaswaram - the voice of love**, a programme to realize the problems of aged parents not looked after by their children and to give consolation through phone calls and house visits.
- **Industrial visits and Industry Expert Interactions** organized by departments help the students to get an understanding of the innovations and changes that happen in their respective fields.
- **Each One Teach One** is a unique activity of the institution spearheaded by the School of Professional Development in which students get the chance to teach junior students.
- **'Disha'** – means direction is a **three-day career orientation program** for 10th and Higher Secondary Students organized at DiST campus **collaboratively by DiST students and Malayala Manorama newspaper.**
- **Student and faculty exchange programme** with James Cook University, Australia where students can get acquainted with intercultural practices across the borders and can understand, compare & analyse diverse cultures and social practices of both countries.

Participative Learning

The institution promotes over all education of teh students to become a responsible individual to the society.

- Participation in talent **Club Activities, Inter-Department Competitions.**
- **Participation in domain specific fests organized by other colleges.**
- **Skill Development Programmes.**
- **Mock Recruitment Drives conducted by the college placement cell.**
- **Sahapadikku Oru Veedu, Blood Donation and Medical camps**
- **Student Exchange Programmes.**
- **Webinars and video conferences.**
- **Fests, Placement Training Programmes, Field Visits, Each One Teach One and College**

Union activities also enhance the participative learning experiences.

Problem Solving Methodologies

Learning by doing activities that enrich students' problem-solving skills.

- **Presentation and Publication.**
- **Subjects related Case Study analysis method.**
- **The laboratory practical sessions.**
- **Internships and Projects.**
- **Regular class committees.**

File Description	Document
Link for additional information	View Document

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

Response:

ICT Infrastructure

- The Institute provides ample ICT infrastructure to **enhance the academic, administrative, communicative and operational efficiency.**
- The system manager takes care of the **creation, up-gradation, and monitoring** of the ICT infrastructure.
- **25 Wi-Fi access points and 135 Mbps Broadband connection facilities** are available to the staff and students to enable high-speed network connectivity for enhancing the effective utilization of the digital world.
- The **Website of the Institute is developed in-house** and up-dated on a day to day basis.
- **Faculty members** are provided with appropriate **electronic gadgets with internet connectivity.**

ICT enabled teaching

- **All class rooms and seminar halls have ceiling mounted LCD projectors or LED TVs.**
- Faculty members use these **LCD projectors, latest software, audio clips, editing tools, mobile apps, web apps** etc. for the dissemination of the knowledge.
- Faculty members also use online platforms like **Moodle, Google Classroom, Webex** etc. for assignments and seminars.
- **All faculty members** are provided with **computer systems with internet connectivity** in their cabins
- **Teachers create lessons and share them with the students through on-line platforms learning management system.**
- **During Covid lock downs parents meetings, staff meetings, alumni meetings and class**

committees were conducted through E-platform.

E-Library

- **ProQuest, DELNET and National Digital Library of India** are made available and students and staff can access different E-journals and E-books from anywhere.
- **Previous year's University question papers** are also available in the intranet for referencing.
- **Students and staff can login from their homes to subscribe the E-libraries.**

Move with Digital World

- Students are motivated to register for **MOOC courses** in the platforms like NPTEL, SWAYAM and COURSERA.
- DiST is a **local chapter of SWAYAM NPTEL since 29th August 2017**. Around 100 certificates including FDP were achieved by the faculty members and students.
- **3200 enrolments** were made as of January 2021 for the free certification programme in its 'Coursera for Campus' initiative.
- **Conducting Quizzes and talent club competitions in the E-platforms.**

In-House ICT system

- **College tries to make the campus paperless as part of its commitment to the environment.** DiST has developed a **complete College Learning Management System** in house named **DiCoMan**.
- The college manages **students' profile, attendance, lesson plan, internal mark, progress report and all other academic and non-academic activities, teacher/ staff profile, leave, attendance, library, administration, finance and hostel affairs** through this software.
- This platform is also **accessible by the students and parents.**
- A good number of the applications of DiCoMan can be **accessed from anywhere.**

Advanced ICT facilities

- Computer Science – PG / UG and Media Studies use **professional ICT tools** for the teaching-learning process.
- **Media Store for Multimedia and Animation** students to save the creative works of students with 40 GB storage space for each student.
- **'Digital Store'**, an online media server with all the available video tutorials for reference and other related works.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

academic year)

Response: 18.28

2.3.3.1 Number of mentors

Response: 72

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

2.4 Teacher Profile and Quality

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

Response: 100

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

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

Response: 6.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	4	4	5

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

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	
Response: 6.86	
2.4.3.1 Total experience of full-time teachers	
Response: 494	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode
Response:
The Institute follows the assessment scheme and syllabus provided by the university for different programmes.
<ul style="list-style-type: none"> • The documents associated with Continuous Internal Evaluation like record of assignment, seminar, internal mark sheet, progress card are maintained in the intranet and periodically audited. • Students and parents can access them whenever they require it through the website. • The college handbook is made available in the website which incorporates academic calendar, college & departmental information, student guidelines and scheme of CIE as per the University scheme. • The syllabus and scheme of all the programmes which incorporates the information of courses, hours, assessment criteria, credits and components of the internal assessment are available in the college website. • Programme Objectives (POs), Programme Specific Objectives (PSOs) and Course Objectives (COs) are published in the website for each programme. • Class animators explain to the students the guidelines and rules of internal and university examinations and the sessional mark evaluation process.

- **The college Exam Cell will set the time table for the internal exams** as specified in the academic calendar and semester activity plan and will be displayed on the class notice board.
- The prominent features of the semester activity plan are **assignment and seminar subject allocation date, submission date, mark publication date, internal exam date, time table, significant dates to note and feedback date etc.**
- **Assignments and Seminar** for each subject is **compulsory for PG students.**
- The **marks for different components of sessional marks are published** to motivate students to perform better in the remaining curricular activities.
- For conducting internal examinations, together with the **question papers, answer keys** are being set by the concerned teachers.
- The **assessed answer sheets are distributed among the students** for verification and are collected back with their signatures.
- These answer scripts are kept in the college for reference, if any, in the future, till the end of the programme of each batch.
- The **marks are entered into the intranet (DiCoMan)** which is accessible to the students and their guardians.
- **Progress reports**, after the internal and model examinations, are **given to the parents / guardians and get it back with signature.**
- **In every semester, batch wise open house** is conducted where the parents get an opportunity to meet each teacher in person.
- **At the end of each semester, the sessional marks are displayed** on the notice board, with signatures from the class animator and the HOD **for one week** for the students to raise complaints, if any.
- **If no complaints, internal marks are finalised.**
- **For grievance redressal of the students regarding internal assessment marks**, a three tier grievance redressal mechanism is established at the department level, at the college level and at the University level as per university guidelines.

File Description	Document
Link for additional information	View Document

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

Response:

- There is a **three level grievance redressal mechanism** for the students for grievances related to sessional marks.
- **Academic calendar and semester activity plans** for each batch are published at the beginning of the year with tentative dates for each component of sessional marks.
- One week preceding the examination a detailed time table is displayed on the notice board.
- **The question papers and answer keys are submitted to the Exam Cell one week** prior to the test.
- **The answer scripts are evaluated using answer keys.**
- **The assessed answer sheets are distributed to the students within ten days.**

- The students can register any complaints related with assessment of any of the components of sessional marks to the HOD through the animator.

The Redressal Process

- Towards the end of the semester, **detailed sessional marks for each course is published in the notice board for seven days** so that the students can figure the actual marks and can register their grievances if any.
- Grievances are dealt with by the **Grievance Redressal Committee at the Department level** consisting of the HOD, a senior faculty, class animator and the subject in-charge.
- Students, if not satisfied with the department level grievance redressal, can approach the **College Grievance Redressal Cell**.
- When a complaint is registered, Grievance Redressal Committee **checks the related documents, get explanation from the teacher concerned and the HOD** and solve the issue.
- If the student is **still not satisfied**, he/she can **approach the University Grievance Redressal Cell**.
- **Academic Progress Monitoring Committee (APMC)** of the college discusses the issues related to grievances of the student regarding internal / external examination and suggests improvement in the system.

DiST Support System for students to redress complaints related to university

- If a student has any issue regarding his/her University Examinations, DiST gives all support to him/her to solve the issues.
- **Lower marks than expected and changes in marks** are the normal issues requiring redressal from the University.
- Students report their **complaints to the animator/HOD** and the HOD forwards the same **to the Principal**.
- The Principal will send the complaint **to the Controller of Examinations** with a covering letter with a **copy to the Vice Chancellor**.
- Principal's office does the **follow up** for getting a solution for the complaint.

Once the Principal gets a response from the University, it is communicated to the students.

File Description	Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

- **Programme Outcomes (POs)** are what knowledge, skills and attitudes a graduate should have at

the time of graduation.

- **Programme Specific Outcome (PSOs)** are statements that describe what the graduates of a particular program should be able to do. Students achieve both the Programme Outcome and Programme Specific Outcome after the programme completion.
- **Course Outcome (COs)** of a programme is what the student should have achieved by studying that course / instructional unit.
- **The Website of Mahatma Gandhi University has displayed POs, PSOs and COs of some programmes offered by the university and the same is also available with the syllabus.**
- **POs, PSOs, COs and learning objectives, not given in the syllabus, are prepared by the concerned departments.**
- **The students become competent and skilled with future industry standards with the help of well-designed POs, PSOs and COs by identifying the required knowledge, expertise and perceptions.**

Awareness about Outcomes

POs, PSOs are **properly communicated to the students** at the beginning of each programme and COs at the beginning of each course.

- All the **outcomes are transparent and available to all the students**, faculty members, parents and other stakeholders.
- **Outcomes are displayed on website.**
- The students are provided with the **handbook** at the beginning of the programme which contains all the **necessary information about the programme**
- **During ‘DeBuds’ - the initiation day of each batch and at the time of Orientation Classes students are given detailed explanation about the POs and PSOs.**
- The parents also **get a clear picture about the outcomes during ‘DeBuds’.**
- DiST follows a practice of **detailed explanation about the course outcomes, objectives, discussion about the topics, reference books and assessment criteria with the students by the subject in-charge in the begining of each course.**

Teaching Fraternity and Outcome Awareness

- **IQAC gives detailed workshops** to the faculty members regarding the mapping and calculation of outcome achievement
- During the end of every academic year, the current year activities are evaluated and planning for the next academic year is done in the departmental meetings.
- POs, PSOs and COs are discussed **and subjects are allocated to the faculty members during these meetings.**
- **Preparation of Semester Activity Plans based on the academic schedule, POs, PSOs and COs** helps the faculties to focus on these aspects and through proper preparation, they can easily **convey the same to the students.**
- To analyse the outcome achievement by the students **a detailed mapping of POs, PSOs and COs are prepared.**
- **A mapping of the achievement of outcomes by different evaluation methods** are prepared.
- **Numerical values are allocated for each of these outcome achievement and based on these values, the achievement of each student for each course of each batch is separately calculated.**

- **Based on the outcome achievement in each course an analysis of programme specific outcomes for each student and for the class as a whole is prepared.**

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

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

Response:

An organized mechanism using the direct grading method is applied to evaluate the performance and enhancement of each student in the entire period of the programme. The **continuous evaluation of students' progress** is done based on the scores obtained in **Internal Examinations, Model Examinations, Assignments, Seminars, Attendance, Viva-Voce and Internship. More weightage** as mentioned in the syllabus is given **for formative assessments conducted by the University for Outcome Evaluation.** Step by step progress of each student can be evaluated through this method.

- Each subject in-charge **decides the topics for the assignments and seminars based on expected outcomes** and distribute them among students.
- To work in a time-bound way **submission dates are mentioned in the Semester Activity Plan** which is also displayed in the classroom.
- **The dates of exams both internal and external are scheduled** and the same is **entered in the Semester Activity Plan.**

DiST has a well-defined OBE evaluation Method which is listed below.

1. **Define Programme Outcomes and Programme Specific Outcomes** for each programme adhering to the syllabus or use the same if defined by the university syllabus.
2. **Define Course Outcomes adhering with POs and PSOs for each course or use the same from the syllabus**, if available.
3. **Map each COs with POs and PSOs.**
4. **Set rubric for CO calculation based on direct evaluation method.** In the calculation if a student achieves more than **60%, grade point is 3 (High)**, if it is between **50% and 60 %**, then **grade point 2 (Medium)**, between **40% and 50%**, then **grade point 1 (Low)** and if the score is **less than 40%**, then **grade point should be 0.** For **CBCS - Under Graduate Degree Programmes 2017 admission onwards**, if a student achieves more than **60%**, **grade point is 3 (High)**, if it is between **45% and 60 %**, then **grade point 2 (Medium)**, between **30% and 45%**, then **grade point 1 (Low)** and if the score is **less than 30%**, then **grade point should be 0.**
5. **Map internal assessment metrics to their corresponding CO's.**
6. **After the completion of every semester evaluate COs, POs and PSOs with the help of indicators (mentioned in the rubric) to obtain the attainment levels.**
7. **At the end of the programme the students' attainment level of the corresponding programme**

is calculated.

