



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ILAHIA COLLEGE OF ARTS AND SCIENCE
Name of the head of the Institution		Dr. Yaqoob P K
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04852813910
Mobile no.		9447367279
Registered Email		ilahiaartscollege@gmail.com
Alternate Email		ilahiaartscollege.iqac@gmail.com
Address		Pezhakkappilly P.O, Muvattupuzha
City/Town		Muvattupuzha
State/UT		Kerala
Pincode		686674
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	private
Name of the IQAC co-ordinator/Director	Basil Varghese
Phone no/Alternate Phone no.	04852813910
Mobile no.	9947216372
Registered Email	basilmarottickal@gmail.com
Alternate Email	ilahiaartscollege.iqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://icas.ac.in/wp-content/uploads/2020/11/5fab8630a0ea2_aqar_report.pdf
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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://icas.ac.in/wp-content/uploads/2019/09/Academic-Calendar-2019-2020.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.60	2015	03-Mar-2015	02-Mar-2020

6. Date of Establishment of IQAC

30-Apr-2012

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Criteria Conveners Meeting	16-Mar-2020 1	12
IQAC Criteria Conveners	10-Mar-2019	14

Meeting	1	
Internal Audit	18-Dec-2019 1	4
State Level Workshop	19-Oct-2019 1	85
IQAC Meeting	19-Sep-2019 1	19
Faculty Development Programme	13-Jun-2019 1	47

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

54847

Year

2019

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

Faculty Development Programme Teaching Methodology

State Level Workshop -"Quality Initiative in Higher Education Initiatives"

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

Plan of Action	Achivements/Outcomes
State Level workshop	Organized by IQAC Quality Initiative in Higher Education Institutions
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Managing Committee	29-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

15-Aug-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The websites act as an archive for all events and details of the students such as personal, Attendance, Fees etc. The parents are intimated through SMS as and when need arises. The Departmental Heads personally call parents through the college landline/mobile phones when the need arises to appraise them about their wards. Formal letters along with SMS are always sent to the parents for Parent Teacher Students Meetings. We have implemented the Tally 9 ERP and Kinsys (Top score Solutions Ernakulam Kerala) system in order to have better supervision and control on the students data base. The following modules are

currently in operation 1. Student Management 2. Attendance 3. Academic Management 4. Performance Evaluation 5. Time Table 6. Fees Payment and 7. Internal mark entry

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Ilahia College of Arts and Science, Muvattupuzha is affiliated to Mahatma Gandhi University, Kottayam, Kerala and thus the curricular aspects of the college are governed as per university statutes and regulations. The college has various well structured processes for the effective implementation and delivery of the curriculum. The process of implementation and delivery is designed in such a way as to make students socially committed, Employable and innovative in UG and PG programme, choice based credit system (CBCS). The details of various programme, courses, program outcome, program specific outcomes, course outcomes, syllabus, weightage of internal and external examination and E- resources prepared by the faculty are made available in the college website. The University insists at least two class tests for each course with a weightage of one each. The best two shall be taken for awarding the grade for class tests. 20% weightage shall be given internal evaluation and in remaining 80% to external evaluation and the ratio and weightage between internal and external is 1:3. In the beginning of the academic year, an annual academic plan (academic calendar of the college) and semester plan is prepared by the IQAC on the basis of academic calendar of the University and departmental academic plans. The same is published on the college website. The college staff council, time table and workload committees are also involved in the process. The faculty members also prepare a course plan and teaching plan in tune with attainment of course outcome. Faculty members use ICT enabled teaching methods for the effective delivery of curriculum. In order to achieve the programme outcome and to make the learning students centric, industrial visit, quizzes, case discussions and seminars, workshops etc have been organized. The continuous internal Evaluation is formulated with respect to both Formative and Summative evaluation approaches. Test papers, seminars, assignment and project works are example of formative evaluation. Semester exams both internal and external are summative evaluation. The University has allowed to write examination in their own mother tongue. Free Wi-Fi and internet facilities are provided in internet Cafe , departments, library etc for teachers and students. Internal marks discussion is also conducted in the department meetings. Assignments, Project work, seminar, and viva voce are monitored and evaluated as a part of curriculum. The examination committee is responsible for plan and conduct internal as well as external examination. The majority of evaluations are centralized, organized in appropriate camps by the university. Some of the evaluations are decentralized, the examiners are collected the manuscript and finish valuation at

