SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

SAFA COLLEGE OF ARTS AND SCIENCE

SAFA COLLEGE OF ARTS AND SCIENCE POOKKATTIRI, EDAYUR PO,
VALANCHERY MALAPPURAM DISTRICT, KERALA (STATE)
676552
www.safacollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

An inevitable component in the development of rural communities is education. It helps to keep rural communities sustainable and develop overall. Pookkattiri is a rural area in Malappuram District - Kerala, with virtually few educational options. Additionally, the community's socioeconomically disadvantaged groups were unable to access superior educational opportunities. The number of women enrolled in higher education was comparatively small. At this time, educationalist **Mr. V.P Kunhimoideen Kutty** had the great vision to create educational institutions in collaboration with philanthropists and prominent personalities of the society. He dedicated his life to advancing society via education through the establishment of the **Orphans Educational Charitable Trust in 1998** which opened a door to access eminence education. In 2009, **Safa College of Arts and Science** was instituted, affiliated under University of Calicut.

The institution devotes itself to create opportunities in the higher education sector in the region. The college is situated at Pookkattiri, 5 kilometres away from Valanchery in the Malappuram District, towards Perinthalmanna on a scenic hillside with sweeping views of the surrounding lush foliage. Preserving the **environmental greenery**, the campus spread over 13.3 acres, **spans over 77000 square feet of built-up area, conducive to both curricular and co-curricular activities**. The institution is co-educational and offers **10 UG and 3 PG programmes** in Arts, Science, Commerce, Management and Media studies. It is recognized by the Government of Kerala and the **University Grants Commission (UGC) under 2(f).** The National Commission for Minority Educational Institutions, Government of India has granted **Minority status** to the Institution. The institution is certified with **ISO 9001:2015; participated in the NIRF**, creating potential to achieve holistic development and centre of excellence.

Vision

Our vision is to become a center of excellence in higher education, to produce innovative and socially responsible citizens from all sections of society. These graduates will contribute to the progressive and sustainable development of our nation.

Mission

We are devoted to facilitating transformative and experiential learning and to increasing equitable opportunities. We will also encourage scientific inquiry and strive to transform our students into socially responsible and conscientious citizens.

Objectives

- Embracing innovative learning through scholastic and co-scholastic activities.
- Empowering and equipping students with skills and knowledge for their future needs.
- Facilitating experiential learning and social responsibility through collaborative programmes.
- Uplifting socio-economically challenged communities by providing opportunities and educational assistance.

- Promotion of human values, service to others and inclusiveness.

Core Values

- **S**ocietal responsibility: Committed to contributing responsible citizens, capable of addressing social challenges for the betterment of society.
- **A**cademic excellence: The institution strives to achieve high standards of excellence and unwavering quality in teaching and learning through outcome-based education.
- **F**idelity and ethics: Devoted to the stated guidelines and moral principles while incorporating professional ethics.
- **A**ccountability and transparency: Ensures accountability and transparency for maintaining trust and credibility among stakeholders.
- **C**ivic righteousness: Places a greater emphasis on raising awareness to develop individuals with civic righteousness for national integrity.
- **A**ccessibility and inclusiveness: Bounded to create an environment with diversity being embraced, ensuring equal access to resources and opportunities for all.
- **S**ustainable practices: Integrating environmental, social, and economic sustainability principles into the institution's culture, operations, and decision-making processes.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Established and managed by non-profitable and socially committed charitable trust with strong dedication towards empowering students, particularly those from disadvantaged socioeconomic backgrounds.
- A vibrant, youthful, and dedicated teaching community that works to realise the college's goals.
- Good teacher-student harmony with a robust mentoring system.
- Active Women Development Cell to promote women empowerment.
- Effective participation of different clubs to inspire students to develop humanistic values and environmental responsibilities.
- Fully automated digital library with open reading areas, KOHA, DSPACE, OMKAR, KAKERU, NVDA, PLAGARISM X and INFLIBNET.
- Dedicated counselling centre to address emotional demands of students.
- 100% smart classrooms with ICT enabled audio visual hall and seminar hall.
- A well-equipped multimedia lab and e-content development centre with the newest editing software packages.
- 50 kWp on-grid solar power plant to promote the use of renewable and clean energy source of electricity.
- Fully equipped resource centre with internet access and fast printing to assist students in completing their creative and intellectual work.
- Safa Recreational Zone featuring open gym, fitness centre,indoor gaming area etc.,
- Vast ecofriendly campus with opportunities for its development into an independent autonomous institution.
- Offering financial assistance to economically disadvantaged students who are unable to receive government grants.
- Dynamic PTA and Registered alumni.

- Recognised UGC 2(f) and ISO 9001-2005.
- Add on courses to enrich the existing curriculum
- 49 MoUs and industrial-academia linkages to facilitate internships, projects and training programmes.

Institutional Weakness

- Located in a rural area with majority of the students as first-generation graduate learners.
- Lack of government aid for the improvement of infrastructure.
- No funding from UGC and other agencies due to lack of 12(b) of UGC.
- Shortage of government scholarships for students.
- Less flexibility to frame its curriculum, academic schedule, and syllabus because of the university's affiliation system.
- Lack of training facilities from statutory bodies.

Institutional Opportunity

- The college has the opportunity to educate and uplift the weaker sections of the society.
- Possession of adequate land for future expansion of the campus.
- Offer more number of new generation UG and PG programmes.
- Multi-disciplinary approach in curriculum delivery, Certificate and Add on courses.
- Participative and experiential learning and skilling initiatives in lieu of NEP 2020.
- Alumni contribution to support students' academic, research, mentoring, and developmental endeavours.
- Community Engagement through outreach programs and partnerships with NGOs.

Institutional Challenge

- Lack of permanent affiliation system of the university.
- Lack of Government funds and funded projects.
- Unavailability for UGC grants due to lack of 12 (b) status.
- As English is the medium of instruction, the influence of mother tongue over English among students remains a challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- SAFA College of Arts and Science, affiliated with **University of Calicut,** follows the university's curriculum and Choice Based Credit Syllabus System.
- The institution offers **10 Undergraduate Programmes** of 3 years duration and **3 Postgraduate Programmes** of 2 years duration.
- The college emphasizes **interdisciplinary learning** through elective and open course choices.
- Curricular planning involves the preperation of **academic and examination calendars**, monitored by the academic council and IQAC.
- The **Timetable Committee** prepares the academic schedules based on workload. **Semester plans and**

course outlines ensures timely completion of the syllabus.

- **Department Council Meetings** are conducted periodically subsequent to the **Academic Council Meetings** to validate the execution of the department plan.
- **Teachers Diary** is maintained by the faculties, to track the academic schedule based on the semester plan.
- **E-contents** and **ICT based course materials** prepared by the faculties ensures the effective curriculum delivery.
- Internal examination cell efficiently conducts the **centralised internal assessments**.
- Results are published promptly. **Mentor-Mentee** practices monitor academic performance of the students.
- **62 multidisciplinary ADD-on/Certificate/Value Added programs** are offered to enhance skill and knowledge of the students.
- Based on the university curriculum, the college provides **45** courses addressing **environmental concerns**, **56** for gender sensitization, **60** for **human values** and **47** courses for **professional ethics**, promoting the students to engage in community service, professional training and extension activities.
- **Field visits, Academic visits, project work** and **internships** are provided to enrich experiential learning.
- **Outcome Based Education (OBE)** with detailed POs, PSOs, and COs from 2019, focuses on courses with skill enhancement, employment and entrepreneurship.
- **Feedback on the academic performance and ambience of the institution** from the stakeholders and ATR is monitored by the IQAC and Academic Council.

