YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	KTM College of Advanced Studies, Karuvarakundu
• Name of the Head of the institution	Prof. Abdul Majeed K
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04931280096
• Mobile no	9447631433
• Registered e-mail	ktmcollegekvk@gmail.com
• Alternate e-mail	aslamptrklm@gmail.com
• Address	KTM College of Advanced Studies, Punnakkadu, Karuvarakundu, Malappuram
• City/Town	Karuvarakundu
• State/UT	Kerala
• Pin Code	676523
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid
• Name of the Affiliating University	University of Calicut
• Name of the IQAC Coordinator	Dr. Muhammed Aslam NK
• Phone No.	9446632570
• Alternate phone No.	9747635369
• Mobile	9496891091
• IQAC e-mail address	iqacktmcollege@gmail.com
• Alternate Email address	ekaslu@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.ktmcollege.org/iqac/50/ssr-documents
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ktmcollege.org/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.05	2022	22/03/2022	21/03/2027

6.Date of Establishment of IQAC	18/03/2014

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

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

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**12**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
• If yes, mention the amount		

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

Organized workshops and training programs in collaboration with Arabic and Commerce departments to address specific teaching methodologies relevant to their fields.

Conducted certificate courses and skill-development programs equipping students with essential soft skills like communication, critical thinking, and problem-solving, preparing them for future careers.

Student initiative programs Okaz (Inter collegiate Arabic fest), Spelling Bee competition, food fest etc.

Implemented effective student feedback mechanisms to gather insights on course content, delivery methods, and overall learning experience. This data is used to ensure continuous improvement in program quality across Arabic, and Commerce programs.

The IQAC actively participated in streamlining internal processes related to faculty research, promotions, ensuring transparency and efficiency.

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

Plan of Action	Achievements/Outcomes
Promote collaboration between academic Departments to broaden student perspectives.	The promotion of collaboration between academic departments has significantly broadened student perspectives. With each department offering certificate courses, students have gained multidisciplinary insights.
Enhance students' employability and practical skill sets through workshops and certificate courses	Students actively participated in certificate courses, financial literacy programs like
Submission of AQAR	Submitted AQAR for the period 2022-2023
Train faculties and students in online pedagogy and the use of learning management system	Faculty are now adept at using the Moodle LMS and EMBASE for online course delivery and student assessment.
Conduct of induction and bridge courses	Bridge and induction programs were conducted by the Department of Arabic and Commerce for the freshers
Skill enhancement initiatives	Several programs were conducted related to soft skills and language skills including OKAZ-2023 and quiet other programs
Conduct of seminars and workshops	Several seminars and workshops were organized

13.Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
College Council	07/03/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2024	15/02/2024

15.Multidisciplinary / interdisciplinary

The College is committed to fostering a vibrant learning environment that encourages students to explore beyond their chosen disciplines. We actively promote multidisciplinary and interdisciplinary approaches through a range of initiatives: Encouraging Elective Choices: Students are given choice to opt for an elective of their choice at the UG level. This allows them to explore subjects from different disciplines, broadening their perspectives and skillsets. Common Courses for All: To equip students with a well-rounded understanding of crucial societal issues, the University itself has advised the syllabi for common courses. These courses, on topics like the Indian Constitution, secularism, human rights, and gender issues, transcend disciplinary boundaries and foster critical thinking skills essential for responsible citizens. Interdepartmental Collaboration: Our departments actively collaborate to offer certificate courses open to students from diverse disciplines. This allows students to acquire valuable knowledge and skills outside their major areas of study, fostering interdisciplinary understanding. For instance, students enrolled in the Commerce program might opt for a certificate course in Arabic language, enhancing their employability in a globalized world. Faculty Workshops and Exchange Programs: We regularly organize workshops and seminars that encourage collaboration between faculty from different disciplines. This facilitates the exchange of ideas and the development of new interdisciplinary learning opportunities for students. Leveraging Technology: KTM College utilizes online platforms like SWAYAM to offer students access to courses beyond their chosen disciplines. This empowers them to explore their interests and broaden their knowledge base across various fields. By implementing these initiatives, KTM College of Advanced Studies strives to nurture well-rounded graduates equipped with the knowledge, skills, and critical thinking abilities to thrive in an increasingly interconnected world.

16.Academic bank of credits (ABC):

17.Skill development:

The College implement a comprehensive approach that equips students with a diverse range of practical and soft skills: Enhancing

Communication Skills: The college established a well-equipped language lab featuring innovative tools to support students in honing their communication skills in Arabic and English. This lab provides a dedicated space for students to practice pronunciation, fluency, and comprehension, crucial for academic success and employability. Nurturing Entrepreneurship: The Entrepreneurial Development (ED) club serves as a platform for students to develop their entrepreneurial spirit. Through workshops, seminars, and quiet other programs, the club fosters creativity, innovation, and business acumen, preparing students to identify and pursue entrepreneurial ventures. Certificate Courses: Beyond academic programs, our departments offer a variety of certificate courses. These courses address practical skills like computer literacy, data analysis, language skills. Additionally, they target soft skills like communication, critical thinking, and teamwork. Collaboration with Government Initiatives: KTM College of Advanced Studies actively collaborates with the Kerala Knowledge Economy Mission (KKEM). By participating in KKEM training programs, students gain exposure to industry trends and acquire in-demand skills, significantly enhancing their employability. The Department of Arabic's "OKAZ" inter-collegiate Language fest has been a success, attracting participation from various Colleges and the departments of the College, enriching language skills and fostering a vibrant, inclusive campus culture. Through these initiatives, the College ensures that graduates are not only academically qualified but also possess the practical and soft skills necessary to excel in the professional world. Our commitment to skill development empowers students to become confident and adaptable individuals prepared for lifelong learning and success.