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Fundamentals	NIL	19/08/2019	30	Entrepreneurship	Experimental

of Accounting					and Repairing Skill
Computer Hardware and Maintenance	NiL	06/08/2019	30	Entreprene urship	Experimental and Repairing Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Psychology	31/05/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics	04/06/2019
BCom	Computer Application Model I & II	04/06/2019
BA	English	04/06/2019
BCom	Taxation	04/06/2019
BSc	Electronics	04/06/2019
BBA	Management	04/06/2019
BCA	Computer Application	04/06/2019
BLibSc	Library Science	04/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	50	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Education	20/08/2019	1100
Yoga	26/08/2019	30
English Speaking Foundation	18/09/2019	37
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Management	39
BCA	Computer Application	47

BCom	Commerce	131
BA	English	20
BA	Economics	30
MCom	Finance	36
MSc	Computer	4
MA	English	6
MSc	Electronics	6
MA	English	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>The institution has a practice of collecting curriculum review by various stakeholders such as students, faculty, alumni, parents and employers. In addition to this, feedback taken from the students on institutional performance and teachers' performance. The institution prepares separate feedback forms for each of these categories. Students Feedback: Students feedback covers variables like content of courses, clarity of course outcomes, availability of reference books, internal evaluation system suggested by the curriculum, etc. IQAC communicated the feedback to the Head of the Departments to take necessary actions. Based on the feedback, new reference books have been added to the library resources. In the new academic year, teachers took special attention to explain the course outcomes to the student community. The teachers also communicated the syllabus, related comments to the concerned members in the board of studies. Parents Feedback: The institution uses Open House platform to know the feedback of parents. Parents were asked questions related to the workload in various courses, curriculum delivery in the college, additional courses offered by the college for enriching the curriculum etc. Based on the feedback, IQAC asked the teachers to give short simple study materials to the slow learners. Now teachers encourage PG students to participate in national seminars and research methodology workshops. Faculty Feedback: The institution values the feedback of faculty members very much. Based on the feedback of faculty an adequacy of instructional hours to complete courses, special classes were organized well in advance. Alumni Feedback: A structured feedback form is used to collect the feedback of alumni. The departments include the suggestions of their alumni while preparing their academic plans. Various departments invite their prominent alumni members as guest speakers.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Finance	45	18	34
MCom	Marketing	12	0	1
MSc	Computer Science	30	0	2
MSc	Electronics	30	2	6
MA	Ecnomics	16	5	11
MA	English	30	6	15
BLibISc	Library Science	30	4	3
BCom	Model I	70	29	61
BCom	Model II	74	25	39
BCom	Model II Taxation	70	28	50

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1026	139	15	3	40

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
46	20	10	5	0	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

IQAC has established a well structured 'Three Tier Mentoring System', at mentor level, department level and institution level. At the bottom level, one faculty is allotted as mentor to a group of 20 to 30 students. In our system, mentors perform the following functions. Mentors organize class wise meeting of mentees at the beginning of the semester. Individual mentoring sessions are conducted twice in a semester and when needed. Mentors monitor the academic progress of the mentees and give them counseling on personal matters. Mentors promote the mentees to use the library resources. The students are motivated to enroll in certificate courses and to participate in co-curricular and extra-curricular activities. Mentors maintain a brief record of mentor-mentee discussions. Advises are given to the mentees on suitable topics for their year-end projects. If any administrative or higher level action is required, they intimate it to the concerned HoD. HoD's take necessary action related with the mentee. The role of Head of the Department is very vital in the mentoring system. HoD's meet all the mentors in the beginning of the semester and give them necessary instructions. IQAC organizes various training

programmes, seminars and workshops. IQAC also insists the departments to include the suggestions of the mentors while organizing programmes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1165	60	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
9	9	9	9	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Ecnomics	SIXTH	29/02/2020	24/08/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the academic performance evaluation is an essential element of teaching learning process, reforms in the continuous internal evaluation system are of much importance. The institution strictly adheres with the system mandated by the Mahatma Gandhi University for both the Continuous Internal Evaluation and the end-semester Examination .After the adoption of CBCS system for UG programmes in 2009, the college has implemented a number of reforms in the Continuous Internal Evaluation according to the revised University guidelines. The ratio of weightage is 20 (Continuous Internal Evaluation) and 80 (end-semester Examination in UG programmes and the same is 25 and 80 respectively for PG programmes). First year students are given a common orientation at the time of admission and department level orientation during the first week of the classes. Internal exams are schedule for three days with two exams of two hours duration per day and model examination for five days with one exam of three hours duration. The conduct of the internal examination helps the students for a self assessment. As per the revised schedule mini-projects, field visit, viva-voce, Group Discussions etc are included in the process of internal evaluation. Both the internal and external examination results are analyzed and evaluation is conducted. The College has examination committee headed by the Vice principal and Chief Superintendent of Examinations. Departmental Orientation: In addition to the communication through website and facebook page, the pattern and importance of Continuous Internal Evaluation are explained in the