At the end of each semester, the subject in-charge prepares the outcome of each course and the attainment level is identified. The consolidated outcome score of each programme is calculated for every batch after the completion of the programme by the class animator. A detailed discussion is made in the department meetings, Academic Monitoring Committee meetings and the Core Committee meetings regarding the attainment of outcomes and remedial actions to be taken.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 72.39

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

2020-21	2019-20	2018-19	2017-18	2016-17
345	299	337	344	295

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

2020-21	2019-20	2018-19	2017-18	2016-17
486	439	426	427	467

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.83

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

Any additional information

[View Document](#)

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

Response: 1.39

3.1.2.1 Number of teachers recognized as research guides

Response: 1

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

Response: 6.9

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	1

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	5

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

De Paul Institute of Science & Technology is an institution which encourages and facilitates entrepreneurial skills and ideas across all disciplines and establish collaborations with Industries and entrepreneurs.

Innovation

- **National Innovation and Start Up Policy (NISP)** – Has adopted the NISP policy of the **Ministry of Education**. Formed a **NISP cell** consisting of staff members from all departments and students.
- Established **Innovation and Entrepreneurship Development Cell (IEDC)** in association with **Kerala State Start up Mission**.
- Conducted **Seminars and workshops and is in the process of establishing start-ups and ensures government support for the same through IEDC**.
- **Internships:** Has entered into MOUs for the students to actively participate in **internships and training programs organised by various professional bodies and industrial houses**.
- **Tree House** is an idea conceived to innovate, incubate and nurture the minds of media students in three main streams of Animation & Visual Effects, Journalism & Communication, and Multimedia. It helps to **create and execute the ideas, imaginations, and Entrepreneurial dreams of young minds** in media courses.
- **Tie up with Edviro Academy, London to produce high quality educational content and to**

give **internship opportunities** to animation students.

- **Membership in professional bodies like KMA, CII, NIPM, ISTD and Computer Society of India (CSI)** for knowledge sharing from the industry experts and students.

Creation and Transfer of Knowledge

- The fully automated library equipped with Wi-Fi, prominent databases like **DELNET, PROQUEST** are an added platform for academic research. The following are the key drives taken by the institution for creation and transfer of knowledge.
- **DCRD:** The College has a separate research department named De Paul Centre for Research & Development to improve and inculcate research culture both among students and staff.
- **The college has a well-documented research promotion policy** to encourage the faculty members to attain research degrees and to publish research papers in quality journals.
- **Consultancy policy of the college** encourages the faculty members to undertake consultancy projects in their specific domains and make the knowledge useful for the society and its growth.
- **De Paul Journal of Scientific Research (DJSR)** with online and offline publication biannually. The editorial board of DJSR includes leading academicians and researchers from India and Abroad.
- **The Informer:** A newsletter published in English and Malayalam languages which is designed and developed by MA in Journalism & Mass Communication students to nurture and develop the reporting skills of future journalists.
- **Lanterns:** A departmental magazine an initiative to develop the Journalistic and Creative skills of journalism students.
- **Animation students** started doing a **photo framing initiative**, based on the preservation of their paintings some of which are hanged on the walls of DIST. The students are also conducting a **one-day challenge to encourage and enhance their skills in 3D and other animation works**. This challenge which started on 3rd March 2020, became an **innovative initiative** from the department to enhance the quality of their artworks.
- **An active mechanism to recognise and promote talented individuals** through various academic fests and programs like **Business plan competitions, product launch competitions, online surveys, live projects, etc.**

File Description	Document
Paste link for additional information	View Document

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

Response: 174

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

2020-21	2019-20	2018-19	2017-18	2016-17
83	31	18	21	21

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years	
Response: 12	
3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years	
Response: 12	
3.3.1.2 Number of teachers recognized as guides during the last five years	
Response: 1	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years				
Response: 0.9				
3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.				
2020-21	2019-20	2018-19	2017-18	2016-17
22	9	16	11	10

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

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

Response: 0.13

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	2	0	3

File Description	Document
List books and chapters edited volumes/ books published	View Document

3.4 Extension Activities

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

Response:

- During 2018 flood cleaning of flooded houses and institutions, relief materials in flooded areas, households, uniform and study materials for students and repair and reconstruction of our students' and staff houses.
- Sahapadikku Oru Veedu – students, staff and management of DiST pool funds to construct houses of their companions who lost their houses by natural calamities or are less fortunate to own a house due to financial constraints.
- Medical, Dental and Blood donation camps coordinated by DiST students inside and outside the campus.
- Each One Teach One is an exceptional programme by the students, who visit the adjoining Malayalam medium schools and take English language classes for less privileged students.
- Covid Vaccination Camp - DiST, in association with Angamaly Municipality and Taluk Hospital Aluva organized Covid vaccination camp in the college auditorium from 23-03-2021 to 31-03-2021. Around 1600 people above age of 60 were vaccinated with the first dose of Covishield.

- **Contextual analysis in association with NULM: Students of School of Social Work in collaboration with the Nedumbasery panchayath conduct a case study on airport and climate change in Nedumbasery.**
- **With the National Urban Livelihoods Mission (NULM) a study was done to know the existing standard of the street vendors in 2016.**
- Under the leadership of Students of School of Social Work, the college observes **World AIDS day, Anti Narcotic day, Women's Day, World Health day, Environment day, World Social Work day and other days of international importance conducting awareness programmes.**
- **Skill Development classes for school students, Wellbeing instruction for Anganwady kids, Income generation programme for ladies done by the students.**
- **Social Impact Assessments (SIA) are done according to the requirement from local governing authorities.**
- School of Management organised **Paralympics for students from special schools.**
- As part of ARTIS 2020, a **road wellbeing programme – "SADAK SURAKSHA"** on 3rd March 2020.
- To participate in the **Swatch Bharat Mission**, MBA students cleaned Angamaly Railway station and also donated four chairs.
- Post Graduate Journalism students took part in the **Pokkali Harvesting Reporting** coordinated by **Periyar Runners (Community) on 2017 and 2018**
- **Nilathanal 2020** - Journalism students partook in 'Nilathanal' - **a get together to establish awareness on climate** and to revive town gathering, singing melodies and folklore **coordinated by Nedumbassery Panchayat and Intelligentsia of society and media.**
- **E-waste elimination of Angamaly Municipality** - students of School of Computer Science **collaborated with Clean Kerala Company** and collected and disposed of e-waste from Angamaly municipality.
- **Book Donation Camp** – students of School of English organized a Book Donation Camp in 2018 **to help a Flood affected Village Library at Parakkadavau Grama Panchayat.**
- **KOOTTU – An outreach programme** by the students of English to provide food, clothing and recreation and spend a whole day meaningfully with the underprivileged.
- **Sneha Swaram** – An initiative by the students **to console and support the lonely elderly people.**
- **MOU with five adjacent panchayats to collaborate in their outreach programmes by De Paul Extension Services (DES).**

File Description	Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

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

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 77

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

2020-21	2019-20	2018-19	2017-18	2016-17
15	16	16	20	10

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

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

Response: 70.53

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

2020-21	2019-20	2018-19	2017-18	2016-17
766	791	954	1034	884

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 1074

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

2020-21	2019-20	2018-19	2017-18	2016-17
366	256	176	155	121

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

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

Response: 54

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

2020-21	2019-20	2018-19	2017-18	2016-17
14	11	08	14	7

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

DiST has developed excellent facilities for supporting teaching – learning process in the campus. The management’s persistent attempt to achieve excellence is evident in the state-of-the-art infrastructural facilities provided for overall development of students.

The physical facility comprises of:

Campus

- Spread over two campuses – Main Campus and Annexe
- **Well-maintained campus** with abundant green layout with an area of **6 acres 70 cents** and the total built-up area for teaching and learning facility is **9734 sq. metres**, and 5000 square meters which is above the prescribed norms by different statutory bodies.

Classrooms

- **47 well-planned and spacious classrooms with ICT facilities** for innovative teaching and learning among students.
- **One open auditorium, one auditorium, one Conference hall and three seminar halls** to facilitate group activity, training, workshop sessions and whole college programmes conducted for students and faculty members.
- **2 Interactive Panel Boards, 40 LCD projectors, 6 LED TVs, 1 TV room, 1 2D classic Animation Lab, 1 Audio Recording Studio, 1 video recording cum screening studio, 1 Media Lab, 1 Art lab and e content development facilities** are available.

Laboratories and related facilities

- **3 well equipped computing laboratories** are available with an average of 60 systems.
- Animation students are given **800 square feet Art lab** for doing their fine arts practical including painting, clay modelling and making miniatures, picturesque designs and other works of art.
- **2D classic Animation Lab** with animation table for their animation drawing works.
- All computing devices are equipped with **Microsoft campus license** and **5 licensed software** packages which comprises of Microsoft Office package, Autodesk Education suite, Adobe Package etc.

Computing Equipments

- One **server room** comprising of **4 high-end servers** with configuration of HPE DL 380 Gen9 Rack 2U Server, Intel Xenon, 16GB DDR4 Ram, 300GB, 7 HDD
- Total of 323 computing systems with one GBPS speed out of which **298 are dedicated for student**

use.

- **All teaching staff** are provided with **computer systems and Wi Fi connection**.
- **21 Wi-Fi access points** and **425 Mbps Broadband connection** facilities are available to enable high speed network connectivity.
- **Multimedia students** additionally have access to **advanced technologies through the dual labs which seat 56 students** in one go.
- The **media studio has been annexed with VFX studio with chroma background for the VFX creations**.
- The media students are given a **Media store with 40 GB singular stockpiling and Digital store** - an online media server with all the accessible video instructional exercises.

Other facilities

- To facilitate uninterrupted teaching and learning environment **24- hours' power** is provided through **HT supply and generators** established in the campus.
- **Lifts, Toilets, Wheelchairs** and alternative paths to stairs for **Divyangjan** in all buildings in the campus.
- **Sewage Water treatment facility**
- Each building is equipped with separate **sick rooms for girls and boys**.
- Every building has separate **toilet facility** for boys and girls in each floor.
- **Each floor has separate staff rooms, with cubicles for individual staff with computing facility**.
- **Separate parking space** is available for staff and students.

File Description	Document
Paste link for additional information	View Document

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

Response:

Sports and Games

To facilitate the sports and games activities of the students the college provides the following facilities.

- **A Well maintained Volleyball court and Basketball courts**
- **Two Badminton courts** in the auditorium.
- **One Table Tennis Table in the auditorium**.
- Students partaking in different inter-collegiate sports activities are given **additional coaching** in their items and furthermore, gives these **sports students extra practical and training sessions** to make up for the lost classes in academics.
- **Apart from a full time physical education faculty, coaches** are being appointed to train the students in different sporting events like basketball and volleyball.
- During the last five years, in the field of volleyball, **our students represented the university team and the state team**.

- The college is annually conducting an **all India inter collegiate volleyball tournament**.
- The **college volley ball team has won** many tournaments **inside and outside Kerala**.
- College has a **football and cricket ground** which we share with our sister concern De Paul English Medium School.
- Facilities like changing rooms, drinking water, medical/first aid, playing equipment/stock storage etc. are available in the college.
- **Gymnasium** with an area of 56 Sq. Meters with Gym facilities for Weight-lifting, and Powerlifting and equipments such as Cross Trainer, Power Rack, Stationary Bike, Treadmill, Vibration Plate etc.

Yoga

- **Yoga classes are given to the staff and students** by in house yoga teachers,
- **International Yoga Day** is celebrated each year.
- A **hall for Yoga classes** are maintained in the college.

Cultural activities

- College has **three seminar halls** used for various cultural events, seminars, workshops, etc. where audio visual aids, lighting and other facilities are provided. **Practice sessions** of cultural programmes like mimes, folk dance, one-act plays, road plays, and group music are taken place in these multipurpose halls.
- The Institute gives studio, studio floor, dubbing and editing suite, camera, stand and different shooting gears as a component of expanding students support in social and cultural activities.
- The latent talents of our students are tapped out through competitions coordinated by various clubs in the college campus. The students are encouraged to participate in Inter-Collegiate competitions.
- **The college maintains an auditorium** with a seating capacity of 750 persons.
- **Digital Lab** with top of the line machines wherein they can do **editing for short movies, teasers and so on**.
- **Youth festival, inter-collegiate cultural events / competitions, celebrations / competitions related with local festivals** are organized.
- **An open stage to conduct fests, college day, arts day etc.**

Community service activities & programmes

- College has two NSS units, which involves 100 volunteers, effectively partaking in the NSS programmes of the college.
- We consistently conduct blood donation camps in alliance with IMA Aluva. Our students give blood to different medical clinics and hospitals in Ernakulam area according to their requirements.
- NSS volunteers cultivate organic vegetables inside college campus, which shows their commitment towards the environment.
- Our college has a beautiful medicinal plants garden with plenty of plants.
- Every year NSS organises seven days' camps in the villages and arrange projects to upgrade students' obligation to the general public.