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

The institution is committed to fostering an appreciation and understanding of India's rich cultural and intellectual heritage. Encouragement of students to enroll in Massive Open Online Courses (MOOCs) in classical Sanskrit, Hindi, and other Indian languages such as Urdu. This provides students with an opportunity to delve into the linguistic and literary treasures of India. The inclusion of Malayalam as a second language option caters to those inclined towards regional studies. The college library boasts a substantial collection of titles focusing on Indian culture and history. These include biographies of national leaders, freedom fighters, and eminent Indian sages. Additionally, the library houses books on Ayurveda and other shastras, contributing to a comprehensive understanding of traditional Indian knowledge systems. To cultivate

a deeper interest in Indian culture, we organize a range of programs such as seminars, guest talks, and discussions. These initiatives, led by the IQAC, provide platforms for students to engage with scholars and experts, fostering a vibrant intellectual environment.

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

Each academic program is meticulously designed by the university to achieve specific outcomes. These outcomes are categorized into Program Outcomes (POs), and Course Outcomes (COs), ensuring a comprehensive learning experience. Upon program completion, students are expected to have met all specified outcomes, indicating their mastery of the curriculum. To ensure clarity and understanding, we communicate these POs, and COs to students during induction programs. This empowers students to align their learning goals with the desired outcomes of their chosen program. Faculty members are vital in the successful implementation of OBE. We actively encourage our faculty to attend workshops on OBE methodology. Equipped with this knowledge, faculty members develop teaching strategies and design assessments aligned with the predefined outcomes. Faculties actively developed teaching aids and aligned assessment procedures with course outcomes, and the program outcomes ensuring a more effective evaluation of student achievement. This ensures that student learning experiences are directly linked to achieving the desired educational goals. Through this comprehensive approach, KTM College of Advanced Studies aims to foster a student-centric learning environment that not only imparts knowledge but also ensures students develop the requisite skills and competencies.

20.Distance education/online education:

Extended Profile

1.Programme

1.1 **79**

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

File Description	Documents
Data Template	View File

2.Student

2.1 **367**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **100**

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

File Description	Documents
Data Template	View File

2.3 **98**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **15**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **15**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	79

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	367

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	100

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	98

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	15

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	15

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	13
4.2 Total expenditure excluding salary during the year (INR in lakhs)	14.13
4.3 Total number of computers on campus for academic purposes	68

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows curriculum and syllabi designed by the University.

The College Council: It serves as the highest authority within the College.

Academic monitoring Cell and IQAC – Through regular meetings, these groups collaboratively implement and oversee the curriculum.

College Planning Board: The board convenes to evaluate the current infrastructural amenities and to deliberate on the most efficient methods for delivering the curriculum.

Academic Calendar for the timely delivery of the curriculum and students' assessment.

Department meetings: for extensive discussions and considerations

at the departmental level.

Teachers' work diary: To enhance the precision and organization of planning and teaching.

KTM College Internal Examination Board (KTIEB) Manages the administration of internal exams.

Syllabus completion report: Every department submits a report on the completion of the syllabus.

Academic audit: AMC and IQAC conduct an annual academic audit to assess the effectiveness of curriculum delivery.

Substitution period Register: Departments maintains a record to enter the number of

substitute hours.

Electronically aided methods: E-content development.

Value-added courses: The college conducts a couple of value-added courses.

Bridge courses

Induction Program (MELD) for the newly admitted students.

Add on and Certificate programs by the departments.

The College Library has a good collection of books.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.ktmcollege.org/students/11/academic-monitoring-cell/

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

The College academic calendar is synchronised with the university academic calendar and involves coordination between the College Council, Principal, KT M College Internal Examination Board

(KTIEB), and the IQAC.

Project and Seminar

As part of CIE, the students are given project works which are evaluated by the project supervisors and then by the external examiners appointed by the University.

Seminars are conducted internally for each course.

Apart from the formal internal examinations, less formal tools such as quizzes, unnotified tests, student attendance written assignments are also used for Continuous Internal Evaluation.

Of the total 100 marks, 80 % is for external exams and the remaining 20 % for internals. The distribution

of internal marks among the various components is as follows:

Test paper 30% (6 Marks)

Assignment 20% (4 Marks)

Seminar 20% (4Marks)

Class room performance 30% (6Marks)

KTM College Internal Examination Board (KTIEB)

KTIEB consists of the Principal, the IQAC coordinator, department heads, and a representative from the staff council. The KTIEB ensures transparency and objectivity both in the planning and the conduct of examinations.

The Academic Monitoring Cell monitors, evaluates and reviews the effectiveness of the trajectories adopted for the implementation of the CUCBCS.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.ktmcollege.org/college-handbook/

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

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

1.2 - Academic Flexibility

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

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

3

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

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

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

6

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

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

171

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

1.3 - Curriculum Enrichment

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

A total of 82 courses covering a wide range of subjects, such as gender, the environment, sustainability, human rights, culture, and professional ethics, are offered by the college. Of them, 10 courses concentrate on environmental and sustainability issues, one course addresses gender-related issues, 27 courses highlight human values and culture, and 44 courses centre on professional ethics.

The institution also runs a number of programmes to help students develop into better people with universal values.

The college organised talks, panel discussions, and educational events about issues pertaining to professional ethics. The college's NSS unit organised campaigns including "Charity Fund Formation", "Anti-Drug Human Chain", "Anti-Drug Campaign" and "Anti-Drug Rally" to make the students aware of drug usages. The unit also organized "Kerala Public Service Commission One Time Registration Drive" to help the public as well as students to prepare for government jobs. Furthermore, the college has a project named "Abhayam" to build homes for neediest and organized its foundation stone lying ceremony. The college's women's cell

takes many significant programs like discussions, roundtables, and workshops on a range of gender-related topics. Initiatives and projects to address environmental issues and promote sustainability include Haritha Karma Sena Software Training, Sticking QR Codes at Homes, Awareness Class About Asaad Sena and Paravalkkoru Neerkkudam.

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

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

4

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

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

98

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://www.ktmcollege.org/iqac/56/feedback-analysis-reports
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ktmcollege.org/iqac/56/feedback-analysis-reports

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

145

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

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

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

88

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

2.2 - Catering to Student Diversity

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

The institution implements specialized programs designed for both advanced and slow learners, employing comprehensive procedures to identify students with varying learning capabilities. An induction program named "MELD" acquaints new students with the college's academic environment, while bridge courses are offered at the start of the academic year. Mentors offer guidance and assistance to newcomers.