Teaching-learning and Evaluation

- **Average enrolment percentage** against sanction of intake from affiliating University is about **84.52%.**
- **Percentage of seats filled against seats reserved for various categories** (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years is about **81.53%**
- Institution maintaining a healthy **student-teacher ratio** of **19.42.**
- The college adopts a comprehensive approach to enhance student learning through **experiential, participative, problem-solving, and ICT-integrated** methodologies.
- Integration of ICT such as **e-resources, smart classrooms, digital libraries, Google Classrooms, MOOCs, SWAYAM, NPTEL, ERP, and LMS systems** enhances the learning experience.
- **100 Percentage full-time teachers** against sanctioned posts during the last five years.
- Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years is about **38.54.**
- The college utilizes a transparent assessment system, incorporating internal assessments as per the regulations of the University. **Grievance redressal** operates at various levels, ensuring timely resolution of exam-related issues through departmental, college, and university-level cells, maintaining transparency and accountability.
- The institution prominently displays **Program Outcomes (POs) and Course Outcomes (COs) for all its programs in the official website**, serving as guiding principles for holistic education and career readiness. POs & COs are integrated into academic offerings to align with curriculum goals, ensuring students acquire essential knowledge, skills, and attributes for professional advancement.
- The attainment of **Course Outcomes (CO), Program Outcomes (POs) and Programme Specific Outcomes (PSOs)** is evaluated systematically through direct and indirect method involving examinations and academic surveys. Attainment levels, categorized as **high, moderate, and low**, are based on predefined targets set by the Academic Council.

- Pass percentage of Students during last five years is **77.82.**

Research, Innovations and Extension

- No Grants received from Government and non-governmental agencies for research projects during the last five years.
- The institution has created a thriving ecosystem to foster innovation, entrepreneurship, and the promotion of the Indian Knowledge System (IKS), yielding tangible outcomes.
- Offering **Hindi and Malayalam courses** promotes Indian languages, while events like **Oushadhakanji preparation** and traditional art festivals **celebrate Indian heritage**. Observance of cultural days like **Kerala Piravi and Hindi Divas**, along with initiatives like **Naaru Nadal** (rice sowing) and **Herbal Garden**, promoting Kerala's agricultural heritage and **Ayurveda.**
- **104** workshops/seminars/conferences including on Research Methodology, IPR and entrepreneurship conducted during the last five years.
- **24 research papers** published by faculties in the Journals notified on UGC CARE list year wise during the last five years.
- There are **more than 70 books** and chapters in edited volumes/books published and papers in national/ international conference proceedings during last five years.
- **85 extension and outreach programs** conducted by the institution through organized forums including NSS/SIP with involvement of community during the last five years under the scheme of **Ecophelia,Haema care,Shiksha,Sujeevanam etc.**
- Majority of extension activities are **recognized and appreciated** by government agencies.
- Institution has **49 functional MoUs/linkages** with institutions/ industries in India for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Infrastructure and Learning Resources

- The college offers outstanding facilities to meet academic, co-curricular, and extracurricular demands of the generation on its more than **13.3** acres of serene lush green land.
- The Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years is **45.14.**
- The College Library offers many readily accessible academic resources to meet students' expectations. An **eco-friendly Open Library** has been established to promote reading habits in students. **The Digital Library and Resource Centre** are being widely used for e-reading and innovative research purposes.
- The institution adheres to a well-defined **IT POLICY,** to guarantee proper operation and upgradation of the IT infrastructure.**154 computers** installed across the college in Computer lab, Media lab, Language lab, Resource centre and Departments.
- Student – Computer ratio is 10.27
- **121 computers** are available and accesible for students.
- Percentage of expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years is **49.29.**

Student Support and Progression

The college prioritizes academical and non academical progression of student by offering capacity building programs, resources, and support services.

- The college provides financial support to the students through **institutional and government scholarships.**
- Around **8%** of students enrolled have benefited from government-provided scholarships over the last five years.
- The college provided financial support to ensure all students have equal opportunities for education. **17% of students** have benefited from nearly **Rs 17,000,000** in scholarships, given by the Management during the last five years.
- The departments organize **skill and capacities enhancement programs** with active participation from the students.
- Over the past five years, approximately **55.4% of students** have benefited from the institution's guidance for competitive examinations and career counseling.
- The college upholds **zero-tolerance policy** and a transparent mechanism to address student grievances, including cases of sexual harassment and ragging. Dedicated bodies like the **Anti-Ragging Cell, Internal Complaint Committee, Grievance Redressal Committee, Anti-Sexual Harassment Cell, and Discipline Committee** are in operation to ensure prompt action and support for students.
- **41.8%** of students were professionally placed in reputed organizations, and **23.4%** progressed to higher education, including post-graduation over the last five years.
- In the last five years, **8.05%** of students qualified in various state, national, and international level competetive examinations.
- In the last five years, students from the institution have won a total of **20 awards** and medals for outstanding performance in sports/ cultural activities at University / state/ national / international level.
- The institution organized an average of 32 sports and cultural programs during the last five years.
- **SAFALAM,** the registered alumni association of the college, makes substantial contributions, both financial and non-financial to holoistic development of the college.

Governance, Leadership and Management

- The institution harmonizes governance with its vision and mission, ensuring fair **participation and decentralization**. The institution follows a Strategic planning to empower the stakeholders and achieve the goals. **NEP** are implemented through **Outcome Based and Credit Based** curriculum and sustained growth initiatives, nurturing holistic education.
- The institution functions effectively and efficiently through **statutory and non-statutory bodies** guided by the College Governing Body.
- Strategic plans in compliance with university standards and rules are monitored and reviewed regularly, ensuring visionary achievements.
- The institution follows strict and merit-based policies for recruitments..
- Deployment includes **2f recognition, ISO certification, smart classrooms, digital library, recreational facilities, green initiatives, skill development, and policies.**
- The institution adheres to strict e-governenance policy that outlines the use of information and communication technologies (ICTs) to augment administrative processes, academic activities, and overall governance within the college.
- College fosters a positive work culture through a comprehensive **performance appraisal system, welfare measures**, and **career development avenues** for staff.
- Transparent **welfare programs, incentives, healthcare benefits, and professional development**

- **opportunities**, enhancing employee engagement, productivity, and well-being is provided for organizational excellence.
- **87.17 %** teachers provided with financial support to attend conferences/workshops during the last five years.
- More than **80 %** Percentage of teaching and non-teaching staff participated in **Faculty development Programmes (FDP), Management Development Programmes (MDPs), professional development and administrative training programs** during the last five years.
- Institution follows **resource mobilisation policy** to achieve the institution's goals, upholding accountability in the financial management system.
- Well structured **IQAC established in 2016**, assuring quality and continuous development via teaching-learning reviews, IQAC initiatives, curricular activities, and feedback mechanisms.

Institutional Values and Best Practices

- The institution is committed in promoting **verdant ecosystem and gender equity** through inclusive curricular content and activities with equal participation.
- Initiatives like **Women Development Cell, self-defence classes, and gender sensitization programs** ensure safety and empowerment of girl students.
- Facilities like **SHE Corner, retiring rooms, and fitness centres** cater to women's needs, fostering an inclusive campus environment.
- **50 kWp** solar plant aids energy conservation, efficient **waste management practices** addresses the proper disposal of degradable and non-degradable waste , **water conservation practices** are integrated into campus operations, **Green campus initiatives** are established to promote environmental sustainability. **Divyang friendly facilities** including **NVDA** are installed in the campus to promote inclusivness.
- The Institution conducts **green and environment audits**, **energy audits**, c**lean and green campus initiatives**, and **environmental promotion activities beyond the campus**, confirming the institution's commitment to environmental conservation.
- The institution is obligated to constitutional and societal values and conducted **voter registration drives, seminars on legal rights, and disaster relief activities**, demonstrating a commitment to tolerance, harmony, and societal welfare.
- Two best practices institutionalized by the College are '**Safa Actions for Verdant Ecosystem (SAVE)**' – a scheme for Conservation of biodiversity, sustainable environment development through student participation and **Share Your Smile (SHY)** – a scheme for Promoting empathy, social responsibility, emergency relief, and community engagement through student involvement.
- Institution's performance and activities in the area distinctive to its priority and focus, collectively called **"WISE - Women Initiative for Success and and Empowerment"** reflects its commitment to advancing gender equity, women empowerment, and inclusive campus culture.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SAFA COLLEGE OF ARTS AND SCIENCE
Address	Safa College of Arts and Science Pookkattiri, Edayur PO, Valanchery Malappuram District, Kerala (State)
City	Valanchery
State	Kerala
Pin	676552
Website	www.safacollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	P V Nidhin	0494-2988810	9645988810	-	scasssr@gmail.com
IQAC / CIQA coordinator	Abdul Shukoor P K	-	9495776832	-	iqacsafa@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