File Description	Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 88**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 44

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 9.15**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.72	31.42	58.30	19.47	17.51

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

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

- The library is **fully** automated from **2002** using '**DiCoMan**' (**D**igital **C**ollege **M**anagement **S**ystem) for its daily working. This is one of the latest web centric Software, incorporating latest technologies that enables library to serve its users more efficiently. DiCOMan is in-house

developed software with the following five main modules of the library in-house operations.

- Acquisition system
- Cataloguing system
- Circulation system (Issue, Return and Renewals)
- Serials Control system
- OPAC (Online Public Access Catalogue)
- Our library has one librarian and two supporting staff for its effective working.
- The library is **housed in the administrative building** furnished with **most recent ICT prerequisites** which guarantees successful utilization of the most recent hard/soft learning materials.
- An INTRANET server with fibre optic connectivity is available
- A collection of **18,400 books, 29 journals and 70 periodicals, and 13 newspapers.**
- **Subscription to ProQuest, DELNET and National Digital Library of India** allows access to different E-journals and E-books from online libraries.
- The Central Library has an **open access for students and staff.**
- **Separate reading room and Reference section** are available in the library.
- **Attendance register with signing in and signing out facility is maintained for users through gate entry system**
- **New arrivals of books and journals** are displayed systematically.
- **Security of resources** is ensured by a system of **inspecting** all resources borrowed by the users **at the exit point.**
- Availability of **Wi-Fi and fully computerised facility** helps easy accessibility for students.
- **C.C.T.V. cameras** are installed in the library for strict surveillance.
- The library **reading room can accommodate 60** students at a time.
- **Circulations counter, new arrival display, periodical display, digital library, stacks area, reference sections etc. are provided.**
- Library has a wide repository of books, journals, CDs, newspapers, e-resources, project reports, previous years' question papers etc.
- **Special collection of rare books and manuscripts.** are also available.
- Books in the Library are **bar-coded** for automated circulation.
- **Barcode reader, installation of WEB OPAC Entry / Exit software** are the major initiatives introduced in the library during the past five years.
- **Link search facility** is also provided to students in the library link of the intranet.
- **Library day** is celebrated every year by conducting various competitions
- All matters related to library are communicated to users through **Notice Board and Display Stand.**

File Description	Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books

5.Databases**6.Remote access to e-resources****Response:** A. Any 4 or more of the above

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

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 5.28**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
3.83	4.22	6.46	5.38	6.52

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

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 4.9**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 68

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- All Classrooms are equipped with **LCD projectors** and many of them are supported by **audio visual systems**.
- The entire campus has **surveillance by the CCTV** facility.
- The college is facilitated with **298 computers** that are accessible to the students as well as the teachers.
- **Printers** are arranged in the central store, office, staffrooms, library, exam control room and laboratories.
- **Twenty Two WI-Fi routers** are available in the college, which covers entire campus.
- **The Digital College Management system – DiCoMan**, developed and maintained in-house includes **modules for Administration, Academics, Library, Accounts, and Store** integrated to a single database.
- This **web-based service** acts as an interactive **tool for parents, teachers, students and the campus administration centres for information exchange**.
- **Links up with the various departments and management**.
- **Information about upcoming events** is available on the website and DiCOMan.
- **The academic calendar as well as the course information** are also updated in the beginning of every academic year.
- The **electrical and electronic devices** and the supporting software are **constantly updated** according to the technological advancements.
- Computer systems are upgraded with **up-to-date hardware and software** according to the requirements.
- Computers in the institution are protected with **advanced antivirus software**.
- **Computer related hardwares** are regularly monitored by experienced technical staffs.
- Implementation of **dedicated firewall** which permits all the labs ready with internet facility allowing the students to utilize the possibilities of **web-based learning**.
- The **interiors and layout of laboratories are most modern** to provide maximum utility for space and aesthetics.
- All the **servers and Desktops are in AMC/warranty**
- A **dedicated Hardware lab** in which students can assemble and repair computers and study different aspects of hardware.
- The latest technology is used for the development of new web based Campus Automation Software “DiCoMan”.
- Use of open source development tools reduces the cost of development.
- **All the modules are integrated**, minimizing the data entry.
- Intranet module enables students, teachers and parents to view the related data.

- IT committee meets annually for assessing the requirements raised by various departments for subsequent academic year with regard to upgrade and purchase of existing/ new computing facility and services.
- The requirements for subsequent year will be sent to purchase committee for approval.
- The finance committee prepares budget based on the requirement approved by purchase committee and sends to administrative committee for approval.
- After getting the consent, purchase committee provides sanction to purchase or upgrade the facility and procedure for purchase is initiated.

Softwares

- College is using licensed and open licensed software for meeting different academic requirement of the students. Some of them are Microsoft Windows Operating System, Adobe CC, Autodesk products such as 3DS MAX and MAYA, Windows Server 2016 with CAL, NComputing software for Think Client machines, MS SQL server etc.
- The IT policy of the college provides guidelines regarding the usage of IT which helps the proper use of IT infrastructure in the academic and administrative activities through. The institute has array of systems being placed for smooth functioning of administrative activities.

File Description	Document
Paste link for additional information	View Document

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

Response: 4.42

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and

academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 88.9

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

2020-21	2019-20	2018-19	2017-18	2016-17
109.9	209.98	199.38	202.5	221.41

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

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

Response:

Laboratory

- **The Digital Labs** are equipped with a **trained personnel** to regularly **update various software, system maintenance, monitoring of students, etc.**
- These personnel **allots lab for different batches** based on timetable.
- **Both digital and manual copies of attendance** are maintained to ensure that there is no duplication or error in the entries.
- **Separate register for extra lab hours** taken by students for completing their work is maintained.
- **VFX Studio** which is a part of the Digital Lab has a **separate faculty** to ensure regular system and software updating.
- The **Audio Lab** is also equipped with skilled staff to teach recording, mixing and sound editing.
- **Studio** has a separate personnel **for software updation and system maintenance.**
- **Studio equipment book** is strictly maintained to get the information on students who have borrowed various equipments for their short films or projects.
- All the **studio equipments** are **checked for damage or loss** by the personnel when they are returned to the studio.
- **Editing suite** which is part of the studio is regularly updated by professionals

Library

- **The college Library opens on all working days.**

- The students and faculty can borrow **all books except reference books** using their ID cards.
- **College ID card with barcode is punched** when entering the library which helps to keep count of those using the library every day.
- **The librarian arranges the books in shelves according to the subject-contents** of the book.
- **Stock verification** to verify the total collection and to ascertain the loss of books, if any, are conducted at appointed intervals.
- **Damaged** and deteriorating books are identified and such books are **repaired/bound on a regular basis**.
- **Information about lost library materials and books** and in need of replacement are generated and brought to the notice of the authorities.
- **The librarian prepares a consolidated list of books** to be purchased from the various lists generated by the departments and faculty members.
- **The librarian submits the purchase order to the principal for approval.**
- **All books** are assigned a serial number and appropriate entries are made in the registers maintained for the same.
- **Old rare books and dissertations** which are damaged by regular use are **bound with hard boards and kept secure**.

Sports Facility

- The **sports facilities** in the college are frequently **checked and repairs carried regularly** based on the recommendations given by the physical trainer and various coaches.
- **The grounds, courts and playing area** are **swept and maintained** by the players themselves under the guidance of coaches.
- **The volleyball court** is regularly **watered and rolled** with a light roller to keep it firm and in proper playable condition.
- All **sports equipments** are checked and the maintenance personnel **repair / replace items as and when needed**.

Computers

- All computer repair requests are entered in a maintenance request register.
- The technical staff in the college will **try to resolve the problems internally** All systems are under the **annual maintenance contract**.
- The computer lab-in-charge **maintains a record of maintenance of computers** in the computer lab.

Classrooms

- College has a **team of dedicated professionals** to maintain and upkeep the various facilities.
- **At the end of every year all classrooms, other infra structure and furniture are checked** by the maintenance personnel and **action is initiated to paint the rooms, repair damaged furniture and carry out any other repairs** wherever needed.

Other Facilities

- **Equipment used in the gymnasium** are cleaned regularly. Details of all **repairs/replacements are entered in the appropriate register**.

- **Trees and shrubs are trimmed, grass and hedge are cut** as needed and approved weed control measures are carried in turf beds.
- **Dead or diseased trees, shrubs or plants are removed** regularly.
- **A gardener and several maintenance personnel take care** of the plants and lawns in the campus.
- **Watering, weeding, pruning and manure application** are done regularly by the personnel under the guidance of the head gardener.
- **Exterior trash is removed** from the campus on a **daily** basis and disposed appropriately.
- **The sweeping and cleaning** of the premises, classrooms, staff rooms, administrative block, canteen etc. are **done daily**.
- **The washrooms are cleaned and sanitized every day** after every interval as per the schedule.
- **A visual check of all urinals, closet and lavatories for leaks, drips, slow drainage etc., are carried out regularly** by the maintenance supervisor.
- **The operation of all flush valves and faucets are checked** occasionally and corrective action, if any, is taken.
- **Dustbins** are strategically placed in the campus and cleared at regular intervals during the day.
- **Food waste is collected every day by an external agency with whom we have a long term MOU.** All non-reusable plastic and non-degradable waste are burnt in the incinerator kept in the campus.
- **The sewage water treatment system, electrical lines & connections and disaster management infrastructure of the institution are regularly checked** to ensure that they are working well.
- **Sewage water is treated and recycled to re-use for gardening.**
- The chief electrician takes steps to maintain and repair the **electrical fittings**
- As the situation demands the **interior and exterior light bulbs** are replaced.
- All **electrical fittings are regularly checked** and suitable repairs/replacements are carried out.
- **The UPS and Generator** are regularly checked and all maintenance works are carried out under the annual maintenance contract.
- All **equipments used in the kitchen** are properly cleaned and maintained to prevent any contamination of food. **Dishes, pots, pans and utensils** are washed in hot, soapy water. After proper rinsing the dishes are air-dried in clean dish racks.
- **The floors are cleaned** with water and mild detergent and dried to prevent dirt from accumulating on the surface.
- **Mixer, grinders, ovens, refrigerators and electric chimney are serviced** periodically and as and when they malfunction.
- **Gas burners, regulators and pipes are serviced regularly** and replaced immediately if leakages are noticed.
- As the **kitchen drainage gets clogged with food particles it is cleaned** and maintained on a regular basis.

File Description	Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 4.2

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
81	81	61	41	2

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

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

Response: 15.38

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
87	237	263	232	142

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

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

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

Response: A. All of the above

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

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

Response: 13.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
173	196	143	128	212

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

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

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

Response: B. 3 of the above

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

5.2 Student Progression

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

Response: 41.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
193	223	163	148	213

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

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

Response: 73.87

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

Response: 359

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

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

Response: 73.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	13	3	1	2

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	17	4	2	3

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

5.3 Student Participation and Activities**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural**

activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 44

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	8	17	12	5

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

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

Response:

Administrative Engagement

- DiST involves students in the administrative activities of the college. Students are **members in IQAC, Anti-ragging Committee, Students Grievance Redressal Committee, Internal Compliance Committee, etc.**
- **Students' Union**
- DiST encourages the students' union to take the **leadership for all the student programmes** in the campus.
- The college follows a **parliamentary mode of election as per the guidelines of Lyngdoh Committee and M G University to form College Students' union.**
- From the day of **college union inauguration and investiture ceremony the college union plans and executes the activities for the year under the leadership of the chairman and the executive committee members.**
- The activities like **Teachers Day Celebration, Onam Celebration, College Fest, Christmas Celebration, Sports Day, Arts Day, College Day etc.** are organized by the college union.
- The students' union also plays an important role in **preparing and supporting the students to participate in the inter-collegiate competitions and university Kalolsavam and sports fest.**
- **Class Committees – Meets twice in every semester for every batch to evaluate and make**

suggestions for improvements in teaching learning processes, student facilities, infra structural requirements, etc.

DiST Clubs

There are a number of clubs functioning under the leadership of students in the college like **Anti-Narcotic Club, Dance Club, Debate and public speaking Club, DOWE-Women's Club, SwaLe - Journalism Club, Drama Club, Fine Arts Club, Literary Club, Music Club, Nature Club, Photography Club, Quiz Club, Snehaswaram Club, Film Club and Yoga Club.** Students are encouraged to take enrolment in these talent clubs.