Placement in appropriate learning groups is determined through assessment level tests, with advanced learners scoring above 70%, slow learners below 40%, and average learners falling between 69 and 41. The college offers various programs tailored for advanced learners, including CATER, KTQT, Under the Green Wood Tree, and SALE. These programs provide additional resources, opportunities for engagement with distinguished individuals, intellectual dialogues, and coaching for competitive exams.

For slow learners, the college provides the "Yes, we can" motivation program and the "CATCH UP" program developed by the Arabic and Commerce departments. The CATCH UP program assists slow

learners through customized modules, utilizing e-media and social media platforms. Additionally, underachievers receive remedial coaching and educational aids, such as text summaries, to enhance their understanding of lessons.

Overall, the institution's approach ensures that students with diverse learning capabilities receive appropriate support and resources, fostering an inclusive and conducive learning environment for all.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/syllabus/
Upload any additional information	View File

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

Number of Students	Number of Teachers
367	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential learning

Face to Face: Initiated by the Arabic department, this program fosters direct interaction with native speakers and guests, enriching cultural understanding.

Assigning practical tasks in translation: Practical bilingual/multilingual translation tasks for linguistic knowledge application.

Craft Expo: College craft expos serve as platforms for showcasing student talents in crafting various artifacts, celebrating creativity and skill.

SARGAM (Creative Writing): Biannual creative writing workshops.

Souk Okaz (Okaz Market): Arabic students recreate sixth-century Arabian fair.

Pisciculture: novel fish farming; income donated to family with renal diseases needing kidney transplantation.

Thattukada (Culinary delight shop): Commerce students run a campus kiosk selling culinary items they produce.

Spelling Bee: This engaging program tests students' spelling prowess in English.

Industry Visit: Providing hands-on experiences, industry visits offer invaluable insights into diverse industrial operations.

Participative learning:

Role play and dramatization:

Manuscript magazine: Manuscript magazines showcase students' literary prowess.

Peer teaching:

Literary and Art Society: Monthly meetings foster elocution and cultural art practice

Students' Book club: College library hosts book talks, discussions, fostering diverse views sharing

Problem Solving Methodologies

Document translation: Arabic faculty and senior students assist NRIs with document translation. Promoting internship: College organizes internships as an extension of academic programs.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.ktmcollege.org/uploads/metricpdf/reports-2103.pdf

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

The College has fully embraced Information and Communication Technology (ICT) to enrich the teaching and learning process. Each of the ten classrooms is equipped with ICT facilities such as overhead projectors or large television sets. Additionally, the college has developed the KTxicon app, which serves as a glossary of difficult words found in Arabic texts. This app is regularly updated by students to align with syllabus changes.

Moreover, the college utilizes its KTM YouTube channel as a repository for faculty and student uploads, including live streaming of major academic events. A dedicated blog is maintained for video classes and academic discussions. Subscriptions to INFLIBNET and N-LIST grant access to a vast array of titles, e-journals, and e-books, enriching academic resources.

The college's seminar hall facilitates seminars and records e-classes, while the Learning Management System (LMS) serves multiple functions, from office automation to online class management, feedback collection, and attendance tracking. The library employs Koha software for automation, and the KTM e-learning center provides access to e-contents of classroom lectures.

Ensuring full campus internet coverage, Wi-Fi routers enable seamless connectivity, while the KTM Library App streamlines library transactions for students and staff. The library's blog keeps students informed about new arrivals, upcoming events such as book talks, and curated reviews of recently published materials.

Through the integration of ICT-enabled tools, the college has revolutionized the teaching and learning experience, offering a seamless and enriched educational environment for its students and faculty alike.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

15

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

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

170

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

2.5 - Evaluation Process and Reforms

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

The college's internal assessment mechanism emphasizes transparency and effectiveness. The KTM College Internal Examination Board oversees the Continuous Internal Examinations, assigning specific weightage to attendance, assignments, internal exams, projects, and seminars. The two-tier system includes centralized and department-level exams, each carrying a weightage of 50 marks. Internal assessment marks are calculated based on test scores (8 marks), attendance (4 marks), assignments (4 marks), and seminars (4 marks), ensuring a comprehensive evaluation of students' performance.

Seminar topics and assignments chosen for academic value; attendance crucial for internal assessment. Teachers conduct short tests and quizzes to assess understanding. Online exams in MCQ format using Google forms. Internal exam dates given in the college calendar.

The KTIEB, along with student representatives, announces internal exam dates on notice boards and the website, 15 days before exams. CCTV monitors examination halls. Valued answer scripts are returned with feedback for self-improvement. Internal marks undergo scrutiny by students, tutors, teachers, and the principal. Monthly attendance reports are published by tutors.

Measures adopted by the college to ensure robustness:

Centralized internal exam seating arrangement ensures students

from the same class aren't together. A two-member squad prevents malpractices. Periodic open houses allow parent-teacher interaction. Grievance redressal cell handles complaints.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.ktmcollege.org/students/12/external-exam-cell-and-ktieb

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

The College has implemented a dynamic and efficient system to handle student grievances concerning examinations. This mechanism effectively addresses and resolves issues related to both internal and external examinations.

QAC and AMC monitor assessments for transparency. IQAC ensures punctual internal exams and prompt result publication for efficiency.

The College has established a comprehensive four-tier redressal system to address and resolve students' grievances related to both internal and external examinations.

The college has a four-tier grievance system for exams. Students can approach tutors first, and if unresolved, escalate to the department head. If needed, the grievance goes to an institutional-level cell chaired by the principal for resolution.

For grievances pertaining to external examinations conducted by the university, students have the option to lodge complaints with the university examination redressal grievance cell. This allows them to seek resolution for issues such as result withholdings, faulty valuation, errors in mark calculation, out-of-syllabus questions, and other related matters.

A link has also been provided on the college website to register complaints regarding the examination.

In cases where the complainants don’t want to reveal their identity, drop boxes are placed at two points in the academic block for such students to drop their written complaints.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.ktmcollege.org/students/12/external-exam-cell-and-ktieb

2.6 - Student Performance and Learning Outcomes

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

The university designs each program with specific outcomes in mind, aiming to produce targeted results in particular disciplines. Students completing a program are expected to achieve all the outcomes (POs and Cos), which can pave the way for further studies or competitive exams. The college's role in determining these outcomes is limited, as they are predetermined by the university along with the course syllabi. Both POs and Cos, which encompass knowledge, skills, and attitudes, are identified by the UGC.