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

Establishment Details

State	**University name**	**Document**
Kerala	University Of Calicut	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-01-2024	View Document
12B of UGC		

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Safa College of Arts and Science Pookkattiri, Edayur PO, Valanchery Malappuram District, Kerala (State)	Rural	13.3062	7173.78

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Department Of Management Studies,	36	PLUS TWO	English	63	61
UG	BA,Pg Department Of English,English Language and Literature	36	PLUS TWO	English	61	55
UG	BSc,Department Of Physics,Physics	36	PLUS TWO	English	48	12
UG	BCom,Pg Department Of Commerce,Computer Application	36	PLUS TWO	English	63	62
UG	BCA,Department Of Computer Application,	36	PLUS TWO	English	55	53
UG	BA,Pg Department Of Economics,Economics	36	PLUS TWO	English	61	56

	with Foreign Trade					
UG	BSW,Department Of Social Work,	36	PLUS TWO	English	61	54
UG	BA,Department Of Journalism And Mass Communication ,Journalism and Mass Communication	36	PLUS TWO	English	40	40
UG	BSc,Department Of Mathematics,Mathematics	36	PLUS TWO	English	24	0
UG	BSc,Department Of Psychology,Psychology	36	PLUS TWO	English	49	37
PG	MA,Pg Department Of English,English Language and Literature	24	UG DEGREE	English	20	15
PG	MCom,Pg Department Of Commerce,	24	UG DEGREE	English	20	15
PG	MA,Pg Department Of Economics,Economics	24	UG DEGREE	English	15	6

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				63			
Recruited	0	0	0	0	1	0	0	1	25	38	0	63
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				18
Recruited	11	7	0	18
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	1	0	0	20	36	0	57
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	246	2	0	0	248
	Female	182	0	0	0	182
	Others	0	0	0	0	0
PG	Male	9	0	0	0	9
	Female	27	0	0	0	27
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	5	6	2	3
	Female	6	3	4	6
	Others	0	0	0	0
ST	Male	0	2	1	0
	Female	3	1	0	1
	Others	0	0	0	0
OBC	Male	17	26	24	26
	Female	30	22	18	21
	Others	0	0	0	0
General	Male	48	42	52	49
	Female	114	124	112	90
	Others	0	0	0	0
Others	Male	146	183	159	130
	Female	76	89	97	100
	Others	0	0	0	0
Total		445	498	469	426

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college encourages students to learn through interdisciplinary approaches in order to broaden their knowledge bases. As an affiliated college, we follow the curriculum prescribed by the University and is mandatory for every UG student to study at least one interdisciplinary course as open course to complete their degree. The college also promotes interdisciplinary add on courses based on the requirement of the industry among its students through various departments. Several soft skill programmes of interdisciplinary nature were promoted and conducted enhance capacity building of the students in domains of computing, language proficiency, personality development, legal/constitutional awareness, yoga and health awareness etc. Institution takes special efforts to conduct programmes to instill environmental education/concerns and multidisciplinary knowledge sharing through its practices SKILL – Supporting Knowledge and Information for Learning and Leadership and Safa Environment Programme.
2. Academic bank of credits (ABC):	The institution already offers Choice Based Credit Semester System as per the curriculum and organises community engagement and social service activities for the fulfilment of the programmes. The College is affiliated to University of Calicut and follows curriculum stipulated by the University. Therefore we do not have academic flexibility to initiate ABC. The institution is prepared to follow ABC and register students in the National Academic Depository as and when University decides to implement Academic Bank of credits.
3. Skill development:	The college strives to emphasise Value-Based Quality Education through skill development sessions and programmes as a capacity building measure. Programmes in various disciplines of skill development includes soft skills, life skills, ICT skills, language skills, competitive training, and entrepreneurship in collaboration with governmental and non-governmental organisations are conducted with the vision that our student community should be benefited. Field visits workshops and hands on training sessions are undertaken and industry experts are invited for interactions to overcome gap in theory and industry practices/expectations.
4. Appropriate integration of Indian Knowledge	Institution has prioritised the Curriculum-based and

system (teaching in Indian Language, culture, using online course):	extracurricular domains for the integration of Indian knowledge systems, encompassing Indian language and culture. The study of Hindi and Malayalam are offered as an optional Common Course in all UG programmes. These languages are promoted in the college through events and competitions of multiple kinds. The readers forum of the institution conducted various programmes viz competitions, seminar and celebrated important days for language and literature, especially Hindi divas to promote Indian language. Institution has organised various events like Oushadhakanji preparation and prepared Malayalam Calendar incorporating the details of traditional Kerala agricultural calendar. Arts and cultural fests are conducted every year in the college where programmes related to the cultural heritage and traditional art forms are presented by the students.
5. Focus on Outcome based education (OBE):	The institution employs outcome-based education, as suggested by the university curriculum explicitly outlines the course, programme, and programme-specific outcomes. Attainment of outcome is analysed and assessed at the end of the programme. As a prelude to implementing NEP, the college has implemented OBE within its limited academic flexibility.
6. Distance education/online education:	The institution promotes teaching-learning through virtual platforms, especially during the covid pandemic days. Online education became routine modes of learning during those days through Google classrooms, Google meet, Zoom and Webex. All academic transactions including class, assignments, and seminar submissions, were efficiently done through these platforms. The institution utilised its Learning Management System platform for efficiently conducting the exams. Further, several webinars, invited lectures, FDP, and competitions were also held through the digital platforms. Apart from these virtual platforms, institution even encourages students to take up online certificate courses offered by SWAYAM-NPTEL and MOOCs.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been	Yes

set up in the College?	
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	At Safa College of Arts and Science, the Electoral Literacy Club (ELC) has taken steps to encourage a democratic culture among students. The club has held seminars in connection with Voters Day and campaigns to raise awareness of democratic values. The EL Club conducted campaign at the Valanchery municipality to register new voters in the Election Commission's National Voter Service Portal (NSVP) website. These initiatives sought to inculcate a feeling of civic responsibility and to promote active engagement in the political process among the students.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The Electoral Literacy Club initiated a voter ID campaign to raise awareness in the Valanchery municipality. The initiative aimed to educate individuals about the necessity of participation in the democratic process and to provide voters ID to the new voters of the locality. The club also conducted eShram registration drive for unorganized workers, which would aid in the implementation of social security services and the sharing of information with various partners in order to deliver assistance and schemes to them.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The Electoral Literacy Club organized a Voters Registration camp and workshop to facilitate the process of voter registration. The campaign aimed to register people in the Election Commission's National Voter Service Portal (NSVP) website and Voters Registration app by providing practical assistance and step-by-step instructions to eligible individuals who wished to register as voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1243	1229	1203	1086	963

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

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

Response: 129

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
64	64	62	59	52

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
224.42	119.64	50.47	58.17	33.11

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

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

Response:

SAFA College of Arts and Science is affiliated with the University of Calicut and strictly adheres to the curriculum and Choice Based Credit Syllabus System offered by the university for all the UG and PG programmes. The College has a well-planned and documented mechanism for verifying the syllabi and its effective implementation. The curriculum promotes inclusion of interdisciplinary approaches by allowing the college and students to choose electives and open courses they are interested in.