Departmental Associations / Clubs

- School of Computer Science (PG) – Innovision
 - School of Management based on their subject area of specialization - **Fin Zone (Finance Club), Zum (HR Club), Marketrics (Marketing Club)**
 - School of Social Work – **SADESS**
 - School of Commerce - **Club Beta and Intenza**
 - School of Computer Science (UG) - **Techno Riders (2012-2017), Augmenta (2018 onwards)**
 - School of English - **LITE-VISTA**
 - School of Media & Communication - **AVAS**
- **Office bearers** of the associations/clubs are selected from the **students and they coordinate and conduct seminars, workshops and competitions.**
 - Extra-curricular activities on and off the campus.
- **Jingle Bells**, which is organized by the **students of social work department** for the differently abled children.
 - Rural camps, which is an off campus activity, being organized for the **first year CSPG students, a one week rural camp for MSW first year students and a 7 day residential rural camp for all NSS Volunteers.**
- **Department fests and College Fest:** Up to the academic year 2017-2018 department fests named as **DETECKNISTA** by School of Computer Science (PG), **DAKSH** by School of Management, **DENOVO** by School of Social Work, **DIVARIO** by School of Commerce, **LUMINOUS** by School of Computer Science (UG) and **OPUS** by School of Media Studies.
 - From the academic year 2017-2018 merged these fests to **A COMMON FEST D'IGINITO along with departmental fests Daksh and Denovo.**
 - **School of Professional Development and Placement cell:** Make students industry-ready by providing **regular training in Resume Preparation, Self-Introduction, Quantitative Aptitude, Numerical Ability, Communication, and mock placement drives.**

File Description	Document
Paste link for additional information	View Document

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

Response: 9.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	30	4	7	5

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

5.4 Alumni Engagement

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

Response:

- Alumni Association was **formed in 2010** with a strong alumni of Computer Science, Social Work and Management students.
- Members spread throughout the world.
- Department wise alumni associations exist in all **departments of DiST**.
- The general body meeting of the college alumni association is on the **Second Saturday of May** every year.
- **The office bearers** consist of **President, Vice President, Secretary, Joint Secretary and Treasurer**. The **office bearers** of the association are elected from the **various departmental alumni association office bearers**.
- Alumni guide the present students to achieve their dreams and ambitions through **alumni interactions**.
- Executive committee is working on creating **an alumni directory** to know the positions held by the alumni, which will help in future placements. In doing so, an **alumni tab is set up on the college website**, which has a registration form on which the former students may enter information required.
- On 17th July 2016 a **chapter of the alumni association was inaugurated at Techno park, Trivandrum**.
- **Plans to start alumni chapters in UAE, UK, Canada and Australia**

- DiST Alumni are an integral part of the college by **supporting placements, seminars, workshops, guest lectures and invited talks** for the students and helps in **bridging the gap between the curriculum and the industry expectations.**
- **DiST students and Alumni Medical Aid Fund:** To help the existing students and the alumni in need of medical aid. **Contributions to the fund is made by the existing students, alumni, staff and management.**
- Alumni of School of Social Work established the **Akhil Babu Memorial scholarship** for the best outgoing student of DiST every year.
- **MCA alumni installed a solar electric charging station** for electric scooters in the campus as part of supporting the college green initiative.
- **Alumni initiated start-ups and enterprises offer internships for DiST students.**
- **Alumni is actively involved in IQAC and other committees of the college.**

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

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

Response: A. ? 5 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

DiST, is an Arts & Science College, run by De Paul Education Trust and owned by Marymatha Province of Vincentian Congregation.

Vision

To build up a center par excellence equipped to mould outstanding young professionals in relevant fields integrating the physical, intellectual, emotional and spiritual dimensions of their lives through focused training and person specific career counselling so that they may observe unflinching allegiance to the society.

Mission

To bring out of a human being what is the best in him/her by imparting excellent, up-to-date training in the field of new technologies, integrating the spiritual, intellectual and human dimensions, and to face global challenges, thus preparing him/her for an enriching and fulfilling future.

- **Governing Body**

Trustees of De Paul Education Trust and Provincial administration of Marymatha Province of Vincentian Congregation: Policy making body.

- **Administrative body**

Manager, Associate Manager, Principal, Finance Officer and any others nominated by the Manager: Decision making body.

- **Advisory council**

It is a consultative body. The advisory council is constituted by the College Management.

- **Management Council**

The major infra structural decisions and decisions regarding changes in administration of DiST are taken by the manager in consultation with the management council which comprises of all the members of the provincial council of Mary Matha Province of the Vincentian congregation and the Director/Principal of the college.

- **Manager**

The Education Councillor of the Mary Matha Province of Vincentian Congregation is the Manager of the college. The manager shall ensure that the institution has necessary infrastructural facilities conducive to imparting quality education.

- **Principal /Director**

As head of the institute, he is institution's controlling officer and executes the policies and decisions. He shall ensure that the directions of the Statutes & Practical Norms and Directives for educational institutions of the Vincentian Congregation are followed. Being the administrative head of the institution, he sees to it that the Government/Board/University regulations concerning the institution are strictly followed.

- **Finance officer**

In charge of finance and deal with all the financial matters subject to the general directions and control of Manager/Principal. He shall maintain the inventory and accounts of the institution and gets the accounts audited in time.

- **College Core Committee**

The Core Committee of the college comprises of the Director/Principal, Vice Principal (if any), Finance Director, Hostel Director, Heads of Departments, Office Superintendent, IQAC Coordinator, Librarian, ISO Management Representative, head of the student counsellors and the college PRO. The Core Committee meets once in a month and may hold ad hoc meetings, if necessary.

- **IQAC**

Takes care of the quality initiatives of the college considering feed back from different stake holders and the changing requirements of the dynamic world.

- **Director / HOD / Programme Coordinator**

Departmental Head is responsible for overall supervision and control of the department, for coordinating all the activities of the department for up-gradation and standardization curriculum delivery.

- **Office Superintendent**

In-charge of everything related to students and university.

- **Faculty Members**

Qualified staff provide quality education in accordance with the vision, mission and quality objectives of the college.

File Description	Document
Paste link for additional information	View Document

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

Response:

- The college **advocates, practises, and supports a decentralised and participatory management** method from top down.
- Throughout the year, **the Core Committee, the IQAC, Academic Monitoring committee, different statutory and non-statutory committees, different departments, those in charge of different offices, office staff and students take decentralised decisions** in tune with the vision, mission and core values of the college in mind.
- **Heads of Departments are authorised to independently conduct the day to day functioning** of the department in consultation with the faculty council.
- **Stakeholder feedback especially that of students** influences the policy making and execution of the institution.
- Being the prime stake holders of all activities in the college, **students' ideas and opinions are seriously considered** in decision making related to them and their activities.

CASE STUDY:

Starting of new UG and PG programmes

Goal: To become an autonomous college by 2033 as envisaged in the strategic plan of the college for 2019 – 2033.

- **Increasing the number of both UG and PG programmes**
- **Increasing the infrastructural and library facilities** needed for the same

Implementation Process

- IQAC in its first meeting in January 2019, decided to start new programmes.
- The IQAC asked the different departments to give their proposals for new programmes to be started in the departments considering the stakeholder enquiries and feedback from parents and students.
- The proposals of the departments, after discussions in the department meetings, were placed in the Core committee of the College in May 2019.
- The Core Committee after considering the pros and cons of these different programmes entrusted IQAC to prioritise the proposed programmes.
- IQAC prioritised the programmes and sent the same to the governing body for final approval in June 2019.
- The Governing body took a decision to apply for BSW and BBA in that order.
- In August, the college applied for two programmes BSW and BBA which were given affiliation by the M G University and BSW was started in the academic year 2020-21 and BBA in the academic year 2021-22.

Participatory Management

- Feedback from students and parents and enquiries from stakeholders.

- Proposals by different departments regarding the specific programme.
- Discussion in the Core Committee and prioritization by IQAC.
- Final decision by the Governing body and implementation by the college.

Decentralization

- Collection of inputs from various stake holders
- Departments were asked about faculty and class room requirements for starting the programmes.
- Library Committee was asked to identify the list of books to be purchased and make arrangements for the same.
- Management committee was asked to establish the infrastructural facilities required for these two programmes.

Outcomes

- Got sanction from the government and the University to start BSW in 2020-21 with a sanctioned strength of 40.
- Later in the same year sanction was accorded by the government and University to start BBA. Since it was late, admissions were sanctioned only for the academic year 2021-22.
- Intake for BSW took place in the academic year 2020-21 with 38 seats being filled.

File Description	Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

De Paul Institute of Science & Technology (DiST) constituted its Strategic Plan Committee and conducted different meetings to draft its strategic plan document for the years 2019-2033. The committee collected suggestions from different departments regarding their future goals and plans and finalized six long term goals and strategic initiatives to be followed.

1. **As per the guidelines of the New Education Policy 2020 of the Central Government, achieve the status of Degree granting autonomous college by 2033.**
2. **As part of its vision and mission and following the direction of the New Education Policy, the Committee decided to achieve more Diversity, Equity and Inclusion through better enrolment management.**
3. **To bring in more research and innovation oriented teaching learning process in the college.**
4. **To construct a most modern infrastructure considering the current and future requirements of the college.**
5. **Provide more skill development oriented training so as to make the students industry ready**

and produce more entrepreneurs through incubation in the campus.

6. Encompass activities of the college more into the social work realm as to make the college useful to the local community.

Beginning of deployment of the strategic plan

- More **focus on better academic outcomes** with more add on courses, co-curricular activities like seminars, workshops, conferences, skill development, trainings, mentoring, counselling, use of more ICT tools, MOOC courses, etc.
- After a break of 6 years the college **applied for two new programmes, namely, Bachelor of Social Work (BSW) and Bachelor of Business Administration (BBA) in 2019 and got sanction from the state government and the university. The college started BSW in 2020 and BBA in 2021.**
- The management has taken a prompt **decision to purchase new adjacent property** facing the national highway.
- A building plan for this site, considering the future requirements for expansion of the college as envisioned in the strategic plan has been drawn and given for approval.
- **Research promotion policy** which gives encouragement and increments for acquiring Ph. D degree and monetary incentives for research publications in journals with high impact factor.
- **A well-documented Consultancy policy to promote Consultancy activities**, income generation and making the skills and capabilities of the faculty for the benefit of the society at large.
- The college conducts **student satisfaction surveys and collects feedback from the parents** on regular basis and analyse them for follow up action.
- **Signed MOUs with five panchayats** and more MOUs are being worked out and are conducting different extension activities.
- School of Professional Development and professional trainers outsourced impart training to improve the employability skills of students.
- Associating with **Additional Skill Acquisition Programme (ASAP)**, an initiative of Higher Education Department of Kerala Government.
- The college has started the **Innovation and Entrepreneurship Cell (IEDC)** in association with the Kerala Start Up Mission. A business incubator under the aegis of IEDC is also planned.
- The college has started a cell of the **National Innovation and Start Up Policy (NISIP)** for creating an innovation and start up environment in the campus.

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

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

- The **line of authority and responsibilities are clearly documented** in the college Manual and there is well structured organogram.
- The management of the institution is **De Paul Education Trust and the president of the Trust and General Manager of the college is the Provincial Superior of Marymatha Province.** For better administration, **Associate/Asst. manager** is appointed by General Manager and **all the TRUSTEES will be the Governing body members.** Management constitutes an **Administrative body in which Manager, Principal and Finance Director are the ex-officio members.**
- The college has a well-documented **HR policy and code of conduct for the staff**
- **The Principal**, is institution's **controlling and execution officer.** He monitors the day-to-day activities of the institution and sees to it that all activities pertaining to the teaching-learning process and administrative activities are taking place effectively and efficiently
- The **staff selection committee, constituted by the administrative body** identifies well-qualified staff. **Appointments will be based on professional excellence and the service regularisation will be subject to eligibility, efficiency and the discretionary power of the management.**
- Director / HOD/ Programme coordinator is responsible for coordinating all the activities of the department and giving proper direction and guidance to the faculty members on the effective arrangement of academic programs.
- **Responsibilities of teaching faculty** include classroom instruction, laboratory instruction, seminar guidance, curriculum development, developing learning resource material & laboratory development, students' assessment & evaluation including examination work of the university, participation in co-curricular and extra-curricular activities, counselling and helping the personal, ethical, moral and overall character development of students.
- **Librarian** is responsible for purchasing or subscribing books / journals / periodicals / dailies according to the policy of the institution and in consultation with the departments and the Principal. Other duties of librarian include correspondence with distributors, bill verification, accessioning of books, payment of bills through the finance section, maintenance of library-related files, readers advisory service, the addition of members, etc.
- **Roles and responsibilities of office superintendent** include supervising of the office functioning, timely instructions to the clerical staff members, university correspondence, supervising of the admission process, processing of student scholarships, etc.
- **Placement coordinator** coordinates the activities of the placement cell in the college. The placement cell **consists of the placement officers from various departments.** The placement cell gives **proper training to students to improve their competency to face written tests/ Interviews/ GD's etc. and conducts placement drives.**
- **Rules and Regulations** to be followed by the teaching and non-teaching staff are clearly documented in the **code of conduct for staff.**

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

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

DiST management is very much concerned about the wellbeing of its staff and hence the management has implemented several welfare measures for them.