To communicate outcomes effectively, the college employs several methods. Outcomes are displayed on the website for easy program selection. Induction programs explain program options and associated outcomes to new students.

Each department offers a brief description of the POs and Cos during department-level induction programs after student admissions Faculty brief students on course outcomes at semester start and review them at the end. The college adopts various evaluation methods, including formative and summative assessments, to determine whether the envisaged outcomes are met.

To assess program effectiveness, the college gathers feedback from employers, alumni, and placement records. These approaches keep students and teachers informed and optimize programs to meet industry and societal demands.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.ktmcollege.org/po-co/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Outcome-Based Education (OBE) is a learner-cantered approach in which programs and courses are designed to achieve specific objectives. The college evaluates the attainment of Program and Course outcomes (POs and Cos) using various parameters, including student results, higher education admission, and job placements.

To analyse student results, the college follows a systematic process, collecting and reviewing semester results. Placements also serve as a criterion for measuring Program Outcomes, as successful job placements indicate the effectiveness of the college's programs.

Internal exams are conducted twice a year to evaluate course outcomes, with students who need additional support given remedial coaching. Seminars and projects reflect students' attainment in terms of course outcomes and provide effective tools for continuous internal evaluation (CIE). Feedback from alumni, students, teachers, and employers is valuable in measuring program outcomes, especially through alumni meetings and correspondences that gather data on placements and employability.

Internships, facilitated by Memorandum of Understanding (MOUs) with firms and establishments, offer opportunities to indirectly test and measure program effectiveness based on student performance.

Overall, OBE's focus on specific outcomes and continuous evaluation through various methods ensures that students' achievements are aligned with the intended goals of the educational programs.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.ktmcollege.org/po-co/

2.6.3 - Pass percentage of Students during the year

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

68

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.ktmcollege.org/uploads/report/college-annual-report-202223-60.pdf

2.7 - Student Satisfaction Survey

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

https://www.ktmcollege.org/uploads/metricpdf/sss-2104.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

3

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The College has established an environment that fosters innovation and facilitates the generation and exchange of knowledge among

both students and faculty members.

- The Entrepreneurship Development (ED): Actively organizes various programs such as Ceramic Plate Painting Workshop, Food Festival, Invited Talks and Friday Shop to instill and promote entrepreneurial spirit among the student body.
- The Intellectual Property Rights (IPR) Cell: Plays a crucial role in raising awareness among students about ethical research practices and the legal implications of plagiarism and intellectual theft through seminars and lectures.
- Student Teacher Training Workshop: Aims at enhancing the skills of student teachers conducting tuition classes for school students under the 'Koode' project, Ktlyst: An online quarterly journal with ISSN No. 2582-4163.
- KTlyst is a peer-reviewed journal that celebrates linguistic and cultural diversity.
- The KTM College Research Promotion Council (KTMRPC) is actively involved in fostering research activities within the college community.
- Ktxicon: A dictionary App created by students
- The Arabic Research Department: Dedicated to exploring and advancing the field of Arabic language and literature by delving into unexplored areas.
- Pisciculture: Undertaken to encourage entrepreneurship among students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ktlyst.org/

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

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

15

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.ktmcollege.org/students/11/academic-monitoring-and-research-promotion-cell
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The college identifies critical social concerns in the community and get students involved in addressing them efficiently.

Koode: "Koode" is an innovative educational initiative introduced to offer valuable tutoring support to school children during weekend holidays.

Shashakthikaran: An Educational and Social Enrichment Program catering to orphan and destitute students.

KTCORP (KTM College Community Outreach Program): This mandatory social service project engages first and second-year students in a 12-day community outreach initiative spread over four semesters.

SIP: The Students' Initiative in Palliative (SIP) sends four students each week to the Palliative Centre Clinic at Karuvarakundu.

Orphanage: separate orphanage cum destitute homes are provided for girls and boys by the management.

Health Survey: Conducted to assess the community's health status post-pandemic and identify any emerging health concerns.

Psych-up: the target group of this program is class ten students. It is aimed at alleviating exam-related stress and instilling confidence in them to face their exams.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/photos/
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

12

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

436

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

4

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has highly sophisticated infrastructure that goes a long way in meeting requirements for the academic activities. The Institution offer a number of classrooms, Computer center, Seminar halls, Library and research rooms for carrying academic activities.

All classrooms are ICT enabled with LED T V and Projectors. The Research department has separate rooms for research scholars. The Public address system is used for passing academic information and prayer. The whole campus is supported with WIFI

College seminar hall:

A 100-seater seminar hall equipped with an interactive board and ceiling mounted projector is used for multiple academic purposes.

Women's Hostel:

The women's hostel, with fairly large study halls and recreation rooms, is big enough to accommodate 30 students.

KTM Canteen:

The College runs a canteen on the campus.

The computer lab

Is set with 30 PCs. High speed WIFI facilities are made available on the campus ensuring uninterrupted accessibility of internet for

academic and administrative purposes.

Language lab:

The College has set up language laboratories for both Arabic and English with innovative products such as digital multimedia control, headsets and microphones.

Translation Centre:

The College has arranged a room to help NRIs of the area with document translation from Arabic to English and vice versa.

KTM e-learning center:

Students can access the e-contents of the relevant topics discussed in the classrooms as well as the lectures given by the experts on various topics from the center.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ktmcollege.org/resourses

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

The college makes the most of its resources for the overall growth and development of the students. Apart from the infrastructural facilities for the academic activities, there are adequate facilities in the college for cultural, arts, sports, and game activities.

The College Mini Stadium:

It has a total area of 480 (30x16) sq. meters. Games like tennis, shuttle badminton and volley ball are played here.

Football Ground:

The Football ground which is 82 meters long and 50 meters wide lie at the back of the college. Cricket Field: The College cricket ground which lies near the entrance has\ dimensions of 60 m x 40m.

Yoga and Fitness Centre:

The top storey of the academic block, which is well ventilated and expansive, is used as a Yoga center.