Curricular Planning

- An **Academic Calendar** is prepared at the beginning of each academic year to ensure effective implementation of the curriculum, monitored by the academic council and IQAC.
- IQAC prepares **Exam Calendar**, **Activity Calendar**, and **Handbook** yearly, monitored by the Principal and IQAC.
- The **Timetable Committee**, constituted by the academic council, prepares the **Master Timetable** based on the workload assigned by the Head of the Department.
- S**emester Plans** and **Course Outlines** are developed by the instructors at the beginning of each semester, to ensure effective and timely completion of the curriculum.
- An **Action Plan** for the academic calendar is prepared by the department, including tentative dates for continuous internal assessments.
- **Department Council Meetings** are conducted periodically subsequent to the **Academic Council Meeting** to validate the execution of the department plan**.**

Curriculum Delivery

- **Students' Induction Programme** is conducted at the beginning of each academic year to familiarize them with the new programmes.
- **Bridge Courses** and entry/exit tests are conducted to assess students levels.(Slow/Medium/Advanced Learners).
- Well-equipped library with **INFLIBNET** resources and **ICT-enabled classrooms** offer a compelling academic atmosphere for the delivery of the curriculum.
- Teachers maintain a **Teacher's Diary** to keep track of the academic schedule. **E-content**, **ICT-based** course materials, power point presentations, and lecture notes prepared by teachers ensure effective curriculum delivery.
- **Mentor Diary, Tutorial Register and Students Diary** are maintained and monitored by the Principal and IQAC.
- Students are encouraged to enrol in **add-on** and **certificate courses** to promote skill enhancement

and subject proficiency.

- Slow Learners and Advanced Learners are identified and additional assistance is given through **I EARN Club and Raise Me Club** of the college.
- The class tutor makes sure that the material in the curriculum gets delivered efficiently and on schedule. **ERP** is used to track daily attendance continually.
- **Syllabus Completion Report** is prepared and submitted to the Principal through IQAC at the end of each semester.
- **PTA meetings** and the **Annual Feedback** from students are obtained and analysed for improvement of the academics.

Continuous Internal Assessment

- The IEC efficiently conduct centralized internal assessments, audit course exams and publish the results timely. The grievances are efficiently handled by the committee. Student's participation and performance are ensured through the **Mentor-Mentee** system.
- Internal assessment results are **timely published and uploaded** to the university portal.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 54

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 50.17

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
605	740	501	580	446

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

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

Response:

As an affiliated college, we follow the university syllabus which incorporates topics on cross-cutting issues; additionally, certificate and additional courses are provided by the institution related to professional ethics, gender, human values, Environment and sustainability, aiming to the development of scientifically oriented, intellectually accomplished and socially committed citizens.

Environment and Sustainability

There are 45 courses in various disciplines concerning the environmental and sustainability offered in the college.

- **Planting of "Edayur mulaku", local variety of chilly comes under GI tag**, **Harvest Festivals**, **Vidyavanam**, **Herbal Garden, Drops for bird**, **waste management system**, **water resourcing**, and **identification of plants** using QR code and natural camps fosters perception of environmental responsibility.
- **Nature camps, study tours, observation days, afforestation campaign, seminars** and **invited talks** are organized for students to be mindful about the environment.
- **Beach cleaning, clean locality** and **campus cleaning c**ampaign under **Swatch Bharath Abhiyan** are conducted to enhance the value of clean environment.
- **Peacock habitat (Mayooravanam)** free from students interaction is maintained .
- Energy conservation and responsible consumption in the college is promoted through the usage of efficient and emission less electronic appliances.
- **Audit courses,** specifically Environment studies, Disaster management, Human rights/Intellectual property rights/consumer protection, gender studies/ gerontology are provided by the college to integrate the importance of cross cutting issues.

Gender

The university syllabus includes 56 courses that discuss the gender related contents while human physiology and psychology course place a particular emphasis on the gender cross cutting matters.

- **Self-defence training** for girls, **pre-marital counselling**, seminars on health and hygiene, women and child nutrition, legal awareness etc., are conducted under **WDC.**
- The Gender club unit of the institution under the Kudumbasree program of **State Poverty Eradication Program (SPEM)**, Government of Kerala organizes workshops on **Psychological First Aid** for the students.
- Industrial Visit to **INKEL** for girls to promote the entrepreneurship skills of the students.
- Day observations, **hair donation campaigns**, **cancer awareness seminars**, **film festivals**, **debates**, **mehandi festivals**, **football competitions**, etc. to address cross-cutting issues are organized.

Human Values

There are 60 courses in various disciplines concerning the Human values and social responsibility offered in the college.

- **Visit to Old age** and **Rescue homes, Day with Buds School students are held. Medical Camps, cancer awareness seminars, Blood Donation Camps** are conducted to promote humane responsibilities among the students.

- Multiple adoption/support cases of physically or mentally disabled children to uplift educationally by **"Adopt a child"** program.
- Distribution of **palliative care equipment and aids** to the needy local people and relief services during crucial **flood and pandemic period by SIP.**
- Students coordination of **One Rupee Collection** program on every Wednesday to help the students in need. **Biriyani challenges** and **payasam challenges** by the students to help the pupil in crisis.

Professional Ethics

The university syllabus includes 47 courses that discuss the professional ethics and values related contents

- The **code of conduct** is displayed on the college website, **students' handbook** and **teachers' diary** and monitoring by the **Academic Council** to promote professional ethics.
- The institution offers industry-focused training for students through its **multimedia lab** and **e-content development centre.**
- Sessions on **Income Tax & GST filing, Tally, Cyber Security and Ethical hacking, Content writing, Interview skills** and **talk with entrepreneurs.**
- **Faculty, Professional and Management development programs** contributing to the overall improvement and the quality of education.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

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

Response: 81.98

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

Response: 1019

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 84.52

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
466	445	498	469	426

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

2022-23	2021-22	2020-21	2019-20	2018-19
556	556	590	554	470

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 81.53

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
311	283	332	305	287

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

2022-23	2021-22	2020-21	2019-20	2018-19
378	378	402	375	329

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

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

Response: 19.42

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

EXPERIENTIAL LEARNING

Integrating experiential learning approaches into college programs, institutions can enhance student engagement, motivation, and retention while preparing students for success in their academic and professional pursuits. The college initiated the following for enhancing the experiential learning.

Campus Radio, YouTube channel, and Vox-Pop are inbound activities taken up by the students to share information and knowledge.

The college initiated **the SKILL program** to share the learned knowledge with others.

Laboratory sessions, academic projects, hands-on training workshops, and Certificate Courses are provided.

Exhibitions, Management Fests, and movie screenings are conducted.

Study tours, Industrial Visits, Internships, and field works are conducted as collaborative Learning Activities.

Meet the professional sessions are conducted for the students to understand the industrial environment.

Orientation classes for the competitive exams are conducted.

PARTICIPATIVE LEARNING

The institution promotes an active and engaging approach to education that involves students actively participating in the learning process.

Debate competitions and Classroom Debates are conducted on various academic topics to enhance critical thinking.

Seminars, Webinars, and invited talks on various academic topics are conducted by the departments**.**

Students are promoted to present research papers in various **national seminars**. The college organized a **national-level seminar "TASHKILA"**.

Word games Competition is conducted to enhance the vocabulary skills of the students.

Discussions on the Kerala/Union Budgets are conducted periodically by the Department of Economics.

Students are encouraged to take part in **competitions and Day Celebrations** as participative Learning.

Students are given **clinical visits** to help them comprehend real-world case studies.

PROBLEM-SOLVING

The institution incorporates problem-solving methodology and activities into the curriculum, to empower students to develop essential skills, think critically, solve complex problems, and succeed in academic and real-world settings.

Various departments conduct **intercollegiate quiz competitions**, particularly on significant days.

The English Department conducted a series of activities called **"Winspiration"** to assist students succeed academically.

Workshops on creative writing are held to provide participants a dynamic and stimulating learning atmosphere in which they can explore their creativity and improve their writing abilities.