- **Employees Provident Fund (EPF)** is one of the important measures adopted by the management to ensure the post-retirement financial safety of the staff.
- **Employee State Insurance (ESI)** is implemented for the welfare of the DiST staff since ESI coverage assures free of cost medical treatment.
- All staff members of the institution are entitled to casual leave (for 15 days) as well as **paid annual leave for 10 days.**
- Female staff members, both teaching and non-teaching are entitled to **maternity leave for up to six months.**
- For **career development of faculty members,**
 - **PhD scholars** can avail **duty leave for Doctoral Committee meetings.**
 - **Duty leave and registration fee to attend FDPs, seminars & workshops.**
 - **Publication fee** for publication of articles in indexed journals.
 - **Training and development** programmes.
 - **Separate cabins with computer facilities and internet** for serious research and academic work
 - **For international exposure** selected faculty members are sent to James Cook University as part of exchange programme.
- **BYOD (Bring Your Own Device)** is another initiative by DiST, in which faculty members are provided with financial assistance for purchasing their own laptop.
- To promote unity and to give identity to the supporting staff, **uniforms are provided to them free**

of cost.

- **'Festival allowance'** at the time of **'Onam'** and **sumptuous food** as part of Onam and Christmas celebrations.
- **Celebration of birthdays** of staff members during the monthly staff meeting.
- **Staff tour every year, the entire tour expenses** i.e., travel, food, accommodation etc., being **borne by the management.**
- **Quality food and hostel facilities for staff** from distant places **at subsidised rates.**
- The health of the staff and students is a prime concern of the management and therefore has **equipped the institution with a state of the art gymnasium** which is used by staff and students.
- The institution provides well-facilitated separate **parking space for the vehicles of teaching and non-teaching staff.**
- **Round the clock surveillance by security personnel** offers safety for the vehicles.
- The College premises also avail the facilities of **Post office, Bank, Reprographic Centre (Central Store) and canteen** for the convenience of the staff members.
- Salary increment considering three factors, namely, **a constant amount for all, factor for years of service in the college and a factor for performance evaluation.**

File Description	Document
Paste link for additional information	View Document

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

Response: 10.11

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	13	18	0	2

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

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

Response: 11.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
15	11	11	10	9

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

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

Response: 58.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
47	50	44	44	36

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

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

Response:

De Paul Institute of Science & Technology has a **well-structured and effective faculty appraisal system**. Grading Staff Performance is a balancing act: we have to be sure that we are evaluating fairly to make it meaningful for everyone concerned and efficiently.

Objectives:

- **To motivate the Faculty to relentlessly pursue excellence.**
- **To help the individual to integrate personal motives with organizational objectives.**
- **To develop and sustain a sense of achievement and commitment toward organizational goals.**
- **To discourage elements that promote lethargy among organizational members.**

- **4 point grading system** – 4 (Excellent), 3 (Good), 2 (Satisfactory) and 1 (Moderate). The **guideline for follow up action** based on the grading is as follows.

- If the faculty gets **grade 4 (Excellent)** he / she is **appreciated by the management and is eligible for corresponding Incentives / Preferment.**
- If the **grade is 3 (Good)** he/she will be **appreciated** and is motivated by **incentives.**
- **If the grade is 2 (Satisfactory)** the faculty is **intimated about the performance and offer training and counselling** for the betterment and **observe the change.**
- If the grade is **1 (Moderate)** that will be **intimated to the faculty concerned and give proper training and counselling. Post training, evaluation** of the performance is done and **if no much improvement is observed, a caution Memo** is given. If there is **no improvement again**, memo is given for **written explanation.** If the explanation is **not satisfactory**, necessary action for **termination** is taken.
- In the case of **non-teaching staff corrective instructions, counselling and training is given in order to promote effective job performance.**

APPRAISAL OF TEACHING STAFF

360 degree appraisal by collectively considering 5 elements that are listed below

1. **Student feedback** with the frequency **twice in each semester for all subjects.**
2. Collecting feedback of a faculty **from the colleagues in the department** once in an academic year.
3. **Self-evaluation report** by collecting details about the workload of the staff and their contributions (roles handled, organizing programmes, paper publication, workshops attended, Additional qualifications, etc.) once in an academic year.
4. An **appraisal from the Director / HOD / Programme coordinator** once in an academic year.
5. An **appraisal from the Principal** once in an academic year.

NON-TEACHING STAFF

The performance of the non-teaching staff is evaluated **once in an academic year.** The grading is performed based on the data collected from the below-listed methods.

1. **Feedback from the students twice each semester.**
2. Feedback from the **heads of the departments** once in an academic year.
3. Feedback from the **Supervisor / Head** once in an academic year.
4. An appraisal from the **Principal** once in an academic year.

A feedback is collected from the entire staff members regarding the performance of the college and are discussed in the annual retreat programme **Renaissance** every year. The suggestions made are also discussed in the Renaissance, the valid and useful suggestions are selected for further refinement and

implementation.

File Description	Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has a **well-structured, transparent and unique financial management system.**

The institution **regularly conducts internal and external audits** for the effective and efficient utilization of financial resources. The **finance department** as an ongoing process **performs the scrutiny and verification of financial data** during the **internal audit** as per the guidelines from the higher education department and chartered accountant.

- DiST has an in-house developed **College Management system DiCoMan for financial management.**
- The accounts section makes the day to day receipts and payments and **generate a daily report.** This daily report is **verified by the senior accountant and countersigned by the Finance Director** after scrutiny.
- **The Finance Director** keeps the **details of the financial transactions** on behalf of the management who will be executing the management decisions and policies relating to financial matters in the institution.
- The **internal audits** are performed **quarterly** in which the **Finance Committee verifies the ledger, receipts and payments statements.** The internal audit report is submitted to the Principal for the reviewing process. If any **suggestions or objections are found or clarifications** required, will be done by the finance department in consultation with the concerned stakeholders.
- The **financial statement is prepared after the close of every financial year. Reconciliation of accounts** with the banks is also done to keep the accuracy of cash and bank accounts.
- **All the annual financial statements are internally audited** by a team led by the Senior accountant which is then scrutinised by the Finance Director for financial accuracy.
- The internal audit report is then **forwarded to the Principal and the management.**
- After the closing of the financial year, **external audit is made** by the **Chartered accountant** entrusted by the management. **Omissions or errors** if any, observed during the audit are **rectified** as per the directions from the accountant. The **audit objections**, if any, raised in the audit are **cleared and a clearance certificate is obtained.**
- The **audit reports and certificates** are issued by the external auditor after the completion of the audit.
- These certificates along with the **annual financial statements are analysed by the Principal and forwarded to the Management**
- The audit report along with the financial statements are presented to the concerned **statutory regulatory authorities** on time as per rule.

File Description	Document
Paste link for additional information	View Document

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

Response: 137.78

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

2020-21	2019-20	2018-19	2017-18	2016-17
9.96	41.03	22.89	24.04	39.86

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

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

Response:

As a self-financing institution, DiST has formulated strategies to source funds for expenses to achieve planned growth and development.

- **Effective financial planning** is made to ensure the effective utilization of resources to achieve the intended goals.
- **Budgets and Internal-External financial audits** are an ongoing process in the institution to plan and execute effective collection and allocation of the funds.
- Budgeting from the department level helps in finding and allocating enough resources for the organization to enable it **to achieve the desired goals and objectives.**
- There is a **central control** to provide coordination in financial matters.
- The college has a **well-structured mechanism to plan financial activities.**
- **First step**, all the departments prepare departmental **budgets** based on the departmental activity plan.
- The **Institutional budget** is prepared by the **finance department** of the institution and **reviewed by the finance director.**

- The budget is prepared by forecasting and preplanning the next period **using previous financial documents, departmental budgets, Institutional objectives & policies and the present financial position of the institution.**
- The same is verified by the **Principal and forwarded to the management** for getting the approval.
- A **detailed discussion** is carried out in the **De Paul Education Trust** meeting and after corrections and/or clarifications, if any, **gets the approval.**
- At the **end of every financial year**, the finance department compares the budget with the receipt and payment by using an **audit report and corrective action is implemented, if any.**
- **The major sources of funds** are Tuition fee, application fee, college union fee, hostel fee, loan from commercial banks, financial support from management, PTA fund, Alumni fund, student development fee, application fee, sponsorship raised from commercial institutions for programmes, fee for conducting fests and by renting out college facilities like labs and studios for conducting examinations conducted by NTA, PSC and other external agencies.
- **The major uses of the funds** are staff salary, annual AICTE approval fee and University affiliation fee, Associations membership renewal fee, Auditing fee, expenses for co-curricular and extra-curricular activities, Conveyance, Electricity, Government NOC renewal fee, Government taxes, Infrastructure development and maintenance, LAB and Library expenses, Loan repayment, Printing and stationary, Promotion and Publicity, Scholarships, Staff welfare activities, telephone and Internet and University administration fee.

File Description	Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

The college established Internal Quality Assurance Cell in the year 2019. Since then it has been contributing significantly for institutionalising quality assurance strategies and processes.

1.) Soft Skills and Professional Enhancement Programme

DiST management has taken a brave step to foster students through the Soft Skill and Professional Enhancement Programme which is initiated by DiST School of Professional Development along with DiST Placement Cell.

Vision

To introduce and mould the students into the corporate world with a professional approach and enhancing their skills.

Objectives:

- To develop students English communication skills which will help them in all aspects of their life.
- To provide self-development trainings to analyze the weaknesses and strengths of the students.
- To provide placement and soft skills development training to help them to excel in placement drives.
- To make students industry ready and give them opportunities to grab jobs and hence to build up their professional career.

The regular activities of School of Professional Development and Placement Cell helps students to reduce their stress and anxiety by boosting their confidence and potential. Each One Teach One is a great platform given to the students to interact and teach the students of different schools. The activities such as Radio DiST, Wassup English videos and Word of the Day programmes benefits the students to develop their skills in speaking, listening, preparing storyboards, drafting the scripts, editing, rewriting and creating the best. The placement cell organizes regular Placement Training, Communication & Soft Skill Training, Mock Placement Drives, Alumni Talks, Industry Expert Interactions and Industrial Visits.

2.) Parivarthan – Teacher Transformation from Conventional to Tech Savvy

DiST could focus emerging changes needed in the teaching learning process and has taken the initiative to equip the faculty members with the technological advancement in the changed scenario due to Covid pandemic through “Parivarthan”.

Vision

Revamping the teachers from conventional face to face method to online digital platform teaching and learning process.

Objectives

- Provide training to conduct uninterrupted and hassle-free online classes and webinars.
- Make the staff members capable to participate actively in the online staff meetings and other programs.
- Equip the faculties to conduct Internal Examinations, Viva-Voce and Seminars in the online mode.
- Prepare the staff and students to be part of a virtual environment to involve in Employability Skill Development Activities and Value education programs.

When the pandemic induced closure of educational institutions and began to affect the academics, faculty members of DiST overcame it by a quick transition to the digital teaching - learning methods because of ‘PARIVARTHAN’. DiST IQAC organised online sessions for their fellow faculty members as part of making them acquainted with the new digital platforms and their know-how. The teachers were given training in recording the attendance of students, sharing note with them and to make the classes more effective using the platforms like Zoom, Google Meet, Google class room etc. The pro-digital move proved to be a success to deliver counselling sessions, conduct staff meetings, organize academic retreat etc. online.

File Description	Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Review of Teaching Learning process through IQAC

- The teaching learning process at DiST is **assessed, reviewed and evaluated** in the annual staff retreat named 'Renaissance'.
- A **series of discussions are carried out in the departmental meetings** as per the guidance of IQAC.
- **Analysis and comparison of students' satisfaction survey results and staff survey results using the same questionnaire helps to fill the gaps** in the curriculum delivery as observed by the students and the staff.
- **Monthly audit of the academic calendar and activity plans** of the departments by **departmental quality assurance cells**
- **Semester wise audit** of academic calendar and semester activity plan **by IQAC**
- The **allotment of courses to the faculty members** as per their interest and expertise well before the starting of the semester. **The faculty members prepare and submit the lesson plans in line with the calendar and the activity plan.**
- The **examination cell** plans and conducts internal and model exams
- **Submission of the question paper with the answer keys and the date for the return of valued answer scripts are intimated beforehand.**
- **The progress cards** are shared with the students and their parents.
- **Using Dicoman**, the campus management system, **student feedback** is collected twice in every semester and sent to each **faculty member** through the HOD.
- This feedback covers **the teaching learning process, structures and methods of operations**, etc.
- HOD gives **corrective instructions**, if any.
- **Feedback from parents** are also collected and analysed.
- Teaching learning and related activities are **assessed and reviewed** in the **departmental and the core committee** meetings.
- The **progress is compared with plan** and if any **deviations** found, **remedial measures** are initiated in the meetings.
- At the end of the semester the **sessional marks** are prepared and **published** on the notice board
- **Grievances** are taken care of by the grievance redressal mechanism
- **Internal audits** for ISO certification are conducted **in all the departments twice in a year** by well-trained internal auditors from among the staff members.
- **An external audit by a certifying body** is also performed once in every year to assess the working of the college as per **ISO 9001:2015** standard.
- The **suggestions and remarks of the audits** are analysed and discussed in the **departmental and the core committee meetings** to take remedial measures for improvement.

Review of Learning Outcomes by IQAC

- **POs, PSO, and COs for each course are mapped and communicated** to students in the beginning of the semester
- **The attainment of the POs, PSOs and COs are determined with IQAC designed programme.**
- **Corrective measures are taken** for the persistent improvement in the following semesters.
- **Evaluation of attainment of POs and PSOs** for each student is made at the **end of the programme.**

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

DiST believes in the equality of genders and has zero tolerance to any kind of discrimination.