Taekwondo training center:

The College provides training for interested students in martial arts like taekwondo.

Indoor games:

There are facilities for indoor games like table tennis, domino game, Chess and carom board in the College.

Facilities for cultural activities:

The College has sufficient facilities to conduct cultural activities on the campus.

KT Usthad Convention center:

The College has a fairly large auditorium with 750 seater capacity. This building was erected as a memorial for its founder, Sri KT Manu Musliyar.

A P J square & Samskarika Kalari :

The yard in front of the administrative block, named after the late Dr APJ Abdul Kalam, the former president of the Republic, is the venue for literary discussions, debates and cultural get-together.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ktmcollege.org/resourses

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

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ktmcollege.org/e_learning/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

14.13

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

4.2 - Library as a Learning Resource

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

The college library which is functioning in the research block has a total area of 536.56 square meters. It has a collection of over 10810 titles on its shelves.

Bar coding technology is used for library automation and with its introduction, issuing, renewal, and return of books are done with incredible speed. KOHA software is used by the library for automation. The users can search books online using the Online Public Access Catalogue (OPAC).

The library also keeps a digital repository of 500 books and e-question papers. Apart from this, the library is a subscriber to INFLIBNET and has access to three to four million e-books and 6000+ e-journals through the N-LIST. To promote e-reading, the

library has also procured a couple of Kindle e-readers.

A Blog titled KTBLOG (https://ktmcollegelibrary.blogspot.com/) has been started by the library to provide information about new books and journals.

There is an e-Resource Corner with free internet facility, CAS, Bibliographic Services, information display, and e- Magazine. KTER-the College Book Club has successfully been launched for promoting reading habits among students.

Facilities

- **ORCA screen reader facility**
- **Digital talking books**
- **Braille soft ware**
- **Audio books**
- **Reprographic centre**
- **D space**

The library conducts orientation programs for the fresher batches

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.ktmcollege.org/resourse-details/college-library/15

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

A. Any 4 or more of the above

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

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

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

0.679

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

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

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

123

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

4.3 - IT Infrastructure

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

The institution has witnessed an astonishing upgradation of the ICT infrastructure since the last accreditation. All the classrooms are equipped with LCD projectors and internet facility. There is a broadband internet connection of 100 Mbps speed, covering the campus premises. Apart from the Wi- Fi facility available in the whole campus. 7 LCD projectors, 1 interactive board and 4 LED TV and other related equipment have been installed in the institution. The improvement in the ICT facility has helped to transform the teaching-learning process from a conventional approach to an ICT- oriented approach. Sophisticated, instructional computer labs with the computers connected to the campus network, language lab and ICT-enabled seminar halls are functioning to facilitate further enrichment of the learning experience. A Network Resource Centre functions as part of the library to ensure easy access to the internet and e resources. Access to e-journals and e books are provided by the N-LIST. A

plagiarism checking facility is available in the library. Peripheral devices like printers, photocopiers and scanners help the students, teachers and office staff in managing the e-resources. The college has a public address system for the principal to make important announcements and pass other messages across to the students. Google Meet and Zoom platforms are used by teachers to handle online classes and to conduct online meeting during vacations.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ktmcollege.org/resourse-details/college-library/15

4.3.2 - Number of Computers

68

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

14.13

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

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

The institution has adequate and satisfactory procedures for the proper upkeep and optimal employment of the infrastructure. Management has a subcommittee for infrastructure maintenance and this committee regularly holds discussion with Planning Board consisting of the Principal, HODs of all departments, IQAC Coordinator and office superintendent, regarding the maintenance and utilization of amenities. The infrastructural facilities are timely upgraded and appropriately maintained under the guidance of this committee. PTA and Alumni extend sufficient support for the development of infrastructural facilities. The institution ensures transparency, efficiency and accountability with regard to the maintenance and utilization of its facilities.

The campus supervisor, assisted by support staff, is in charge of campus maintenance. Campus and classroom cleanliness and maintenance are ensured by the support staff. Painting, roof maintenance, plumbing maintenance and repairs done, including sewer systems as per requirement. The equipment is bought with a warranty and the company is responsible for the damage during the warranty period. After the warranty period, the repair and maintenance of advanced equipment are undertaken by qualified professionals on the basis of Annual Maintenance Contract.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.ktmcollege.org/policy/39/sop

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

64

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

105

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

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

File Description	Documents
Link to Institutional website	https://www.ktmcollege.org/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

347

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

347

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

14

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

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

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

60

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

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

KTM College ensures the participation of its students in the various decision-making bodies of the institution.

Students' union: Chairperson, Vice chairperson, General Secretary, Joint secretary, University Union Chairman, Student editor, Fine arts secretary, General Captain, Association secretaries and UG, PG representatives together constitute the union.

The College follows the parliamentary mode of election and it is conducted every year following the guidelines provided by the university.

The union ensures the participation of students in the arts, sports and cultural events at the college, intercollegiate and university level.

Students Quality Assurance Circle (SQAC): SQAC acts as a strong bridge between the students and the College, it has formed as a student wing with two student representatives from each class. The coordinator of IQAC convenes meetings of student representatives regularly and ensures their involvement in the policy matters. The student wing collects feedback from the classes on various programs launched at the College.

The union takes a lead role in organising several community-oriented programs both inside and outside the campus. Illiteracy eradication program at the SC and ST colony, and preparation of a history book about Karuvarakundu were some of the major programs of the Grama Panchayath for the implementation of which the union worked might and main.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/students/14/students-union
Upload any additional information	View File

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

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

18

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

KTM College Alumni Forum (KTMCAF) has been registered under Societies Registration Act XXI/1860. The forum plays a fulcrum role in establishing and sustaining a bond between the alumni and alma mater.

A considerable number of the college alumni has found placements in the prestigious institutions across the state. The College features its illustrious alumni in the induction programs held at the beginning of each year. The alumni also serve as resource person in various programs organised by the college. The college conducts a program under the title 'how I made it?' featuring a prominent alumnus who have made it to the top of their career.

The alumni have donated an amount of 140000 for the maintenance works of the College.

The alumni usually organize their annual meet in the month of January. A detailed annual report of the activities undertaken by the alumni in the preceding year is presented in the meet.