Professional Competency Course (PCC) on the calculation of correlation and regression is conducted to enhance student's understanding and practical application of statistical techniques using SPSS program

Training on Dissertation Writing, Communication skills, Leadership, and Interview Skills for students are conducted.

Students have developed **mobile apps by proper guidance** from the faculties helping them to solve the challenges.

RURAL camps are organized for the students to provide transformative experience for the participants addressing the local problems.

INTEGRATION OF ICT TOOLS

Fully outfitted **e-content development centre** is installed in the college.

Faculty develops and uploads **E-Content videos** to the website and YouTube channel.

The college has well-equipped **Smart Classrooms** set up. Faculty are giving lectures utilizing PowerPoint and online resources.

A well-equipped Digital library with **E-learning resources, Google Classrooms, MOOC, SWAYAM and NPTEL platforms.**

ERP and **LMS** systems are used to enhance the learning experience.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
64	64	62	59	52

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 33.55

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
22	31	18	17	13

01-07-2024 10:40:33

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

2.5 Evaluation Process and Reforms

2.5.1

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

Response:

Continuous Internal Evaluation System enhances the students' overall competencies through regular monitoring and assessment. Being affiliated to the University of Calicut, the College strictly follows the rules and regulations prescribed by the University syllabus. The scheme of the internal evaluation,detailed in the syllabus is uploaded on the college website.

Cells to Conduct & Monitor CIA

Academic Performance and Evaluation Committee (APEC), Examination Cell (EC), and Grievance Redressal Cell ensure transparent and successful conduct of the Continuous Internal Assessment.

Examination Calendar:

Internal activities are detailed in Academic cum Examination calendar prepared by IQAC in tandem with the University Calendar and is distributed to students at the beginning of academic year.

Examination Cell:

The examination cell ensures proper and timely conduct of internal exams as per the scheme of internal evaluation detailed in the syllabus through a centralised mode.

INTERNAL EXAMINATION

The faculty members prepare the exam questions in compliance with the university guidelines, which are then given to the internal examination committee. The exam schedule is announced in advance on the

notice board, and the test is administered via random seating arrangement.

Valuation and Feedback

The Examination Cell schedules the evaluation and distribution of the answer sheets on time. To maintain transparency during internal examinations, IEC proposes a grievance redressal procedure. The Internal Examination Committee guarantees the opportunity for supplementary exams to students who were excused from the internal exam for valid grounds. The notice board displays the results. There is a grievance and redressal cell handling the issues related to the internal examination.

Seminars / Assignments:

Assignments on subjects covered in the syllabus and seminars are two other ways that teachers evaluate and analyse continuously. The internal evaluation scoring system assigns equal weights to assignments and seminars.

Attendance:

Attendance is an additional criterion used in internal evaluations. The attendance of students is monitored regularly and breakdown per month is compiled and posted on the notice board. Twenty percent of the total score comes from the internal review, and eighty percent from the external evaluation.

Students Participation

Students' participation in the academic matters also considered to be as a criterion for internal evaluation. Group discussions, Seminar presentations and Paper presentations are promoted by the teachers to instill an inquisitive mind and skill among students.

Project Works/ Internship Training:

Project reports and internship report of the final year students are supervised by their lecturers and assessed through viva by external examiners. Students learn how to solve professional problems methodologically through project/internship-based learning.

Online exams:

The college encourages PG students and UG students to enrol for NPTEL courses and attend the online exams.

MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES

The college maintains a well-structured Grievance Redressal Cell, transparent by virtue of its multi-level organization.

Department Level:

Grievances regarding exams are received by the Head of the Department through proper channel. Record of the grievances received are maintained in the department.

College Level:

Grievances received by the HOD are passed to the Grievance and Redressal Cell after verification. The grievance cell handles all student grievances about exams and revalue them.

University Level:

Students' Grievances regarding the university exams are submitted to the principal through the Grievance and Redressal Cell and forwarded to the university.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

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

Response:

Program Outcomes (POs) and Course Outcomes (COs) for all programs offered by the institution is displayed on the website. These outcomes serve as guiding beacons, illuminating the path to holistic education and career preparedness for students.

Program Outcomes (POs):

- Program Outcomes are meticulously integrated into all academic offerings to ensure alignment with curriculum goals and student success.
- These POs act as guiding principles, directing students towards acquiring vital knowledge, skills, and attributes essential for professional advancement.
- Students can refer to the outlined outcomes in the syllabus to gain a comprehensive understanding of the expected learning outcomes.
- Each academic program is designed with specific POs, emphasizing the importance of achieving educational objectives and aspirations.
- The institution's adherence to accountability standards is demonstrated through the clear communication of Program Outcomes to stakeholders.
- By adhering to Program Outcomes, students are equipped with the necessary tools to excel in their chosen fields and contribute positively to society.

Course Outcomes (COs):

- Course Outcomes are meticulously crafted to align with program goals, ensuring a cohesive educational experience for students.
- Defining COs allows for tailored course content, teaching methods, and assessments that promote comprehensive learning outcomes.
- Students and parents are informed about Program Outcomes and Course Outcomes during the Induction Programme.
- By adhering to defined COs, students are guided towards success in their academic pursuits and personal growth.
- The institution's focus on COs ensures that students receive a well-rounded education that prepares them for future endeavors.
- Through the integration of COs, Safa College of Arts and Science fosters a culture of excellence and continuous improvement.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

ATTAINMENT

The IQAC has initiated steps to evaluate the attainment of Learning Outcomes. Attainment of Programme Outcomes (PO) and Programme Specific Outcomes (PSO) are computed based on direct assessment and indirect assessment methods per suggestions from the various stakeholders. The Programme Outcomes (POs) and programme-specific outcomes (PSOs) are evaluated using Course Outcomes (COs) attainment which are defined for each course. 80% of the weightage is given to the direct method via external examinations and 20% of the weightage to the attainment from internal examination.

Direct Assessment method

The following steps are involved in the direct method:

- The assessments of the internal and external exams are used to calculate the achievement of the desired outcomes. The QP was prepared by the faculty using the CO that was specified in the syllabus.
- The student's marks for each question from the particular CO are totalled.
- The percentage of the marks scored in the questions is calculated.

- The number of students achieved above the benchmark for each outcome is calculated to evaluate the attainment percentage.
- The attainment level is selected from the table 1.

Table1: benchmark table for level of assessment

BENCHMARK		
SLNO	**Level of Assessment**	**Attainment**
01	**40 % Students Above target**	1
02	**60 % Students Above target**	2
03	**80 % Students Above target**	3

- The attainment of CO from the external examinations is calculated from the percentage of marks achieved by the students in each course.
- The credit score attained from the examinations is utilised to calculate the marks (percentage) obtained.
- The students with marks obtained above the benchmark (Benchmark is suggested by the college) are listed.
- The attainment evaluated from both internal and external examinations are tabulated.
- 20 % of the average attainment from internal examinations and 80% of the attainment from external examinations are calculated.
- The level of attainment is documented from table 2 using the formula

   Level of attainment = (final course attainment/3) x 100.

Table 2: Table for Level of attainment

SL No	Level of Attainment	Attainment
01	**76-100**	**High**
02	**51-75**	**Moderate**
03	**0-50**	**Low**

Indirect Assessment method

Programme Exit Survey: This survey is taken from the various stakeholders regarding the CO/PO/PSO outcomes. The attainment is evaluated indirectly from the feedback of the survey.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 77.82

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

2022-23	2021-22	2020-21	2019-20	2018-19
297	308	259	226	180

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

2022-23	2021-22	2020-21	2019-20	2018-19
396	390	330	290	226

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.69

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

ECOSYSTEM FOR INNOVATIONS:

"You can't solve a problem on the same level that it was created. You have to rise above it to the next level." –Albert Einstein.

The institution provides an academic ecosystem to enhance the standards of the education, inducing faculties & students to adopt a better way of thinking to solve problems. The college conducted seminars, awareness classes, entrepreneurship supporting programmes incorporating Innovations in Education which can lead to a brighter learning world.