- The college has documented a policy for gender equity and it follows it in word and practice. The college conducts gender equity surveys to find out the conviction and confidence of the girl students regarding their trust in the college's approach to female gender.
- **To guarantee the security of the staff and students CCTV cameras** are installed in common areas including library, passageways, corridors, seminar halls, laboratories and the whole campus and **security staff** are deployed in the campus.
- **The Women's cell named as DOWE organises talks on sensitising students and staff on basic gender issues** like social misbehaviours, equality of genders, women wellbeing, women leaders in business, need for training in self-defence for young ladies, skill enhancement and training to become entrepreneurs.
- **Internal Complaints Committee (ICC)** organizes talks, seminars and webinars to create awareness among both men and women about the consequences of sexual harassment against women and gender discrimination in the campus.
- ICC follows the legal orders of the government to get rid of harassments in any form. **Complaints of women, if any, are taken up by the ICC and the committee tries to solve the issues at the earliest.**
- **During the intervals teachers remain in the class rooms** and verandas, especially at the time when new students come to the college, for ensuring that they are not confronting any ragging or harassment issues.
- The College has an **Anti-ragging committee** formed as per U.G.C. guidelines in order to avoid instances of ragging either in the college or in the hostel.
- **The School of Social Work plays a significant role** in creating regard and respect among the both genders among the **community outside the campus**. It conducts different **programmes like seminars, street plays** etc. to make the students, staff and the public aware of gender equity and the need to be cautioned against domestic violence against women in the name of dowry and on some other pretexts.
- Students can utilize the **Suggestion box** positioned in the main building or the provision in the website to register any complaint of harassment or gender discrimination or discrimination of any type.
- **The girl students have exclusive sick rooms/restrooms**. If any girl reports any illness they are given first aid in these rooms and are allowed to take rest there.
- **A vehicle is always made available to take students with emergencies to the hospital.**
- **Napkin vending machine** is installed in the main block of the college and **Incinerators** are installed to burn utilized napkins in all ladies' toilets.
- **Two full time Counsellors** give help and direction to the students in solving their personal, psychological and study related issues. The counsellors meet every student personally and

recognize the needs of each and every student and give counselling which encourages them to accomplish their goals. Counselling and **mentoring** in the college help the students to realise their latent capacities to become the individual they dream to be.

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

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

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

Response: C. 2 of the above

File Description	Document
Any other relevant information	View Document

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

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

Response:

The institution has realised the need for environmental protection and the need to instil among the staff and students about the reduction of polluting waste. We run our campus in standard with the central government vision of plastic free India by 2021. One of our objectives is to have an eco-friendly and plastic free campus.

- To accomplish this motto, we coordinate numerous projects inside the campus and in the

neighbourhood.

- **Awareness creation through street plays, workshops and seminars on waste management, climate change are undertaken in the campus and outside.**
- **Benches made of plastic bottles in the campus and different parts of the locality** is well appreciated by the public authorities.
- **DiST policy is against use and throw plastic and to avoid flex boards and banners** for maintaining plastic free campus.
- Our **Nature club** coordinated number of activities and workshops to make the students aware of environmental protection and to go green. On World Environment Day, the School of Social Work, Nature Club and NSS conduct awareness programmes and distribute seedlings to the students.
- DiST students' **organic vegetable garden inside the campus** is an action oriented task of the campus to battle against the harmful and poisonous farming.
- **Vegetable waste from kitchen is transformed to compost and used for vegetable gardening** which is a call for students to manage the waste in their homes also.
- **The solid wastes** like wrappers, glass, metals, paper, plastics, etc. are segregated. Old newspapers and other used papers are sold for recycling. Glass, metals, plastic and other non-biodegradable wastes are given to Angamaly Municipality where they are isolated and arranged/reused by the nature of the waste.
- **Separate Waste bins** are set in the campus for Plastic, Paper, and food wastes.
- **Food wastes** are gathered by an outside organisation as fodder for pig. An **MOU** is signed by DiST and this organization for the purpose.
- **Separate bins for used napkins are kept in ladies toilets and every day they are cleared and burned in the incinerators.**
- The fluid wastes produced in the campus include sewage, laundry, hostel and canteen waste water. This **waste water is treated through Sewage Treatment Plant.** The whole treated water is **utilized for watering the gardens and lawns** maintained in the campus.
- **Minimum E Waste: Minor repairs** are fixed by the **computer lab staff and computer science teaching staff**; and the **major repairs** are taken care of by outside agencies with whom we maintain AMC.
- **DiST has entered into an MOU with our neighbourhood organization** for recycling or disposal of electronic wastes.

File Description	Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling

5.Maintenance of water bodies and distribution system in the campus**Response:** A. Any 4 or all of the above

File Description	Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Link for any other relevant information	View Document

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

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software,**

mechanized equipment

5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Being led by the charisma of the patron saint the college's approach is all comprehending and inclusive by its policy, rules and regulations.

- College has been in the forefront to **celebrate the regional, national and international festivals and celebrations like Christmas, Onam, 'Eid, Holi, etc. to guarantee religious and cultural harmony. Each festival is celebrated in the same spirit and colours as is celebrated everywhere.**
- Various departments of the college consistently conduct **outreach programmes to create compassion towards the marginalised and less fortunate. Visiting orphanages, old age homes, homes for the differently abled and destitute is a regular practice.** Students conduct cultural programmes for them and encourage them to showcase their talents and dine with them and give them gifts.
- We train our students to **be empathetic towards the differently abled.**
- School of Social Work celebrates **Christmas with the students of differently abled schools every year with a programme called 'Jingle Bells',** a programme where students from special schools of Thrissur and Ernakulam districts are brought together for **cultural competitions.**
- College guarantees that **economically backward students get monetary support in the form of scholarships** from the management so that nobody stops studies due to financial difficulties.
- **Rural camps** are organized by different departments' in order to make students **familiarize with the rural culture and living, needs and conditions of rural population, geographical and social environment** in the rural area.
- **The NSS units organize rural camps** in and around Angamaly providing **essential maintenance and cleaning of public places, roads etc.,** training to protect the environment and conduct organic farming.
- College has always tried to create awareness among its students about serious health hazards and have organized **awareness programs of chronic diseases like Cancer, AIDS etc.**
- **Students and staff participated in cleaning places** nearer to college which were affected by the **flood of 2018. The management, staff and students contributed generously for flood relief.**
- The college **repaired or reconstructed four houses** that were destroyed in the flood and

distributed books, uniforms, food articles and other necessities and also some consumer durables to those affected by flood.

- Students were liberal enough to purchase **new books and gather utilized books** in order to add to a **flood affected library near Parakkadavu**.
- To cultivate a feeling of brotherhood and harmony, **National days, birth and death days of national and global leaders, socially, artistically, politically and historically important events** are celebrated with due respect.
- **The glory and spirit of the nation and its leaders** are reminded during such celebrations to **inculcate in students a feeling of ethnicity and nationalism**.
- In the monthly staff meetings DiST **celebrates the birthdays of all the staff members** having birthday in that month.
- **Women's cell** in the college **honoured the lady sub-staff in the college by organising a meeting in honour of them and gave them sweets and mementos**.
- **Snehaswaram (Voice of Love):** A programme to **console and help the abandoned and lonely old people** through phone calls and visits.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

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

Response:

The College takes pride in the fact that apart from preparing a sound academic foundation for the student community, the college **constantly works to bring them up as better citizens of the country**. In this regard, apart from imparting regular value education, college takes initiative to inculcate national and patriotic responsibilities in students and staff.

- The preamble of the Constitution is displayed in the reception of the college to make the students and every visitor to be aware of it.
- The college has included the fundamental rights and duties of Indian citizens in the handbook of the college.
- College is observes **Independence Day** and **Republic Day** with due reverence imbibing the value and significance of these days for our nation.
- On the **Constitution day of India**, the college reads the **Preamble of the Constitution** for the students assembled and **organises special talks and discussions** to make the students respect and obey the constitution and to remember the great man behind drafting of the constitution.
- **As part of the curriculum, students learn the Indian constitution and its fundamental rights,**

constitutional provisions, etc.

- To make students aware of basic human rights, every UG class has a **compulsory course in Environmental Studies and Human Rights**. This helps them know **what their rights are, how or when their rights will be violated and what are the legal securities and rights** every individual enjoys.
- **Regular debates and discussions** within the class to offer students a venue to express their opinions, suggestions, concerns and doubts.
- **The NSS Units and the School of Social Work observe the Human Rights Day** on December 10 with a message for the whole college and a Seminar on Human Rights for the NSS volunteers.
- **School of Social Work** organizes programs to sensitize students about their constitutional rights and duties. **On special days of national significance, students deliver messages, organize street plays** addressing the violation of laws, gender issues, etc.
- **Students are given the opportunity to take leadership in various programmes which help students to gain confidence and courage to live in society. This primary step in leadership moulds potential leaders and develops their problem-solving skills, negotiation skills, administration skills, and teamwork** that can benefit the nation.
- **Women cell** conducts **awareness programs and workshops** to make women aware of their rights.
- **Women cell initiates discussions and responses from students about the gender and identity issues.**
- **The Legal assistance providing Centre that works in association with DES provides legal advice to the needful within the college and also to the community.**
- **It has been trying to make students and the community aware of the rights and duties that the constitution guarantees them and extends them legal assistance if any violation of rights takes place.**

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: B. 3 of the above

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

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

Response:

To plant and nurture a sense of nationalism and patriotism, unity and peace College has been continuously striving to organize and celebrate days of national and international significance.

- National days like **Republic Day, Independence Day, Constitution Day, Gandhi Jayanti, Teachers' Day, etc.** are observed with due respect. The celebrations of such national days involves talks and programs that spread patriotism among staff and students.
- All the national, regional, and international festivals like **Onam, Kerala Piravi, Christmas, Eid, Holi, and Easter** are celebrated in the college.
- **Onam** the state festival of Kerala is celebrated with programmes like Tug of War, Malayali Mannan, Malayali Manka, Flower Carpet, and Onam Sadhya.
- **National Youth Day was observed on 12th January at DiST Campus** as a part of the **birth anniversary celebrations of Swami Vivekananda**. Students decorated the campus by **hanging positive notes and red ribbons** with the aim to share the vital thinking of the Swami Vivekananda among the youths.
- The College under the aegis of yoga club has observed **World Yoga day on 21st June** to spread the importance and significance of making yoga a lifestyle.
- **International Women's Day Celebrations** were spearheaded by DePaul Organization for Women Empowerment (DOWE)
- DiST observed **International day against drug abuse and illicit trafficking** on 26th June by conducting **awareness seminars and rally against Drug abuse**.
- **The World Environmental Day** is being celebrated at DiST campus in collaboration with NSS, Nature Club and De Paul Extension Services (DES) **on 5th June every year. Tree saplings are distributed** to the staff and students. **Department of English** has been regularly conducting literary competitions, seminars and programs in observance of **Environmental day and Earth Day**.
- **Teachers Day** is celebrated on 5th September every year at DiST by students to express their gratitude and appreciation for their teachers by offering flowers and gifts to them.
- Organize awareness programmes on **Cancer day on 4th February and on HIV / AIDS Day on 1st December. Hair donation and Blood donation** programs are conducted in reverence to these days.
- **School of Social Work** regularly observes **Mental Health Day, Youth Skill day, Social Justice Day, Alzheimer's day, World elder's day, domestic violence observance day, International social workday, and so on.**

- **School of Media and Communication** commemorates **International Press Day on 16th November** to create alertness among students regarding freedom of Press and expression of thoughts. They also celebrate **Animation Day on October 28** and **Photography Day on August 19**.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document

7.2 Best Practices

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

Response:

The best practices successfully applied by De Paul Institute of Science & Technology (DiST) for the last years are

1. ‘Renaissance’ - the academic retreat for teaching & non-teaching staff.

2. ‘Sahapadikku Oru Veedu’ - A House for our friend

1. Title of the Practice

‘Renaissance’ - the academic retreat for teaching & non-teaching staff.

Objectives of the Practice

- To evaluate ongoing year’s academic and non-academic performance of the institution and the departments in detail
- To plan and schedule curricular, co-curricular and extra-curricular activities of the departments for the ensuing year
- To achieve targeted outcome in the teaching learning process
- To train faculty members to transform from teachers to mentors
- To inspire faculty members for self-development and live up to expectations of the students and all other stake holders.

- **To evaluate achievement level of Institutional and departmental objectives for the ongoing year.**
- **To refresh the body and mind of all involved in the academic pursuit of the college.**

The Context

Renaissance, the academic retreat programme of DiST is a **process to coordinate curricular, co-curricular and extra-curricular action plan of all departments and that of the institute as a whole for the upcoming academic year.** Though time-consuming, it **provides clarity and lucid understanding over the entire academic plans for the upcoming year based on the evaluation of current academic year.**

The programme **ensures that each school's academic and non-academic developmental programmes, the exposure and skills each student is expected to obtain and progress of students in all aspects are being planned and executed.** The discussions and evaluation of the shortcomings of the previous year, presentations of the objectives and activities of the institute and of all departments for the upcoming year and standardization of the learning objectives for the entire college and provision of a clear path for students to progress from one grade to another are the intended outcomes.