classrooms by the teachers. The pattern of question papers is also displayed on the departmental notice boards. The tentative dates of test papers are planned well in advance by the IQAC in consultation with Examination Committee and College Council. Test papers are conducted in a centralized manner. The time tables are displayed the notice boards. The consolidated internal mark sheets are kept in the department. After the conduct of examinations, evaluated the answer scripts are returned to the students in one week time with the comments and corrections. The common errors are discussed in the classroom. The faculty addresses the lawful grievances of the students related to the marks obtained in the internal examination. Retest examinations are conducted for students who have not attended the internal examination on genuine grounds and one copy to the examination committee. After that a PTA meeting is conducted and progress reports are issued to the parents.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

A well scheduled academic calendar act as the record for the activities of the college both curricular and extracurricular. At the beginning of the year, an Academic Calendar (Annual Academic Plan) is prepared by the IQAC based on inputs from the University Academic Calendar and Departmental Academic Plans. At beginning of the semester, the Principal convenes a meeting with HoDs and council members to discuss the matters with respect to the smooth and effective implementation of academic calendar. The faculty members who are in charge of the academic calendar prepare the academic calendar in consultation with the IQAC well in advance of the commencement of the academic year. The preparation of academic calendar ensures that the students get adequate instructional hours and teachers get maximum hours to deliver their courses effectively. The academic calendar is prepared in tune with the conduct of examinations. Each department prepare their respective action plan in adherence to the academic calendar. Preparation of teaching schedule, conduct of internal and model examination , schedule of the extracurricular activities, PTA meeting etc are all planned in accordance with the academic calendar . The proposed schedule of internal examinations are given in academic calendar so that the students can prepare for them well in advance.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://icas.ac.in/?page_id=878

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BBA	Management	44	27	61
Nill	BCA	Computer Science	81	58	72

[View Uploaded File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NIL

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	Nil
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Research Methodology	Commerce	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Flood Relief of Activity	Institution	HERO YOUNGS Club(Received from Idukki M.P Deen Kuriakose)	06/10/2019	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	1

[View Uploaded File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	0	0	00
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	12	13	0
Presented papers	0	1	1	0
Resource persons	0	0	1	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Book Collection	Commerce	4	20
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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Swatch Bharath	NSS	Kuttichira Cleaning	3	29
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Project Orientation Class	KMM College, Ernakulam	Personal	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
UG Students Project Work	Project Work	PCPL, Muvattupuzha	30/12/2019	05/03/2020	13
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1312000	432021

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nil	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KINSYS-Library.EX	Partially	LIB EX	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	13328	2652416	349	84483	13677

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	220	4	115	9	0	9	11	0	0
Added	20	0	0	0	0	0	4	0	0
Total	240	4	115	9	0	9	15	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

15 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2230000	1286644	525000	814947

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Our college has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. An active college managing committee is operating in the college to fill the potential lacunae in the infrastructural and extracurricular areas. The Management is very particular to provide sufficient physical, academic and support facilities for the day today functioning of the institution. Due care is taken in adding,</p>

renovating, updating and maintaining the buildings and equipments in accordance with the growth of the Institution. The planning body of the college, Purchase Committee and Library council monitors and evaluates the status of the college.