ECOSYSTEM FOR ENTREPRENEURSHIP:

The institution has a refined entrepreneurship development cell for inspiring and empowering students to pursue entrepreneurship, equipping them with the knowledge, skills and network needed to succeed in

the startup ecosystem.

The club conducted various workshops, seminars, marketing fests and invited lectures to enhance entrepreneurial skills such as leadership, problem solving, communication etc. The college has produced many successful entrepreneurs for the society.

- **Gran Mercado** – A marketing and food fest conducted by the ED Club through departments for promoting marketing skills.
- **Meet The Entrepreneur series**- The club launched a program called "Meet the Entrepreneur," which allows students to interact with successful entrepreneurs and share insights and strategies.
- **Industrial visit** – The club organized a visit to IGL for promoting women entrepreneurship.
- **TIE – DYE Workshop**- The club held TIE-DYE workshop in association with the CINDREBAY School of Design to highlight the artistic aspect of the craft and employable aptitudes.
- Conducted **Investment Awareness Program** in association with **Securities and Exchange Board of India (SEBI).**

Organized a marketing campaign to showcase the students' talents in marketing using LED bulbs that had been developed by the Physics Department.

IPR CELL

Through the Intellectual Property Rights Cell, the institution has made the necessary preparations to enable students to increase their understanding of IPR. Every year, the cell held seminars on topics such as trademarks, patents, legal awareness, and IPR overview. The Cell held presentation on the process of filing for patents. Two patents with patent application number **TEMP/E-1/57654/2022-CHE and TEMP/E-1/39386/2022-CHE** have been approved by the Government of India.

ECOSYSTEM FOR Indian Knowledge System (IKS)

The institution has prioritized the Curriculum-based and extracurricular domains for the integration of Indian knowledge systems, encompassing Indian language, heritage and culture.

- **Hindi and Malayalam are offered as optional Common Courses** in all undergraduate programs, promoting Indian languages.
- **Oushadhakanji preparation** event and **traditional Kerala agricultural calendar** prepared.
- **Annual arts and cultural fest** are conducted for students' talents in cultural heritage and traditional art forms.
- Day celebrations especially, "**Kerala Piravi" and "HINDI DIVAS".**
- **Njaru Nadal** and **Herbal Garden** initiatives are organized to promote the agricultural heritage of Kerala and Ayurveda.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

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

Response: 96

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

2022-23	2021-22	2020-21	2019-20	2018-19
34	22	15	13	12

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

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

Response: 0.05

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

2022-23	2021-22	2020-21	2019-20	2018-19
04	0	02	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

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

Response: 0.57

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

2022-23	2021-22	2020-21	2019-20	2018-19
54	12	5	1	2

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Outcomes of Extension Activities

EcoPhilia:

- Safa college collaborated with the **Soura-Kerala State Electricity Board Solar project** to install solar panels of **50 kWp** promoting sustainable energy resources.
- In association with the **Kerala Water Authority** the institution supported the construction of **Water Tank of 2300000 litre** to provide drinking water in 2 panchayats and 1 municipality.
- **Vidhyavanam project** is maintained in collaboration with the **Kerala Forests and Wildlife Department's Social Forestry** unit promoting environmental preservation.
- Cleaning activities under **Swatch Bharat Abhiyan** was implemented in the adopted village and municipality by **NSS unit** improved the cleanliness and sanitation.
- **The Biodiversity Club** collaborated with **E3 Mission** to spread awareness on proper plastics segregation.
- **NSS volunteers** collected **leftover plastic bottles** from locality **to build a bus waiting shed** in the neighbourhood.

Shiksha:

- **NSS volunteers** empowered the physically challenged in the community by **providing fundamental education**.
- Safa College distributed **Sure Shot Study Materials** for the nearby High School Students.
- Surveys on financial, digital, and neo-literate literacy were conducted by NSS unit in collaboration with **KLM** and **Edayoor Panchayath.**
- **The Psychology Department, NEST & WMC Manjery** jointly conducted a **diagnostic camp for assessing learning disabilities** of the students of locality.
- **Department of Commerce**, in association with **Urava Publications**, created **"Candid Radio"** audio books to improve literature accessibility for visually impaired individuals.

Sujeevanam:

- Collaborated with the **Edayur Panchayath** to provide **food packages to the needy**.
- **NSS and SIP unit** along with the **Panchayath&Muncipality** conducted **fundraising events**.
- **Vayojana Sangamam,** in partnership with **Edayoor Panchayath**, offered **psychological support** to elderly.
- **Disabled meet-ups** are organised to promote inclusivity.

HaemoCare:

- **NSS and SIP** promoted community health by facilitating blood donation jointly with **Government District Hospital and BDK.**
- The **Nirbhaya activities** and **Pre-marital** initiative by **WDC** are conducted.

Kaithang:

- **The home care** initiative for cancer outpatients provided essential support to patients.
- The College **distributed life-saving equipment for paralyzed patients in Municipality and Panchayath**.
- The **NSS unit provided home** for a homeless family in the region.

GreenHarves:

- **The GI tag crop edayur chilli's garden** was created with the collaboration of Edayoor Panchayath.
- Initiatives for **organic farming** were implemented under the collaboration of **Edayoor Panchayath**.
- Successful **traditional rice harvesting (KOYTHU ULSAV)** and **sowing (Naru Nadeel)** are carried out by the **NSS unit** in collaboration with **Edayur panchayath.**
- **Soil testing** program in collaboration **KrishiBhavan** raised awareness of improved agricultural yield .
- **The NSS unit**, in conjunction with **Edayoor Panchayath**, **built a bund that reduced soil erosion, saved water, and improved agricultural output.**

Samunnathi:

- **PSC coaching facility** has **empowered minority students** under the collaboration of **Kerala Minority & Welfare Department** promoted provided free coaching for the students of the region.
- **Intercollegiate job fair , RUBIX 2K18** were conducted under the collaboration of **University of Calicut** provided employment opportunities.

SVEEP

- The college conducted **SVEEP programs** in association with the **ECI,** promoting **voter education and democratic engagement** in the community.
- **E-Shram registration campaign** conducted in association with **The Ministry of Labour & Employment, Government of India** enhancing employment opportunities, and economic empowerment of unorganised workers.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

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

Response:

EcoPhilia:

Safa College received awards for **Soura-KSEB Solar Project**, installing 50 kWp solar panels, promoting sustainable energy.

Awards received for supporting Kerala Water Authority, constructing a **230,0000-liter water tank** to provide drinking water in two panchayats and one municipality

Awards received for **Vidhyvanam project**, maintained in collaboration with Kerala Forests and Wildlife Department's Social Forestry unit.

The NSS unit received awards for implementing 'Swachh Bharat Abhiyan' significantly enhancing cleanliness.

Awards received for collaborating with **E3 Mission** to raise awareness on proper plastic segregation

Awards received for building **bus waiting shed** in the neighbourhood using leftover plastic.

Shiksha:

Awards received for **empowering the physically challenged** through fundamental education initiatives**.**

Awards received for distributing essential study materials to nearby high school students, promoting educational support.

Awards received for conducting financial, digital, and neo-literate literacy **surveys** by NSS unit in collaboration with KLM and Edayoor Panchayath.

Awards received for **diagnostic camp** by the Psychology Department, NEST, and WMC Manjery to assess learning disabilities.

Awards received for creating **candid radio, audio books** in collaboration with urava publication.

Sujeevanam:

Awards received for **distribution of food packages** to the homeless and impoverished households.

Awards received for fundraising events organized by NSS and SIP units.

Awards received for providing psychological support to elder people through **"Vayojana Sangamam"** in partnership with Edayoor Panchayath.

Awards received for organizing **inclusive meet-ups** for the disabled, promoting inclusivity and community engagement.

HaemoCare:

Awards received for promoting community health through **blood donation** initiatives with, Government District Hospital, and BDK.

Awards received for empowering women through **Nirbhaya activities** and **pre-marital initiatives**.