The Practice

At the end of every academic year, **both teaching and non-teaching staff members gather** for two days. This practice **begins with the formation of a renaissance working committee.** This committee forms various sub-committees for planning and executing different aspects of the retreat.

The committee, in discussion with the Principal, selects a theme related to current issues and problems in higher education and moulding of young minds. Invited discourses by experts on the selected theme are given in the initial sessions to enlighten the staff. Before the commencement of the Retreat, **each department conducts elaborate discussions on the achievement levels of objectives and action plans for the current year and achievable targets, department calendar and action plans for the upcoming year. Presentations of each department's previous years' curricular, co-curricular and extra-curricular objectives and activity appraisals and upcoming year's objectives and action plans** are made.

Each department presents a critical analysis of its current year objectives and objectives to be achieved in the next year. **The entire staff and management sit together to engage in quality discussions** on these presentations and based on these discussions **decisions are made on the upcoming year's objectives for each department and for the institution as a whole, teaching learning processes and other curricular and extra-curricular activities.**

One month before the academic retreat the monitoring and evaluation committee undertakes **a survey on students' satisfaction on the teaching learning process and other activities of the entire academic year. Suggestions of students for improvement in different aspects are also collected** which are

analysed for follow up action.

A similar survey is conducted among the teaching staff using almost the same questionnaire and these responses are also analysed. A comparison is made between students' responses and teachers' responses. The survey results are presented before the whole management and staff members to get a glimpse of how students and staff rated previous year academic and non-academic activities. This helps to find the gaps between student expectations and actual delivery and the gaps between ratings of the staff and students.

Discussions and decision on **infrastructural and other needs of the college, staff welfare needs and new teaching pedagogies** also take place.

The **cultural programmes and games** of and for the staff members during the retreat **refreshes the staff and helps them to know each other more and work in a team as a family** for achieving the common goals.

These two days' residential programme **plays a significant role in bringing higher standards and innovative methods** to make teaching learning process more effective and help us realize our vision and mission.

Evidence of Success

- The entire staff and management team get **a clear and lucid understanding about the upcoming year's academic and extracurricular programmes** and the action plan.
- The curriculum implementation evaluations and discussions to **overcome the short comings in the teaching learning process.**
- **Design institutional objectives of each year based on the Vision and Mission.**
- **Departments strive to achieve the planned objectives.**
- **Upgradation of knowledge level of teachers in mentoring skills, innovative, experimental and experiential teaching and learning methodologies.**
- **Notable improvement in achievement of outcomes by students and reduction in students' complaints.**
- **New policy designs and review of existing policies.**
- **Discussions and relevant modifications of rules and regulations.**
- **Avoidance of overlapping** of activities.
- **Notable improvement in students' satisfaction levels continuously in each year** as the college and staff change the curriculum implementation and other activities as understood through the surveys.
- **Improvement in motivation level of staff** as their issues are discussed and resolved.
- **Programmes that help the holistic development of the students are planned and implemented.**
- **Effective methods for students support through scholarships, development of latent skills and placement programmes are planned and implemented.**
- **Better inter – intra departmental working environment.**
- **A strong bond** between the whole team of DiST.

Problems Encountered and Resources Required

- It is a **time consuming process** to prepare for the academic retreat. **Preparation for Renaissance from department wise evaluation of academic & non-academic programmes for the current year, preparation of objectives, determination of co-curricular and extra-curricular activities, placing them in the academic calendar for next year, all take lot of discussions and time.**
- **The inter and intra departmental strong relationship is unavoidable** to pool the data that are essential for analysis and evaluation.
- **Conducting survey among staff and students**, analysis of the survey results, prior to the day of renaissance is a huge task before the organizing team.
- A lot of **documentation** is inevitable of all the academic and non-academic activities undertaken in the previous year.
- Finding out **apt resource persons** for taking sessions on the selected theme.

Note

- **A team of dedicated staff has to work extra hours for many days** to plan and execute Renaissance as it needs a lot of documentation work of evaluations, feedback collection & analysis, etc.
- However, DiST could make it happen every year.

2. Title of the Practice

‘Sahapadikku Oru Veedu’ - A House for our friend

Objectives of the Practice

- **To help, uplift and support our DiST family members** who do not have pukka house to lead a healthy and secure life.
- **To make our students and staff aware of the existence of a large number of people without the basic necessities** like food, clothing and shelter and thus, to create a social consciousness.
- **To make the students get involved in planning, organising, implementing and evaluating community projects.**
- **To construct at least one house per year** for the unfortunate members of DiST family by utilizing internal and external resources.
- **To inculcate the values of helping each other to help themselves, develop empathy and social commitment among the DiST students.**

The Context

The motto of the Vincentian Congregation is “To preach the Good News to the poor” which is derived from the Spirit and Charism of St. Vincent De Paul, our Patron Saint. Imbibing this spirit, DiST

implemented this community project with the aim of joining the central and state governments goal of "Shelter to All". DiST believes that the ultimate goal of any higher education institution is to grow children into professionally enriched & socially committed citizens who can use their knowledge, talents, and skills to sustain themselves and others. The context of this practice is the thought that living in a poor-quality house or not owning a house may affect the safety, psychological development and self-esteem of the students which in turn may adversely affect the learning outcomes and professional achievements. It is in this context that this noble project *Sahapadikku Oru Veedu*, 'a house for our friend' was started with the cooperation of the staff, students and management of DiST.

The Practice

The project is designed and implemented in such a way as to provide a safe and secure house, every year, to at least one most deserving among the staff and students. An official committee is constituted to manage this house project which includes the principal and representation from the college management, teaching staff, non-teaching staff and students. This committee initiates actions every year from the identification of the neediest DiST family member(s), planning, mobilization of resources, organization of DiST students, local community people and skilled personnel to implement the project. The committee also undertakes an evaluation in different phases to check the progress until the house key is handed over to the selected household.

Identification of beneficiary is made from the requests received from the DiST family members for the purpose. The committee shortlists the requests and verifies the actual conditions by visiting these houses. Once the beneficiary is identified, the committee chalks out the plan of action, mobilisation of financial resources, labour and materials from the campus and the local community. As part of mobilising the financial resources for the project, students have brought down their personal and group expenses they usually make for celebrations and most importantly the festival of Kerala 'Onam'. DiST management, staff and locally identified financially well-off people also contribute to the fund. Apart from identifying the financial resources, the students and staff of DiST extend their physical labour to construct the house. They wholeheartedly lift the bricks, mix cement & sand and support other construction works to build the house for their friend. The feeling of smug and enjoyment of all who take part in these works is inexplainable. Students, directly and indirectly, learn many things while involved in this community project such as planning, organising, implementing, evaluating and moreover develop empathy towards the financially deprived people, concern about the poor, the value of help & support, etc. Similarly, there are many constraints and limitations for this project particularly amid Covid 19 when classes were online and parents of students were in financial crisis. The mobilisation and identification of funds and skilled workers for the construction were challenging tasks.

Evidence of Success

Year	Target	Bench Mark	Expected Outcome	Results	Amount Incurred
2016 – 2017	1 house	<ul style="list-style-type: none"> To identify the deserving 	<ul style="list-style-type: none"> House for a friend. 	1 House	191590

2017 – 2018	1 house	candidate(s) • To mobilise fund and other resources. • To ensure involvement of Staff, Students and community. • To develop various skills needed for a social being. • To develop good values among DiST family members.	• Able to mobilize sufficient resources. • Acquire knowledge, practice and life experiences. • Developed sensitivity towards the society. • Generate feel of Empathy towards the poor.	4 Houses	1242670
2018 – 2019	1 house			1 House	194313
2019 – 2020	1 house			*	*
2020 - 2021	1 house			*	*

* Due to COVID pandemic we couldn't achieve the result

Problems Encountered and Resources Required

There are several problems encountered to carry out this community project. The financial constraint is in the foremost place among different challenges. As building a house involves a large amount, sometimes we find it difficult to mobilise the required total fund. To solve this problem in the future, we plan to write project proposals to related social clubs, forums, government and non-governmental institutions to help out in this regard. The other resources required to implement this project such as skilled labourers & material resources were not easy to be mobilised due to Covid 19 pandemic and government imposed restrictions. Furthermore, the students were helpless to get involved in the project during this period. The mobilisation of internal resources such as collecting funds from all the students, staff and management are not easy. The arrangement and coordination of external resources such as local support, local panchayat permission etc. takes its own time.

Notes

This DiST community project could be adopted and implemented by any institutions that are socially committed and look forward to build and shape the students as good socially committed citizens. As this is a well-structured project, it needs a formal decentralised committee to plan and execute.

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

7.3 Institutional Distinctiveness

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

Response:

Empowerment (Saktheekaran) is meaningless unless underprivileged members of our college, all the students and local community are empowered. DiST has initiated a number of activities to match with its institutional Vision, Mission and Objectives under the titles **Vanchit (Underprivileged) Saktheekaran Mission, Shishy (Student) Saktheekaran Mission and Samudaay (Community) Saktheekaran Mission.**

VANCHIT SAKTHEEKARAN MISSION

Empowerment is meaningless unless there is sustained progress for the underprivileged and the poor. With this in mind, DiST has implemented many programmes.

Sahapadikku Oru Veedu

This initiative was started in 2017 with the objective of construction / renovation of at least one house in a year. Students, staff and management of DiST pool funds for helping their friends who are not having own house or living in unhealthy and insecure kutchu houses. Under this mission, we have built/renovated six houses for six of our financially backward students and a staff member.

Jingle Bells

Christmas and New Year celebration are hosted in our campus for differently abled students from special schools. It is a one-day colourful cultural fiesta for specially-abled children for show casing their talents and to share the joy of Christmas and New Year with attractive gifts and sumptuous food. More than 100 students participate in friendly competitions every year and all of them are given fabulous Christmas gifts.

Flood Relief

In 2018, Kerala experienced a devastating flood which hit the people with untold miseries. DiST was in the forefront to help people who lost their belongings and livelihoods. Relief camps for water flooded areas, food distribution for people who were starving in rural areas, house visits to flood affected people especially nearby localities and our students' houses were undertaken by our staff and students. Students who lost their study materials and uniforms were distributed the same. Some students and faculty spent a

day at Divine De-Addiction Centre, Muringoor to clean the boys' home workshop centre.

SHISHY SAKTHEEKARAN MISSION

To empower the students, student development programmes focussing on additional knowledge and skill acquisition and training to be innovators and entrepreneurs are given on a regular basis.

Conferences, workshops, seminars & Students meets are periodically organized by all the departments of DiST. The college motivates students by reimbursing examination fee to acquire additional certificates by joining the MOOC courses.

School of Professional Development

DiST has a dedicated department named School of Professional Development (SPD) which acts as a finishing school to refine students' soft skills and improve their communication skills and make them industry ready. WASSUP ENGLISH - a YouTube channel to create informative English videos to present and develop their communication skills.

Innovation and Entrepreneurship Development Cell and Additional Skill Acquisition Programme

In association with Kerala Start Up Mission the college has started an Innovation and Entrepreneurship Development Cell (IEDC) to develop the spirit of innovation and entrepreneurship among the students. DiST also associates with Additional Skill Acquisition Programme (ASAP) of Kerala Higher Education Department for imparting additional skills to the students.

Fests and Students Meets

A two-day Inter-Collegiate Fest "D'Ignito" for Higher Secondary, UG and PG students of various schools and colleges, a Management Fest named 'Daksh' and an International Conference and students Meet by name 'De Novo' are organized every year to develop the organizational and managerial skills of the students. Trade fair organized by the college provides a good opportunity for the students to learn the fundamentals of starting and running a business profitably.

Student Scholarships

Every year the management sets aside a huge sum to give scholarships to meritorious financially backward students and staff members' children. Students who have potential for excellence in sports, but financially poor' are given scholarships for education, free accommodation, food and free coaching. In 2020 odd semester, all students were given a fee discount of 15% as the parents of many students lost their jobs and were in financial difficulties due to Covid 19 lock down. Fee discount was repeated in the 2021 lock down.

SAMUDAAY SAKTHEEKARAN MISSION

DiST believes that an education institution fails to achieve its mission unless it facilitates the

empowerment of the community around. Hence, DiST has undertaken many efforts to strengthen the rural communities and the community around the college.

‘Disha’ – meaning ‘Direction’

Disha is a three-day career orientation program for 10th and Higher Secondary Students from the nearby community organised at DiST campus collaboratively by DiST and Malayala Manorama daily every year. The three days’ camp is fully packed with motivational classes and sessions by many eminent speakers on different topics like career guidance, memory formation, exam tips etc.