Maintenance of Physical Facilities including Seminar Halls, Laboratories, Classrooms and Computers etc. are for the students admitted in the college. The Administrative officer is responsible for the uninterrupted power supply and maintenance of equipment like generators, general lighting and power distribution system. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff and supporting staff. Housekeeping services are done by supporting staff and are made available during day time in all days. Maintenance of all Classrooms and Laboratories are laid out with adequate infrastructure befitting teaching and learning. Laboratories of College are fully functional with all necessary equipment and apparatuses. Four Computer Labs are equipped with adequate number of computers with required component configuration. Classrooms with furniture and laboratories are maintained by the respective department staff and supervised by the respective Head of the Department. The Technical assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. In the case of other support facilities, like Labs and Library etc. maintenance and up keeping is periodically done as and when is required by identifying the need and importance as per the requirements of Technical Assistant. Before the starting of Internal and External examinations all the equipments and systems in laboratories are calibrated ready for the conduct of examinations. While the lab exams are conducted we inform the Electricity Board and request for uninterrupted power supply. More over the 62.5 KV Power generator of the College is ready to face any emergency situation. Library Maintenance, the library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of books. The library is well maintained in tune with the changing academic needs. It is fully automated using KINSYS (Top score IT solution). All books are marked, classified and placed on the racks, also find possible damages and binding is carried out if necessary. Maintenance of Sports and Games Facility, the sports equipment, Gymnasium, ground and various courts in the campus are supervised and maintained by the Head of the Physical Education Department. Sports and games are effectively trained and coordinated under the guidance of the physical Education teacher. The entire sports and games are monitored and patched up by the department of physical education. All sports equipment and play areas are well

<http://icas.ac.in/wp-content/uploads/2021/02/PROCEDURES-AND-POLICIES-FOR-MAINTAINING.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fees Concession	421	3672730
Financial Support from Other Sources			
a) National	1) Post-metric 2) Central Govt. SC Scholarship 3) Central Govt. ST Scholarship	230	1515078

b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personality Development Programme	05/12/2019	18	Aptitude Evaluation Committee
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	2	5	5
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	10	BCA	Dept of Computer Application	Nirmala College Muvattupuzha	MCA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
-------	---

Nill	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural	Institution	1087
Sports	Institution	661
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	A grade in Thiruvathira kali(MG University Kalolsavam)	National	Nill	1	Nill	Vinaya B Team
2019	A grade in Mohiniyattam(MG University Kalolsavam)	National	Nill	1	Nill	Vinaya B
2019	First prize in Intercollegiate Football Competition	National	1	Nill	Nill	Rahul & Team
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

All the students of Ilahia College of Arts Science Muvattupuzha are ordinary members of the College Union and the members of the teaching staff are its honorary members. The College Union promote to instill democratic principles in the students, to educate them on the rights and duties of citizenship and to provide them opportunities for the development of their personality. The Executive Committee of the College Union shall consist of the Chairman, Vice Chairman, General Secretary, University Union Councillors, Arts Club Secretary, Student Editor of the College Magazine, Lady Representatives, Association Secretaries and Class Representatives. The Principal shall be the Treasurer of the College Union. There are two Staff Advisor to the College Union. College Union organizes various extracurricular activities in the campus. The College Union celebrating Teacher's Day by honoured all Teachers with ponnada. The college union organizes tech fest (ingenio-2K20), arts fest, sports meet, food fest, Onam and Christmas Celebrations and many activities of the campus. All student related activities are carried out under the leadership of the College

Union are advised and facilitated by the Staff Advisor. All important decisions are taken in the combined meetings of the union executive members. College union Chairman and secretary are the members of student's Grievance redressal committee. There are two students representatives in Anti Narcotic committee, Anti Ragging committee and Student Grievance Redressal Committee. All clubs in the college have student representatives and they are engaged in the organising all programmes.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

204

5.4.3 – Alumni contribution during the year (in Rupees) :

44787

5.4.4 – Meetings/activities organized by Alumni Association :

The ALMASIA, Alumni Association of College has been functioning from 2004 at the college campus. The main aim of the Association is to maintain the link between College and Alumni and share their details of employment and achievements. It was also formed with a view to keep the silken threads of the attachments between the old students and the Institution. The alumni members meet for an annual get together in the month of October every year and all the alumni present are taken around the campus. This year Alumni Association convened its Mega Alumni Day (Reunion 2k19) on 26-10-2019. In this alumni meet, the former teaching and non-teaching staffs of ILAHIA College of Arts Science were honoured by presenting them a memento. Alumni can participate in various entertainment programs and games organized by the college, with their spouse and children and are provided with lunch and refreshments. Also, each department conducts its Departmental alumni meetings. Alumni conducted a seminar on "HAPPY LEARNING" for the 10th standard students of Govt. H.S.S Paipra in 19-11-2019.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