Kaithang:

Awards received for the **home care initiative** to cancer outpatients.

Awards received for distributing **life-saving equipment** to paralyzed patients in the Municipality and Panchayath.

Awards received for providing a **home to a homeless** family in the region through the efforts of the NSS unit.

GreenHarves:

Awards received for creating the **Edayur Chilli's garden**, a GI tag crop, through collaboration between NSS and Edayoor Panchayath**.**

Awards received for implementing **organic farming initiatives** in collaboration with Edayoor Panchayath, promoting sustainable agriculture practices.

Awards received for the successful **traditional rice harvesting** (KOYTHU ULSAV) and **sowing** (Naru Nadeel) initiatives .

Awards received for the **soil testing program** conducted by the NSS unit and KrishiBhavan, raising awareness for improved agricultural yield.

Samunnathi:

Awards received for empowering minority students by Kerala Minority & Welfare Department.

Awards received for organizing the intercollegiate job fair, RUBIX 2K18, in collaboration with the University of Calicut, offering employment opportunities.

Sveep:

Awards received for conducting SVEEP programs in collaboration with the ECI.

e-Shram

Awards received for conducting the **E-Shram registration campaign** in collaboration with the Ministry of Labour & Employment, Government of India, empowering unorganized workers.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 79

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

2022-23	2021-22	2020-21	2019-20	2018-19
23	22	13	9	12

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

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

Response: 38

01-07-2024 10:40:34

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college offers outstanding facilities to meet academic, co-curricular, and extracurricular demands of the generation on its more than **13.3 acres** of serene lush green land.

- All classrooms are designed with **ICT-enabled features** with smart TVs and internet connection.
- State of the art **E-Content Development Centre** for experiential learning opportunities and to promote innovative digital exposure in multimedia.Tutorial video contents are developed in the ECDC by teachers, to augment learning experience of students.
- **Multi-media/Edit lab** with advance video/audio editing software packages in department of journalism and mass communication.
- **Language Lab** maintained by Department of English, providing soft and hard skill trainings to students.
- Fully functional **Psychology Lab and Counselling cell** in Department of Psychology .
- Spacious **Computer Lab with server unit and 60 desktops** linked to local network for advance learning, research and collaboration(**student to computer ratio 1:10**).
- The college has well **equipped Physics and Chemistry Lab** for conducting experiments.
- Students can readily use the Moodle platform in the resource centre/computer lab. The high-speed printer and internet access in the **Resource Centre** make it easier to access assignments, projects and other learning resources.
- **Seminar halls with projectors** in the campus to conduct academic and non academic activities.
- **College library** is a disable friendly comprehensive information resource centre, filled with books related to the course syllabus, additional references, periodicals, magazines, and national and international publications. The library has access to online resources such as **Plagiarism-X, D-space, e-journals, N LIST, Magazines**, and research papers. An **open library,** copped with lush greenery, is provided to enhance the reading interest of the students along with the **INFLIBNET** facilities.

- **Rest Room:** Two restrooms with sick room facility, Prayer Hall and Daycare.

- **Audio-Visual Theatre** with Wi-Fi facility, projectors and seating capacity of 150 exclusively for conducting seminars, workshops, invited lectures , group discussions etc.,
- An open-air **amphitheatre** near the **butterfly garden** provides a serene environment for student lectures and public discussions. The **divyang-friendly Skill Centre** has ample space for

organizing activities and offering students with workshops and trainings. The centre offers a venue for students to showcase their skills and talents.

- Students initiated College Radio/online radio; "**SAFA FM**" to transmit information and entertainment news via the **Centralised Communication System** of the college.
- The e-governance and the academic data of the students are maintained and monitored through the **GJ and EMBASE LMS** softwares.
- '**Walk with a Scholar'** (I Earn Club) Programme for Advanced learners and **'Scholar Support Program'** (Raise Me Club) for slow learners, conducted through IQAC, providing academic aid to the students.
- The college held skill enhancement seminars in association with **Additional Skill Acquisition Program(ASAP);** Undertaken by the **Department of Higher Education, kerala** to improve employability skills.
- The college offers **free competitive test coaching** for minorities through its Coaching Centre for Minority Youths, under Kerala government's Minority Welfare department.

- The Departments are furnished with top-notch **desktop computers, printers, and wireless internet access.**

- Cultural and athletic endeavours of students are encouraged by the institution's vast **Playground** through active physical education department.

- **Safa Recreation Zone** facility with open gymnasium, fitness centre, indoor games, and yoga space.

- A wellmaintained **herbal garden, 'SUSRUTHAM'** under the Forestry Club, to showcasing students about native medicinal plants and its significance in alternative medicine and healthcare practices.
- **RO drinking water purifiers** at all college blocks and **examination hall cum auditorium** with **CCTV** monitoring.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 44.63

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
122.56	57.77	11.38	20.98	4.11

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The College Library offers many readily accessible academic resources to meet students' expectations. An eco-friendly **Open Librar**y has been established to promote reading habits in students. The **Digital Library** and **Resource Centre** are being widely used for e-reading and innovative research purposes.

The entire Library collection, over 8000 books, has been **classified** according to DDC 23rd edition, catalogued as per MARC 21 and is automated with **KOHA ILMS, OPAC and Open-source** software, along with subscriptions to e-journals, periodicals, magazines and back volumes. The books are bar-coded and the **digital membership cards** are provided to both students and faculties. Substantial collection of previous exam questions from both internal and university exams are available with a separate corner for competitive exams and reference books.

FACILITIES

Open Library: To encourage reading habits, the library has a spacious open reading arena, covered with greenery.

Digital Library: The institution has a fully automated digital library with subscription to **INFLIBNET N-LIST,** providing access to 31,35,000+ e-books and 6000+ e-journals, demonstrates a rich digital resource pool. The scholarly experience is improved by access to the online resources, like **e-books**, **e-**

journals, **e-shodh Sindhu** and **open databases**. The library is digitally managed with **KOHA ILS**, an user-friendly Integrated Library Management Software. Students can also access e-reading and digital resources through the fully functional **Resource Centre**. The library develops and communicates digital library collections using **D-space**, a digital library program.

Acquisition, cataloguing and circulation of library resources are carried out through **ILS** with user-friendly **Online Public Access Catalogue (OPAC)** interface. Barcoded books using the ILS are issued, returned and renewed utilizing the barcoded students/faculty ID cards. The library maintains fully **automated Gate Register** to manage the entry /exit and the usage statistics. **NVDA** (Non-Visual Desktop Access) screen reading software also been installed in the library to assist visually impaired and aspiring readers.

Library Advisory Committee and Readers Forum: The **Library Advisory Committee**, led by the Principal and the Librarian, ensures smooth operations and policy design along with **Readers Forum,** established for conducting events to promote library activities.

The library blog: The library has a blog for sharing information and promoting library offerings. It enhances accessibility and engagement of users by serving as a gateway to subscribed and open e-resources, e-learning materials, previous question papers, and career information.

Library Orientation Programmes: Orientation sessions are held at the beginning of academic year under the guidance of the librarian for newly admitted Under Graduate and Post Graduate students. The college institutes a **Best Library User Award** for the student who uses the library the most efficiently.

D-Space contribute to the institution repository with archives of the digitized documents, links to databases, question papers, theses, and project reports.

Plagiarism Check Facility: The library has the updated **PLAGIARISM CHECKER X** package to check plagiarism in research articles, dissertation, book chapters and reports.