Rural camps

It is the regular practice in different departments in DiST to conduct rural camps to identify the community needs, prioritize these needs, identify community resources to meet the needs and guide the community to use the resources for their development. The students conduct street plays, community awareness programmes, trainings, entertainment programmes, public place cleaning and surveys during these camps. Medical, Dental and Blood donation camps are organised in association with nearby hospitals for check-up and distribution of medicines free of cost to reduce the health concerns of the community. NSS Volunteers of DiST along with Vincentian Service Society started a ‘Blood Donation Club’ with the motto “Save a Life”.

Legal Counselling

De Paul Extension Services (DES) in association with Legal Counselling Centre provides Legal counselling to those in need especially in cases of domestic violence and violence based on dowry.

Snehaswaram (Voice of Love)

This is a unique mission undertaken by our students and staff. It is meant to extend love and consolation to the lonely senior citizens of the locality by frequent visits, telephonic counselling, festival celebrations etc.

Each One Teach One

Each one Teach one is a unique idea of DiST to show our commitment and social responsibility towards the local community by reaching out to the neighbouring Malayalam medium schools to develop the students’ English language.

Thus, DiST adheres to its Vision and Mission through the ‘*Saktheekaran Mission*’ and believe that the college achieves its goals when it develops and empowers students and community.

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

5. CONCLUSION

Additional Information :

De Paul Institute of Science & Technology (DiST) is responsible for realising its limitations in order to successfully manage the institution. The college as a self financing institution is concerned about the following challenges.

Eventhough the college is affiliated to MG University, as a self-financing institution, our teachers find it challenging to get participation in the university's Academic Council, Board of Studies, Question Paper Settings etc. It is also challenging for our college to get research projects sanctioned from University because DiST is not recognized by sections 2(f) and 12(B) of the UGC Act 1956.

The Covid 19 pandemic has also imposed some restrictions on the college's opportunity to advance academically. In terms of providing additional information, community awareness, and amazing experiences for the students, our college's outreach programmes, fests are the finest in the field. However, the global pandemic had made it difficult to promote and conduct outreach programmes. The lockdowns and quarantines resulted in a significant decrease in the routine use of Labs and Libraries among staff and students.

Concluding Remarks :

De Paul Institute of Science & Technology (DiST), Angamaly was established in the year 2002 with the vision to build up a quintessential centre equipped to deliver quality education so as to help students to grow in knowledge and values and to evolve as exceptional young professionals in relevant fields integrating the physical, intellectual, emotional and spiritual dimensions of their lives. Our focused training and person-specific career counselling help them to flourish in career with unflinching allegiance to the society.

Some of the significant iconic hallmarks at DiST are self-developed and managed ERP software DiCoMan, ICT enabled teaching ecosystem, Library e-resources, extension and outreach programmes, Career guidance programmes, Placement drives and green initiatives. Beyond the normal curriculum, the college plans and executes various extra-curricular, co-curricular and value-added programmes. To attain rich immersive experiences and the real outcome of the course and sense the reality of life, whether inside or outside the classroom our committed faculty and staff take various initiatives to give opportunities to the students to interrelate with surrounding communities and the disempowered segments of the society.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 16 Answer after DVV Verification: 16</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>98</td> <td>93</td> <td>46</td> <td>17</td> <td>5</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>10</td> <td>8</td> <td>9</td> <td>4</td> </tr> </tbody> </table> <p>Remark : As per the documents provided</p>	2020-21	2019-20	2018-19	2017-18	2016-17	98	93	46	17	5	2020-21	2019-20	2018-19	2017-18	2016-17	11	10	8	9	4
2020-21	2019-20	2018-19	2017-18	2016-17																	
98	93	46	17	5																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
11	10	8	9	4																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>674</td> <td>862</td> <td>353</td> <td>455</td> <td>225</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	674	862	353	455	225										
2020-21	2019-20	2018-19	2017-18	2016-17																	
674	862	353	455	225																	

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
292	323	178	438	182

Remark : On par with 1.2.2

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
45	41	36	28	29

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
45	41	36	28	29

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

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

Answer before DVV Verification : 703

Answer after DVV Verification: 703

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

Options:

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

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

2.1.1 **Average Enrolment percentage (Average of last five years)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
526	452	459	440	473

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
526	452	459	440	473

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
668	696	720	676	686

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
668	696	720	676	686

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
80	39	43	46	46

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
80	39	43	46	46

80	39	43	46	46
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2.3.3 **Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**

2.3.3.1. Number of mentors

Answer before DVV Verification : 72

Answer after DVV Verification: 72

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	4	4	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	4	4	5

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

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

Answer before DVV Verification : 485

Answer after DVV Verification: 494

Remark : As per the documents provided

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
345	299	337	344	295

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
345	299	337	344	295

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
486	439	426	427	467

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
486	439	426	427	467

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1.591	0	0.235

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Provided grants are not related to research projects.

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**3.1.2.1. Number of teachers recognized as research guides**

Answer before DVV Verification : 1

Answer after DVV Verification: 1

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	1

3.1.3.2. Number of departments offering academic programmes

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	5

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
83	31	18	21	21

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
83	31	18	21	21

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

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

Answer before DVV Verification : 12

Answer after DVV Verification: 12

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

Answer before DVV Verification : 1

Answer after DVV Verification: 1

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	9	16	11	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
22	9	16	11	10

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	2	0	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	2	0	3

Remark : As per the documents provided

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

Remark : As per the documents provided Certificate of Merit/Local awards are not to be considered

3.4.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 430 1046 564"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>33</td> <td>21</td> <td>21</td> <td>27</td> <td>14</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 645 1046 779"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>16</td> <td>16</td> <td>20</td> <td>10</td> </tr> </tbody> </table> <p>Remark : As per the documents provided</p>	2020-21	2019-20	2018-19	2017-18	2016-17	33	21	21	27	14	2020-21	2019-20	2018-19	2017-18	2016-17	15	16	16	20	10
2020-21	2019-20	2018-19	2017-18	2016-17																	
33	21	21	27	14																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	16	16	20	10																	
3.4.4	<p>Average percentage of students participating in extension activities at 3.4.3. above during last five years</p> <p>3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1176 1046 1310"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2072</td> <td>1057</td> <td>1111</td> <td>1323</td> <td>996</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1391 1046 1525"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>766</td> <td>791</td> <td>954</td> <td>1034</td> <td>884</td> </tr> </tbody> </table> <p>Remark : As per the documents provided</p>	2020-21	2019-20	2018-19	2017-18	2016-17	2072	1057	1111	1323	996	2020-21	2019-20	2018-19	2017-18	2016-17	766	791	954	1034	884
2020-21	2019-20	2018-19	2017-18	2016-17																	
2072	1057	1111	1323	996																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
766	791	954	1034	884																	
3.5.1	<p>Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year</p> <p>3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1883 1046 2018"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>366</td> <td>256</td> <td>176</td> <td>155</td> <td>121</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	366	256	176	155	121										
2020-21	2019-20	2018-19	2017-18	2016-17																	
366	256	176	155	121																	

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
366	256	176	155	121

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	12	9	15	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
14	11	08	14	7

Remark : As per the documents provided

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 44

Answer after DVV Verification: 44

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.72	31.42	58.30	19.47	17.51

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.72	31.42	58.30	19.47	17.51

4.2.2 The institution has subscription for the following e-resources

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

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

Answer After DVV Verification: A. Any 4 or more of the above

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3.83	4.22	6.46	5.38	6.52

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3.83	4.22	6.46	5.38	6.52

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

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

Answer before DVV Verification : 68

Answer after DVV Verification: 68

4.3.3 **Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. 750 MBPS

Answer After DVV Verification: A. 750 MBPS

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
109.9	209.98	199.38	202.5	221.41

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
109.9	209.98	199.38	202.5	221.41

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

5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
81	81	61	41	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
81	81	61	41	2

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

5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
87	237	263	232	142

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
87	237	263	232	142

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

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

	<p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
5.1.4	<p>Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years</p> <p>5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>173</td> <td>196</td> <td>143</td> <td>128</td> <td>212</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>173</td> <td>196</td> <td>143</td> <td>128</td> <td>212</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	173	196	143	128	212	2020-21	2019-20	2018-19	2017-18	2016-17	173	196	143	128	212
2020-21	2019-20	2018-19	2017-18	2016-17																	
173	196	143	128	212																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
173	196	143	128	212																	
5.1.5	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above</p>																				
5.2.1	<p>Average percentage of placement of outgoing students during the last five years</p> <p>5.2.1.1. Number of outgoing students placed year - wise during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>193</td> <td>223</td> <td>163</td> <td>148</td> <td>213</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>193</td> <td>223</td> <td>163</td> <td>148</td> <td>213</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	193	223	163	148	213	2020-21	2019-20	2018-19	2017-18	2016-17	193	223	163	148	213
2020-21	2019-20	2018-19	2017-18	2016-17																	
193	223	163	148	213																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
193	223	163	148	213																	
5.2.2	<p>Average percentage of students progressing to higher education during the last five years</p> <p>5.2.2.1. Number of outgoing student progression to higher education during last five years</p> <p>Answer before DVV Verification : 359 Answer after DVV Verification: 359</p>																				

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	13	3	1	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
12	13	3	1	2

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12	17	4	2	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
12	17	4	2	3

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	8	17	12	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	8	17	12	5

5.3.3	<p>Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)</p> <p>5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 389 1046 524"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>38</td> <td>8</td> <td>14</td> <td>7</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 602 1046 736"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>30</td> <td>4</td> <td>7</td> <td>5</td> </tr> </tbody> </table> <p>Remark : As per the documents provided</p>	2020-21	2019-20	2018-19	2017-18	2016-17	6	38	8	14	7	2020-21	2019-20	2018-19	2017-18	2016-17	3	30	4	7	5
2020-21	2019-20	2018-19	2017-18	2016-17																	
6	38	8	14	7																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
3	30	4	7	5																	
5.4.2	<p>Alumni contribution during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification : A. ? 5 Lakhs Answer After DVV Verification: A. ? 5 Lakhs</p>																				
6.2.3	<p>Implementation of e-governance in areas of operation</p> <ol style="list-style-type: none"> 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above</p>																				
6.3.2	<p>Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years</p> <p>6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1695 1046 1830"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>13</td> <td>18</td> <td>0</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1908 1046 2042"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>13</td> <td>18</td> <td>0</td> <td>2</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	5	13	18	0	2	2020-21	2019-20	2018-19	2017-18	2016-17	5	13	18	0	2
2020-21	2019-20	2018-19	2017-18	2016-17																	
5	13	18	0	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
5	13	18	0	2																	

6.3.3	<p>Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years</p> <p>6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 427 1046 562"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>11</td> <td>11</td> <td>10</td> <td>9</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 640 1046 775"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>11</td> <td>11</td> <td>10</td> <td>9</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	15	11	11	10	9	2020-21	2019-20	2018-19	2017-18	2016-17	15	11	11	10	9
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	11	11	10	9																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	11	11	10	9																	
6.3.4	<p>Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).</p> <p>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1133 1046 1267"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>47</td> <td>50</td> <td>44</td> <td>44</td> <td>36</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1346 1046 1480"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>47</td> <td>50</td> <td>44</td> <td>44</td> <td>36</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	47	50	44	44	36	2020-21	2019-20	2018-19	2017-18	2016-17	47	50	44	44	36
2020-21	2019-20	2018-19	2017-18	2016-17																	
47	50	44	44	36																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
47	50	44	44	36																	
6.4.2	<p>Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)</p> <p>6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1760 1046 1895"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>9.96</td> <td>41.03</td> <td>22.89</td> <td>24.04</td> <td>39.86</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1973 1046 2085"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	9.96	41.03	22.89	24.04	39.86	2020-21	2019-20	2018-19	2017-18	2016-17					
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9.96	41.03	22.89	24.04	39.86
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6.5.3	<p>Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.2	<p>The Institution has facilities for alternate sources of energy and energy conservation measures</p> <ol style="list-style-type: none"> 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.4	<p>Water conservation facilities available in the Institution:</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.5	<p>Green campus initiatives include:</p> <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 with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: A. Any 4 or All of the above</p>
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p>

	<ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for 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 <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>491</td> <td>495</td> <td>504</td> <td>504</td> <td>493</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>491</td> <td>495</td> <td>504</td> <td>504</td> <td>493</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	491	495	504	504	493	2020-21	2019-20	2018-19	2017-18	2016-17	491	495	504	504	493
2020-21	2019-20	2018-19	2017-18	2016-17																	
491	495	504	504	493																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
491	495	504	504	493																	
1.2	<p>Number of programs offered year-wise for last five years</p>																				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	16	16	17

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	16	16	17

2.1 Number of students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1316	1482	1231	1234	1256

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1316	1260	1231	1234	1256

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
80	39	43	46	46

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
334	348	360	338	343

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
486	439	426	427	467

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
486	439	426	427	467

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
72	76	75	74	80

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
72	76	75	74	80

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
72	76	75	74	80

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
72	76	75	74	80

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 50

Answer after DVV Verification : 50

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
88	229	403	229	246

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
88	229	403	229	246

4.3 **Number of Computers**

Answer before DVV Verification : 298

Answer after DVV Verification : 298