The women's wing of the College alumni forum has launched diverse programs with a view to empowering the women alumni of the college.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**D. 1 Lakhs – 3Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Established in 1995 as an oriental college and later converted to a regular Arts and Science college, KTM College of Advanced Studies has made significant contributions towards the educational and social uplift of the marginalized and needy.

VISION

To mould a generation imbued with human values and equipped with the necessary skills and competence to face the challenges of the changing world.

MISSION

- **Anchoring in the noble ideals of diversity and pluralism, the College strives to make the reach of its academic activities available to all sections of the society, especially the marginalized and needy.**
- **To innovate the teaching-learning methods in tandem with the developments in the digital and information technology.**
- **To implant human, humane, patriotic and environmental values in students so as to make them socially committed and deeply responsible citizens.**

KTM College management committee

The college is governed by the DNIC committee, The managing committee comprises seventeen members drawn from different walks of life capable of contributing meaningfully towards the development of the college. The academic committee, IQAC and UGC cell play a constructive role in framing policies of the College as well as translating them into actions.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/dnic/
Upload any additional information	View File

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

The college follows a decentralized mode of governance and practices the policy of participative management so as to combine the collective capabilities of all the stakeholders in the decision-making process. Any decision pertaining to vital matters concerning the College is taken by the Principal in consultation with the department heads and student representatives. Decision thus taken by the Principal is implemented through other wings in the hierarchy, guaranteeing the operational autonomy to all the functionaries.

As a result, the participation of both the teachers and students is ensured in the club, forum and field activities. Students and teachers are put in charge of various forums such as NSS, Nature club, BMC, ASAP, KTIEB, Career guidance cell etc. The Staff advisor in respect of students' union and a few clubs coordinate the activities. Suggestions made by the students are collected and the valid ones are discussed at the College council. Similarly, feedback is taken from all stakeholders for policy and decision making.

The principle of participative management is followed in all activities undertaken by the college.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/dnic/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College management, College council and the IQAC draw up elaborate perspective plans for the college and strive to implement them enlisting the of all stakeholders. For the realization of the goals set asper the major perspective plan, coherent strategies are devised by the IQAC. Assessment and review of the progress achieved in the implementation of the plan are made periodically and prompt steps are taken to sort out glitches, if any. In order to strategize future plans for transforming the College in line with the guidelines of the UGC, the College council held several rounds of sitting.

The thrust areas of vision 2023 were;

- **Getting autonomous status.**
- **Obtaining an impressive rank in NIRF.**
- **Shifting the college to another spacious campus**
- **Establishment of skill development centre.**
- **Up gradation of the departments as research centers.**
- **Introduction of new gen programs**
- **Infrastructural and library expansion**
- **Office automation**
- **Ramp up of sports and recreational amenities.**
- **Programs for faculty development.**
- **Green Campus**

Energy and water conservation

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.ktmcollege.org/policy/36/the-strategic-development-plan
Upload any additional information	View File

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

KTM college of Advanced Studies is a minority institution run by DNIC, Karuvarakundu, a charitable trust registered under Societies

Registration Act. The college is affiliated to the university of Calicut and aided by the Government of Kerala. The managing committee of the College meets periodically to review the functioning of the College . The administrative and academic affairs of the college are managed by the principal.

The administrative policies of the College are implemented by the Principal in consultation with the members of the staff council. The IQAC plays a significant role both in the academic and non-academic activities and initiates appropriate steps to enhance the overall quality of the institution.

All other Cells, Committees and Statutory bodies synergize to make the functioning of the College smoother. The College follows a decentralized mode of governance combining the collective capabilities of all the stakeholders. The administrative wing plays its own part in the smooth running of the College.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/code_of_conduct/41/code-of-conduct-for-staff
Link to Organogram of the institution webpage	https://www.ktmcollege.org/organogram/73/organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

welfare measures taken by the college for the members of the staff:

- **Financial support for the members of the non-teaching staff and guest faculties in order to meet the medical expenses.**
- **Financial support for the children of economically disadvantaged members of the guest faculties and non-teaching staff.**
- **Salary advance for the guest faculties till their remuneration is sanctioned by the government.**
- **Day care facility for the children of the staff**
- **Financial aid for guest faculties as well as members of the non-teaching staff on special occasions such as house construction, wedding and so on.**
- **Interest free loans at the initiative of the institution to members of the staff working in various institutions under the same management.**
- **Free wifi facilities for both teaching and non-teaching staff members of the institution.**
- **Staff welfare fund: all members of the college staff donate a day's salary to the welfare fund of the staff working in various institutions under the management.**
- **Annual picnics and staff tours**
- **Canteen facility for staff**
- **Staff games**
- **Special programs are held to honour and felicitate the staff members who make special achievements in any field.**

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/
Upload any additional information	View File

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

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

8

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

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

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

4

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

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

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

7

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

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

The college has put a strong appraisal mechanism in place for rating the performance of both teaching and non-teaching staff. The principal and the management conduct a performance audit of all the departments and the office separately. For the teaching staff, a 360-degree performance Appraisal System is in a place where feedback is taken about every faculty in the form of self feedback, peer feedback, feedback from students and feedback from the management. The data is compiled and the report is created by online software and the competency score is calculated for every faculty. The report is forwarded to the management by the IQAC and appropriate actions are taken as necessary.

Questionnaire method is employed by the institution for assessing the performance of the staff (both TS and NTS)and the questionnaires are distributed among students and taking their feedback on the performance of the staff. This is found very effective since the students can rate each aspect of the staff concerned fairly objectively without revealing their identity. The alumni and the PTA also provide feedback about the infrastructural facilities of the college and the teaching learning process in general.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/iqac/56/feedback-analysis-reports
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

In order to ensure the effective and efficient utilization of monetary funds from the Management, alumni, PTA, the Government and other governmental agencies, there is an impeccable auditing system in force in the college.

(a) Chartered Accountant: The detailed accounts for the grants and funds sanctioned by the Government and the UGC are submitted to the chartered accountant.

(b)The financial documents related to the public funds granted to the college are verified by the audit team appointed by the Deputy Director of Collegiate Education at frequent intervals.