We have centralized and participative management. ILAHIA Trust appoints Manager and Chairman for the College as the representatives of management. The Principal, who is appointed by the management, is assisted by the Vice Principal. Every department is headed by HoD under which the faculties are there. The policy decisions are taken by the management with consent of the Principal. These policies are implemented by the staff council. The staff council is the supreme body in taking the academic decisions of the college. Regular Staff Meetings, Student's Union Meetings, Council Meetings, IQAC Meetings and Alumni Meetings are conducted to pool opinions and proposals. The issues are dealt with utmost care. The College effectively groom proper leadership at various levels. Two instances of participatory and decentralized management are: 1) The Admission Process Students are admitted in the college in two ways- • Centralised Allotment Process • By Management Quota The 50 of the students get admitted through CAP by the University. The rest 50 is admitted by the management. The Management decides the cut off marks and fee

relaxation. An Admission Committee (6 members), The Principal as a chairman is nominated by the Staff Council. The whole admission is done by the Admission Committee. Fee collection is at the college office. Before taking the admission, the students meet the respective HoD and class-in-charge. 2) Conduct of Examinations An Examination Committee, The Principal as the Chairman, is nominated by the Staff Council. The Principal executes it by appointing The Vice-Principal as the Chief Examiner. He is assisted by two faculties. All examinations are conducted as per the University rules. The question papers are downloaded from the University website using a password given by the University. The office provides all supporting arrangements for the smooth conduct of examinations. An invigilator for 30 students is the proportion for the examination invigilation. All the sealed answer scripts bundles are handed over to the University officials within a stipulated time.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • Students are admitted as per the University norms and government orders. • Admission of students- under 50 percent merit quota for both UG and PG is as per the Centralized Allotment Process of the University. (Online registration). • Admission to Management and Community seats are also done as per the University norms. • Strict transparency and admission rules are adhered to by the College.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • The Institution conducts industrial visits for the students • Motivational talks and invited talks by successful entrepreneurs are organized by the Entrepreneurship Development Club.
Human Resource Management	<ul style="list-style-type: none"> • Academic and administrative departments are headed by experienced Faculty. • The faculty and the students are actively interested in the activities of NSS, Anti-Narcotics Cell, Women's Cell, Anti-Ragging Cell. • Teachers are given additional charges for various extra-curricular and co-curricular activities. • Counseling for the needy students, parents and staff members are also provided. • Teachers practise a tutorial system for mentoring the students. • Women's cell takes keen interest in conducting women empowerment programmes. • NSS volunteers carry out activities like cleaning the premises in and around the home town. • Students of SNEHANIDHI (the charity wing of our college) extended various charity programmes for the poor

and needy •Computer Science Department offered lunch at 'Snehaveedu', Muvattupuzha as a part of their charity. • NSS of our College extended their activity during the great flood by providing provisionals and relief fund to the suffered.

Library, ICT and Physical Infrastructure / Instrumentation

1. LIBRARY • The College has a well furnished Library with good number of books for all the programmes offered in the College. Specialized services provided by the Library include manuscripts, references, e-library, D-Space, INFLIBNET and downloading. Regional and National Dailies and magazines are subscribed in the Library. • National journals on most of the subjects taught in the College are made available. • Publications like, Thozhil vartha, Thozhil Veedhi etc provide information regarding various employment opportunities both in public and private sector undertakings. • In addition, all the Departments have Reference Libraries. 2. ICT • Every department is provided with a computer with internet connection and a printer. • Two well furnished ICT enabled seminar halls • All PG classrooms are ICT enabled • The College has a well furnished Language Lab to train the students in good communication practices. • Computer science, Commerce and Electronics departments have Computer Labs of their own with internet facility. • Computer Cafe Centre offers facility for internet browsing with ten systems which are accessible to students during intervals and after the classes. 3. PHYSICAL INFRASTRUCTURE / INSTRUMENTATION • Each department has sufficient number of class rooms adjacent to the Department • One ICT enabled class room in each Department • Language Lab supported with sufficient software in the Department of English • Computer labs at Department level • Circuit laboratory and computer hard ware lab for electronics Departments • Air-conditioned PG and UG seminar hall with Public Addressing system • Cooler cum water purifiers in each floor • Gymnasium • Counselling Centre • Central and Department libraries • Exam halls with surveillance facilities • Space for indoor games • Football ground • Ramp and Rails provision for

unhindered passage for persons with disabilities • Hostel facility for girls • Canteen facility for students and Staff with moderate rate • Refreshment centre in the front yard of the college.

Curriculum Development

Curriculum development is done by the University. Affiliated Colleges have no freedom to design their own curriculum. The College follows the curriculum prescribed by the University. As per the curriculum, the College prepares an Academic Calendar for each Semester and teaching plan for odd and even semester. Dr. C.B Sudhakaran, H.O.D, Dept. of English participated as a special invitee in the syllabus restructuring workshop of MA English Language and Literature held at Mahathma Gandhi University, Kottayam.

Teaching and Learning

- Every academic year begins with an orientation programme to the newly admitted UG and PG students
- The College prepares an academic calendar and semester plan for each semester in accordance with the University Academic calendar.
- Students are encouraged to clear the doubts in the class room itself
- The teachers suggest supplementary learning materials and further references.
- Every Department is provided with an internet connection for giving access to e-resources.
- The Department of English has an extensive collection of films including classical movies. The students are also given opportunity to view these films and conduct discussions and reviews on that.
- Previous years question papers are made available in the Library.
- Library provides special focus on accessing e-journals and INFLIBNET facility.
- Remedial classes are given by every department as a part of special support to slow learners
- The Bridge programme is offered by BBA department
- Language lab and laboratories facilitates for experiential learning of students
- Field study and Project work are assigned for UG and PG students
- Assignments and Student Seminars help the students to promote self learning.

Examination and Evaluation

- Apart from the University examinations, the College conducts internal examinations and model exams as per the university guidelines for

evaluating the efficiency of the teaching-learning process. • Internal examinations are conducted in the College with a common timetable and follow the same pattern of the University question papers. Retests are conducted if necessary. • The answer scripts are valued within the time frame and distributed to the students and prepare progress report of each student. • The College holds class wise PTA meeting in each semester after the internal examinations and progress report is handed over to parents. • Students' grievances are taken care of and redressed in a timely manner. • At the end of every semester internal marks are awarded to students in conformity with University norms criteria such as attendance, prompt, perfect and timely submission of assignments. The internal marks are consolidated and published in the College notice board and grievances if any, are allayed before it is uploaded in the University website.

Research and Development

• Motivate faculty members to attend the seminars and workshops by providing financial support by the management for insisting research aptitude. • Teachers are encouraged to pursue part time and full time research.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Kinsys (Top score IT Solutions Ernakulam Kerala)
Administration	Kinsys (Top score IT Solutions Ernakulam Kerala)
Finance and Accounts	Kinsys (Top score IT Solutions Ernakulam Kerala)
Student Admission and Support	Kinsys (Top score IT Solutions Ernakulam Kerala)
Examination	Kinsys (Top score IT Solutions Ernakulam Kerala)

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Sajid A M	Workshop	Nirmala	500

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Faculty Development Programme	Nil	13/06/2019	13/06/2019	47	Nil
2020	State Level Workshop on Quality Initiatives in higher Education Institutions	State Level Workshop on Quality Initiatives in higher Education Institutions	19/09/2019	19/09/2019	83	8

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National Seminar	1	30/09/2019	01/10/2019	2

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
9	9	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Management has made provision for Casual Leave, Duty Leave, Maternity Leave and medical leave • Financial assistance is provided to the needy • Loan facility is provided from the	Management has made provision for Casual Leave, Duty Leave, Maternity Leave and medical leave • Financial assistance is provided to the needy by the Management and SNEHANIDHI	Merit scholarships. • PTA endowments. • Medical insurance • Freeship by the management • Special freeship for orphan students • National scholarships • Central sector • Post metric

management • EPF, ESI, are provided • Canteen facility in a subsidized rate • Financial support for attending seminars and workshops • Free transportation facility • Financial contribution from management for special occasion like marriage, house warming etc • Parking facility

• Loan facility is provided from the management • EPF, ESI, are provided. • Free Uniform for the supporting Staff. • Free accommodation for supporting staff. • Preference to the children for admission in the college. • Canteen facility in a subsidized rate • Free transportation facility • Financial contribution from management for special occasion like marriage, house warming etc • Special grocery items distributed in connection with festival for supporting staff.

scholarships. • Scholarships for single girl child etc. • SNEHANIDHI for financially backward students • Canteen facility in a subsidized rate • Facilities for differently abled • Wheel Chair • Ramps in all buildings • Gymnasium • Vending machine • Parking facility.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college has a mechanism for internal and external audit. We have our own internal audit mechanism. The internal audit is an ongoing continuous process. In addition, the external auditors verify and certify the entire income and expenditure and the Capital Expenditure of the Institution each year. The management team conducts an internal audit every year. The annual accounts of the college are audited by practicing Chartered Accountants immediately after finalization of annual accounts.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	35309242	To met the expenditure including salary
View File		