The College has developed a strong and proper system for the internal auditing of the funds sanctioned by the management, PTA and Alumni. Auditing of the management and PTA funds is done by a three-member team which consists of experts in the accounting fields. This team verifies all the financial transactions and prepare a report and submit it to the managing committee every year.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/uploads/metricpdf/audited-statement-1794.pdf
Upload any additional information	View File

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

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

1.11

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The College expands its infra structural facilities proportionate with the increase in the number of students and the programs and devises strategies for putting its resources to optimal use. For the accomplishment of this, the institution has formulated a coherent resource mobilization policy. The College has a clear vision and plan for the effective use of funds received from various sources such as grants and aids from agencies like UGC, tuition fees collected from students and donations from philanthropists and well-wishers.

The College mobilizes fund from the following sources:

•Grants from Govt Agencies

The college spares no efforts to mobilize funds from government agencies including the University Grants Commission and state government for infrastructure development, new programs, seminars and workshops and other activities.

•Management

The college management is the major source of funds for the College. It raises funds through donations and contributions from the management committee members and philanthropists and well wishers.

- **PTA**

PTA is another funding agency for infrastructure development and curricular/co-curricular activities in the campus.

•Alumni

The Alumni wings-both male and female, have always rendered their

help for the College in various ways, especially in the infrastructural developments and curricular and co curricular activities.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/policy/38/resource-mobilization-policy
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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

This is done by coalescing the activities of the management, principal, staff, PTA, Alumni and last but not least those of the students, who are the main stakeholders. The IQAC of the College, constituted as per the guidelines of NAAC, comprises the principal, members of the faculty, representatives of NTS, experts, representatives of the alumni and students apart from members from the local community. Apart from being a strong link among various stakeholders, the IQAC defines the trajectory of the college giving it proper direction and guidance.

IQAC has made sure, that its culture of excellence in quality spreads evenly across all sections of the campus: Administration, teaching-learning, assessment, co-and extracurricular domains, research, physical and virtual infrastructure.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/iqac/49/annual-reports-and-aqar
Upload any additional information	View File

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

IQAC monitors teaching learning process in the college in a continuous manner since it is considered to be an integral part of the quality in higher education. The college prepares a detailed academic calendar before the commencement of the by adhering the university academic calendar. Further, it also publishes in the college websites and circulated among the teachers, students and non-teaching staff.

The IQAC of the College collects regular feedback from students on curriculum, teaching methodology, opportunities of learning, faculty competencies in handling classes, facilities on the campus etc. Feedback is also collected annually from other stakeholders- parents, alumni, and employers. The IQAC prepares a feedback analysis report and submits the same to the Principal.

The evaluation reports are kept confidential and any negative points raised by the students will be addressed in a serious manner. The college also monitors the students learning outcomes such as knowledge, skills, abilities, values that a student attain at the end of the programme or course.

File Description	Documents
Paste link for additional information	https://www.ktmcollege.org/iqac/46/vision-mission-core-values
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.ktmcollege.org/uploads/report/college-annual-report-202223-60.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The KTM College has taken robust steps to promote gender equity and empower women on campus. Led by the Women Empowerment Cell (WEC), initiatives like Mehenti Fest, pre-marital counselling, and cultural programs aim to create an inclusive environment. Women's representation in associations and clubs is proportionate to their presence, ensuring their voices are heard.

The institution provides essential facilities such as hostels for female students from distant areas, anti-ragging and anti-sexual harassment cells, and separate recreational areas. Measures like installing CCTV cameras ensure women's security, and disciplinary actions deter inappropriate behavior. These efforts underscore the institution's commitment to fostering gender equality, empowering women economically, socially, and politically.

Through workshops, celebrations, and infrastructure enhancements, KTM College is championing inclusivity and challenging gender stereotypes, contributing to a more progressive society.

File Description	Documents
Annual gender sensitization action plan	https://www.ktmcollege.org/uploads/metricpdf/plan-2097.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ktmcollege.org/uploads/metricpdf/711-2101.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The college leads environmental campaigns for 'zero-waste life'. It maintains an eco-friendly campus, separates plastic waste sent to Karuvarakundu Grama Panchayath.

The college has taken several important measures for waste management, including the installation of bio gas plants. The first plant was set up on the parent institution's campus, followed by another on the college campus itself.

To facilitate waste segregation, separate bins were strategically placed around the campus, with different colors indicating degradable and non-degradable items.

Liquid water waste is stored in specially dug pits, benefiting the local water table levels as it seeps into the earth.

Regarding e-waste management, the college has made a contract with

Terabyte Technical Support Services, Karuvarakundu, for responsible collection and disposal of equipment like computers, TVs, monitors, and printers that have reached their expiry date or are beyond repair.

To conserve water resources, the college established a waste water recycling plant for the prayer halls. This recycled water is used to nourish the herbal and vegetable garden maintained by the NSS and BMC on campus.

Overall, the college's unwavering dedication to environmental sustainability is evident through its thoughtful waste management practices.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	A. Any 4 or All of the above

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

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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

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

KTM College is dedicated to nurturing an inclusive environment that celebrates cultural, regional, linguistic, and socioeconomic diversity through various events and programs aimed at promoting tolerance and harmony. The Food Fest showcases a rich array of cuisines, facilitating cultural exchange and fostering appreciation for different culinary traditions.

The NSS Camp is a cornerstone of community engagement, offering social and cultural activities, medical camps, and awareness classes that encourage students to actively participate in addressing societal needs and promoting social cohesion.

Furthermore, the college's observance of festivals such as Onam, Christmas, and Bakreed underscores its commitment to recognizing and respecting religious diversity, fostering understanding among students of different faiths.

These initiatives serve as valuable platforms for students and faculty to engage with diverse communities, learn from different customs and traditions, and champion tolerance and harmony. KTM College's dedication to celebrating diversity enriches the college community, creating an inclusive atmosphere that promotes unity, learning, and appreciation for differences, thereby preparing future leaders to embrace diversity in society.

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

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

The college places paramount emphasis on upholding constitutional values of equality and justice to ensure that all individuals can enjoy their constitutionally guaranteed rights. Through dedicated cells and programs, the institution actively works towards empowering and fulfilling the rights of minority, OBC, SC, and ST communities. Regularly organized informative campaigns, seminars, and expert talks aim to raise awareness among students about their rights and responsibilities.