6.4.3 – Total corpus fund generated

19741375.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	IQAC
Administrative	Yes	K.M.S Mohammed Co.	Yes	ILAHIA Trust

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- A general body of the PTA is conducted by the College once in a year. The same is celebrated as the Merit Day for honouring the toppers of the college
- Cash prizes are awarded to toppers in each class and outstanding students in co-curricular activities.
- PTA organizes Orientation Programme for the freshers
- PTA meeting is periodically conducted for each class in every semester and discuss academic performance of students.
- Progress report are handed over to the parents in this occasion
- PTA sponsored a vending machine for the college
- PTA plays a key role in maintaining discipline in the campus
- PTA supports and helps the college management for the smooth functioning of the college.

6.5.3 – Development programmes for support staff (at least three)

Management has made provision for Casual Leave, Duty Leave, Maternity Leave and medical leave • Financial assistance is provided to the needy by the Management and SNEHANIDHI • Loan facility is provided from the management • EPF, ESI, are provided. • Free Uniform for the supporting Staff. • Free accommodation for supporting staff. • Preference to the children for admission in the college. • Canteen facility in a subsidized rate • Free transportation facility • Financial contribution from management for special occasion like marriage, house warming etc • Special grocery items distributed in connection with festival for supporting staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Purchase of reference and rare books.
- Renovating staff rooms and girl’s rest rooms.
- Updated Software in computer labs.
- Renovating Commerce Lab.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	IQAC -Faculty Development Programme	13/06/2019	13/06/2019	13/06/2019	47
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
SHE INITIATIVE	12/07/2019	03/01/2020	632	0
Orientation Programme for first year UG	05/08/2019	05/08/2019	137	0

girls

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Efforts for Carbon Neutrality:

- The College has made adequate arrangements for the parking of vehicles.
- Cigarettes and Tobacco products are strictly banned within 100 meters of the campus.
- Most of the students use College transportation facilities instead of using individual transportation.
- Majority of the rooms are non A/C except for few locations (Principals room computer labs and seminar halls). Hence the carbon by product produced by the air conditioners is minimal. The greenery around the college helps to neutralize whatever carbon by- products that are generated.
- Trees are planted every year in connection with environment day.

Energy Conservation:

- The glass windows of the class rooms facilitate the maximal utilization of natural light.
- With a view to saving energy, energy consuming tube lights and lamps are replaced with LED tube light in the campus.
- Energy conservation stickers(Turn OFF switches after use) are pasted in front of all electrical items.
- Fire extinguishers are placed in every floors , labs and other important places.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	Nil	1	19/06/2019	1	Book Collected and handed over to Paipra Govt. School	Nil	26

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	18/06/2019	1. Students of Ilahia College of Arts and Science should uphold the honour and prestige of the institution by humility, fellow feeling and hard work. They

should endeavour to create an atmosphere conducive to academic, cultural and social progress. 2. Students shall maintain cordial relationship with the members of the staff and they must work for developing their innate talents and personality. 3. Students inside and outside the class rooms are expected to join the Morning Prayer respectfully. 4. Every student shall use the property of the institution with care and keep the building and premises clean, healthy and beautiful. 5. All college property should be handled with great care. Scribbling and dirtying the wall in any way is strictly prohibited. Loss or destruction of college properties is punishable. 6. Students should desist from organizing any meeting or collecting money for any purpose or circulating notice without the prior sanction of the Principal. 7. Students should come to the campus wearing the stipulated uniform and identity card. Partial or complete non-observance of the above rule will not be appreciated. Uniform is compulsory on all days for 1st year students. Uniform is compulsory to 2nd year and final year students except Wednesday. On the days when the uniform is not compulsory, students shall dress modestly, plainly and neatly. Boys should wear pants and shirts. 8. Leave will not be granted to students

for union activities. 9.

Political activity is strictly banned in the campus. Students shall not resort to any strikes, dharna, picketing or conduct any procession within the campus (see the University student's code of conduct Rules 2005 page 37). 10.

Bringing mobile phones to the college campus are prohibited (Kerala Govt order RT No340/05/H Edn dated 01.03.2005) College hand book 2019 - 20 35

11. For conducting any seminar, meeting or entertainment programmes inside the campus, prior permission from the Principal is essential.

12. Students should keep their identity cards with them in the campus and produce it on demand for inspection by any member of the staff or other college authorities.

Identity card is to be produced to the office for issuing any kind of certificate from the college, remitting fees etc. If the card is lost, a duplicate may be issued at the students' expense with the special

permission of the principal. 13. Smoking, consumption of alcoholic drinks and drugs are strictly prohibited in the campus and such acts shall invite serious disciplinary action. 14.

No one shall distribute or circulate any notice, pamphlet, leaflet etc within the campus and shall not exhibit any type of posters, banners, flags etc without prior sanction of the

Principal. 15. Students are not permitted to join or work for any

organization outside the college without the written permission of the Principal. 16. No students shall enter a class other than his/her own without the permission of the Principal or the staff members, whether it is before or during or after college working hours. 17. Students are expected to spend their free hours in the library / reading room observing silence. 18. Ragging is forbidden and is punished by rustication or expulsion from the college. As per directives of the Honorable Supreme Court and M.G University Letter No: AC A1/2/1647/07. Anti Ragging squads are made each year to ensure that no ragging take place. Strict disciplinary action will be taken against those who violate the rules (Kerala Govt order No: 31787/K3/2006/h.edn dated 21.11.2006) 19. Duty leaves for students are allowed for those who apply for leave of absence to represent the college in extracurricular activities. They should submit their application for duty leave to the Principal through the head of the department. Applications submitted later than the first or second day of their return to college will not be considered.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Awareness Programme Conducted Anti-Narcotic Cell in association with Excise Dept.	26/06/2019	26/06/2019	62

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Clubs like NSS, Nature Club take special attention to make the campus eco-friendly.
- Efforts have been taken to plant trees and make campus green
- Waste bins were placed in all class rooms and Departments to keep the campus clean.
- There are different coloured waste bins were placed in corridors and restrooms.
- Use of plastic in the campus is advised to be minimal
- Clean campus –GREEN CAMPUS drive by NSS volunteers is continuing to make the campus Eco-friendly.
- Rain water collected in nearby pond.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- SNEHANIDHI for financially backward students
- Get admitted avail scholarship scheme Best Practice 1: SNEHANIDHI “We Share, We Care” ILAHIA College of Arts And Science, Muvattupuzha is an institution that always keeps social transformation and social justice well above the individual prosperity and success. It is very evident in its vision statement “An Institution of International Standards, Rooted in Traditional Values with Global Perspectives”. Aims and Objectives
- Snehanidhi aim to provide financial support to needy and deprived people within the campus and society and aim to bring in change in their lives.
- To help the needy people during natural disasters.
- ILAHIA college of Arts and Science has a tradition of community engagement and the institution is always committed to the progress and development of the local community. The Practice The college has organized a good number of programmes with the purpose of financial and medical support for needy and deprived people. Best Practice 2: Get admitted avail scholarship “Give It, Build It”
- ILAHIA College of Arts And Science, Muvattupuzha offer financial assistance in the form of freship and concession to deserving students.
- ILAHIA College of Arts And Science provide maximum number of central government scholarships to eligible students . Aims and Objectives
- Get admitted avail scholarship aim to provide the maximum educational opportunities at all income levels.
- The scholarship program is designed to help bridge the financial gap that often prevents students from pursuing their dreams of higher education. The Practice ILAHIA College Of Arts And Science provide 421 freship and 230 central sector scholarship.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://icas.ac.in/best-practice/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

ILAHIA College of Arts Science is the first self-financing College is approved by Government among file in 1995. Affiliated to U/S 2 (F) UGC ACT in 2004. Approved by NAAC with B grade in 2015. Minority Institution for uplifting of minority and backward students. Declared A Minority Educational Institution By NCMEI in 2012. ISO-9001 Certified in 2014.

Provide the weblink of the institution

<http://icas.ac.in/wp-content/uploads/2021/03/Institutional-Distinctivness.pdf>

8. Future Plans of Actions for Next Academic Year

1. To start BSc Physics MSc Psychology. 2. Implementation of contiguous development

activities for the adopted village.3.Establish Tailoring Unit in our College so as to commercialize the product.4.Installation of MOODLE Software.5.Inculcate research aptitude among the faculties.6.To conduct more placement drives to provide job opportunities to the students.7.Strengthen ICT facilities in the college.8.To augment the infrastructure facilities.9.Planning to conduct national seminars.10.To increase the publication of faculties.11.To add more books to the main library.