To deepen students' understanding of the Constitution, the college engages them in quiz programs and essay competitions focusing on fundamental rights, directive principles, and constitutional amendments. Republic Day holds special significance, with essay competitions and commemorations of Constitution's architects, like Ambedkar, through talks and events on their birthdays.

The college proudly displays the preamble of the Constitution and sings the national anthem daily, symbolizing its commitment to constitutional principles. National days, such as Independence Day, Republic Day, and Constitution Day, are actively observed with discussions on landmark amendments.

College fosters democracy; NSS promotes citizenship, fraternity, freedom, and volunteering.

The college fosters informed and engaged citizens, upholding constitutional values for the greater good.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.ktmcollege.org/uploads/metricpdf/reports-2039.pdf
Any other relevant information	https://www.ktmcollege.org/uploads/metricpdf/reports-2039.pdf

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Throughout the year, KTM College actively observes and celebrates various national and international days on campus. These events play a crucial role in promoting awareness and appreciation for diverse cultural, social, and environmental issues.

International Arabic Day and Vaikom Muhammed Basheer Day pay homage to language and literary contributions, fostering a deeper appreciation for cultural heritage and diversity. Children's Day

focuses on nurturing and empowering the younger generation, while Environment Day highlights the college's commitment to environmental conservation and sustainability.

Gandhi Jayanthi and Independence Day commemorate significant milestones in India's history, promoting principles of non-violence, truth, and patriotism among the students. National Service Scheme Day recognizes the selfless efforts of volunteers in community service, while National Reading Day fosters a love for reading and literacy.

Republic Day emphasizes democracy and national unity, while Teachers Day honors the invaluable role of educators in shaping the future of students. International Tobacco Day raises awareness about health hazards, and X'mas Day spreads the joy and spirit of Christmas on campus.

International Day of Yoga encourages physical and mental well-being, promoting a holistic approach to health. Women's Day celebrates the achievements of women, advocating for gender empowerment and equality.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1- Madhuram Malayalam

Over the past two decades, Kerala has seen a significant influx of migrant laborers from states like Bihar, Uttar Pradesh, Bengal, and Assam, settling in Malappuram. To address their alienation, the college's Malayalam department launched "Madhuram Malayalam" in partnership with IQAC. Launched on 03/01/2017, it aims to teach functional Malayalam, fostering better relations with the native community and improving economic and social prospects.

Objectives of the Program

The objectives of "Madhuram Malayalam" are to provide functional Malayalam knowledge to migrant laborers, enhance interaction with natives, improve professional prospects, facilitate integration into society, and promote national integration while preserving cultural diversity

2- KOODE

"Koode" is an innovative educational initiative by our college's IQAC, offering tuition support to grades 1-7 students on weekends with personalized attention and interactive methods, it caters to individual needs, promoting inclusivity and social growth, admitting 18 students this year.

Objectives of the Scheme

- **To Provide Tuition Support to school children in grades 1 to 7 during weekend holidays.**
- **To Foster a Conducive Learning Environment among the students.**
- **To Offer Personalized Attention to students.**
- **To Promote Inclusivity and Social Development.**
- **To Showcase Commitment to Community Welfare and Academic**

File Description	Documents
Best practices in the Institutional website	https://www.ktmcollege.org/iqac/51/best-practice
Any other relevant information	https://www.ktmcollege.org/uploads/metricpdf/best-practice-all-in-one-2045.pdf

7.3 - Institutional Distinctiveness

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

SHASHAKTHIKARAN

The "Shashakthikaran" program by KTM College uplifts orphan and destitute students, especially girls, through quality education and holistic development. It focuses on core subjects, individualized language education, and extracurricular activities.

Dedicated faculty from various institutions enriches the learning experience.

The program's impact includes improved attendance, academic performance, and a sense of hope. Shashakthikaran aims to break the cycle of poverty, empower students, and foster an inclusive environment that appreciates cultural diversity. This transformative effort provides these deserving students with the skills and confidence to lead fulfilling lives and make positive contributions to society.

SATURDAY LIBRARY

The "Saturday Library" is a unique initiative by KTM College, offering its facilities to the public every Saturday. Launched in July 2019, it aims to spread literacy and knowledge, particularly benefiting marginalized communities.

Currently serving Division-20 and Division-5 of Karuvarakundu and Thuvvur Gramma Panchayath, the program plans to expand further. Residents can become members by submitting an application form with a ward member's signature and a residence certificate. With over 40 members joining in 2022-23, the program has been hailed for rekindling reading habits among the older generation and promoting community engagement and inclusivity.

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

7.3.2 - Plan of action for the next academic year

Plan of Action for the Saturday Library Program

Objective

- **To open up the college library to the neighboring community on Saturdays, promoting access to educational resources and fostering community engagement.**
- **To increase library usage among community members, providing a variety of educational and cultural activities, and enhancing community relationships.**

Target audience

School going students and elders of the neighboring community.

Programs

Offer a diverse range of activities and services, including:

- Access to library resources (books, e-books, databases).
- Workshops, seminars, and lectures on relevant topics (e.g., literacy, technology, arts, culture).
- Storytelling sessions and educational activities for children.
- Study assistance, research support, and access to specialized collections.
- Book clubs, discussion groups, and community forums.
- Creative workshops such as art, writing, or STEM projects.
- Technology stations with computers, internet access, and digital resources.

Staffing

- Ensure adequate staffing levels during Saturday Library hours, including librarians, assistants, and volunteers.
- Provide comprehensive training to staff and volunteers on interacting with diverse community members, addressing inquiries, and facilitating activities.

Infrastructure and Facilities

- Prepare the library space to accommodate increased visitors, including seating arrangements and designated areas for different activities.
- Consider accessibility needs and make necessary accommodations to ensure inclusivity.

Feedback and Evaluation

- Implement feedback mechanisms such as surveys, suggestion boxes, or comment cards to gather input from community members.
- Evaluate participation rates, usage statistics, and community engagement levels to assess the program's impact.
- Analyze feedback and evaluation data to identify strengths, areas for improvement, and future program enhancements.