Library Sections

- Open Reading Area
- Circulation Section
- Technical Section
- Stack Room
- Reference Section
- Career Corner
- Periodical Section
- Newspaper Reading Area
- Photostat Facility
- Digital Library
- Book Bank

Library Services

- Loan Service
- Reference Service

- New Arrival Display
- INFLIBNET-NLIST
- Online Public Access Catalogue (OPAC)
- Editorial Display Service
- Plagiarism Checking
- Dissertations
- Library Orientation Programs
- Property Counter
- Library Blog
- Reprographic Service
- Digital Entry
- CCTV Surveillance
- High Speed Internet with WIFI Access.
- Laser Printer

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

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

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

IT INFRASTRUCTURE

The institution adheres to a well-defined **IT POLICY,** to guarantee proper operation and upgradation of the IT infrastructure. **121 computers** installed across the college in Computer lab, Media lab, Language lab, Resource centre and Departments with **Intel Core i3/i5 10th / 11th /12th Gen Processor**, Gigabyte **H410/ B560/ B410 M Motherboard, Adata 8GB DDR4 RAM, SSD 240GB WD, UBUNTU/WINDOWS OS and 18.5/19- inch LED monitor** to support the academic needs of the students. The student to computer ratio is 1:10. **Dell T40** server is installed in the LIBRARY. The ECDC of the college has firewall protected **DELL VOSTRO computer** with quadcore processor and **Intel UHD graphics 730** card for fast computing.

The institution has fully fledged computer lab with packages such as **Android Studio, PhP, Java, Postgre, Sql,Turbo c, Visual Studio, C++, Python, Bluestack and TALLY**. The ECDC of the

institution is equipped with **YAMAHA X4 Audio Mixer, YAMAHA HS5 Audio monitor, Analog Audio Mixer and Licensed Adobe Premiere video editing software.**

The college has **three high-speed printers** accessible to ensure optimal administration of the academic and university exams. A fully functional **GJ ERP and EMBASE LMS** software for e-governance and managing students' academic data in place.**A BIO METRIC punching system** is available to manage staff attendance.

DIGITAL LIBRARY is automated with **KOHA ILMS, D-SPACE and OPAC with subscriptions to INFLIBNET, PLAGARISM CHECKER X and N-LIST.** The library maintains fully **automated Gate Register** to manage the entry /exit and the usage statistics. **NVDA** (Non-Visual Desktop Access) screen reading software also been installed in the library to assist visually impaired and aspiring readers.

INTERNET AND ICT FACILITIES:

The campus has upgraded internet connectivity of **bandwidth of 200 and 100 mbps**. **Smart TV**s connected to the local area network are installed in **36 classrooms**. **10 portable speaker systems with neckband microphones** are provided as teaching assistance. Seminar hall and the Audio-Visual Hall of the college have been installed with **projectors and Audio system**. **WIFI extenders/Routers and access points** are installed in the selected areas of the campus for the stakeholders. The campus is under the surveillance of 51 CCTVs.

POWER INFRASTRUCTURE

The college has made significant expenditures in modernizing and preserving its electrical infrastructure. The departments, labs, administrative offices, seminar hall, university exam cell, and resource center possess separate **5kV Uninterrupted Power Supplies** for power backup.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

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

Response: 11.2

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

Response: 111

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

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

Response: 27.47

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

2022-23	2021-22	2020-21	2019-20	2018-19
45.11	31.45	23.56	17.25	16.09

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 44.13

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
531	593	546	432	424

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

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

Response: 52.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
1112	952	365	190	363

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

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

Response: 82.52

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

2022-23	2021-22	2020-21	2019-20	2018-19
238	259	216	176	159

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

2022-23	2021-22	2020-21	2019-20	2018-19
297	308	259	226	180

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 4.5

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

2022-23	2021-22	2020-21	2019-20	2018-19
04	0	01	05	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

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

Response: 11

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

2022-23	2021-22	2020-21	2019-20	2018-19
05	01	0	02	3

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

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

Response: 26.6

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

2022-23	2021-22	2020-21	2019-20	2018-19
49	25	17	22	20

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

SAFA College Alumni Association (SAFALAM) is a registered Alumni association which plays a vital role in helping to shape the future of our college by advocating on behalf of its members and contributing for the continuous advancement. The Executive Committee, elected by the Council of SAFALAM, comprises of enthusiastic individuals willing to take on the organizational initiatives and sustain the pride of the institution. The SAFALAM offers services and programs that support campus customs and sustain a desire for lifetime involvement. This team uphold kinship with their fellow graduates as well as the institution by providing perks and services. The inaugural alumni gathering was held in 2012. Executive meetings and regular alumni get-togethers are held to unite the former students.

Following are the major contributions of SAFALAM during the last five years:

Financial Contributions

SAFALAM Scholarship: The alumni association of the institution offers scholarships for economically backward students. The scholarship amount is gathered from the alumni students at the beginning of the academic year.

During the COVID-19 pandemic, when online learning was offered, Safalam distributed cell phones to students in need. An amount of 516600 inr had been contributed by SAFALAM during the last 5 years. SAFALAM contributed water cooler to the college and furniture to the department.

Nonfinancial Contributions:

An opportunity for unity is created each year during the Ramadan fast when the college's alumni get together to host an iftar meet in the college. In commemoration of our demised alumnus, SAFALAM organises football competition "SULTHAN PREMIERE LEAGUE" SHAJAHAN MEMORIAL FOOTBALL TOURNAMENT, every year.

A **mega alumni meet** was held in 2019 to coordinate all college alumni, coinciding with the college's decennial celebration.

"Safa Alumni Youth Inspirational Talks; SAY IT" has been launched by the SAFALAM executive committee as a forum for SAFALAM resource personnel to engage with students on career, academics,

and ethics.

Meet the Alumni: IQAC and SAFALAM have been executing this successful effort in the college for the last three years. The college offers its final-year students the chance to consult with alumni members for guidance and placement Assistance The recently launched 'PANCHAYATH ADOPTION SCHEME is a great example for this by which the people can easily access all information about Nilambur.

Social Media Support:

The college alumni create and promote the social media posters and promo movies that highlight the accomplishments of the students, conveying their support for the college on social media.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The Governance and Leadership in Accordance with Vision and Mission

SAFA College of Arts and Science, under the Orphans Educational Charitable Trust, aims to uplift underprivileged individuals like orphans and needy students in rural areas by providing quality education. The college focuses on innovation, academic excellence, and philanthropy through a structured scholarship policy aligned with its vision and mission.

Vision and Mission Statement:

Vision: Our vision is to become a centre of excellence in higher education, and to produce innovative and socially responsible citizens from all sections of society. These graduates will contribute to the progressive and sustainable development of our nation.

Mission: We are devoted to facilitating transformative and experiential learning and to increasing equitable opportunities. We also encourage scientific inquiry and strive to transform our students into conscientious citizens.

Strategic Planning: Institution's **governing body** is the apex authority adheres to Calicut University Rules in formulating policies, creating the framework needed for implementing suggested goals, and completing the strategic plan. The Governing body comprises of chairman and the board of members, appoints Principal and Director.

Principal is the executive chief of the institution and is envisaged with responsibility to govern academic and administrative affairs of the college, supported by the **Director**, **Academic Council, and IQAC**. The decisions of the Academic Council are implemented at **Department Council** through respective Heads and Faculties. **Class tutors** address student concerns, aided by **class coordinators**/ **Senators**, who receive student input from concerned classes. The **mentor-Mentee system** is managed by the HOD and suggestions are shared with Department and Academic Council. The recommendations on implementing policies and resources are forwarded to the **Governing Body** for approval. The elected **student union** of the institution plans and execute cultural and sports activities after consulting with staff advisor.

The institution has a **Grievance Cell** to address grievances.

Decentralization and Participation

The organization's strategic plans uphold the mission by providing equal authority and responsibility to all departments, clubs, and associations while pursuing decentralized governance.

The Principal promotes delegated duties to individual faculties fostering an evenly dispersed and streamlined administrative structure. This strategy fortifies teamwork and effective management across the executive level.

To contribute to the overall academic and administrative success of college, HODs serve as liaisons between faculty and administration. The role of IQAC and its auxiliary committees is critical in evaluating academic and administrative procedures.

Decision-Making Framework: The Institution defines roles, promotes transparency, and ensures decisions benefiting stakeholders. The development of Kho-Kho court, Amphitheatre, and spacious College Canteen can be cited as a case study for participatory management, where proposals are initiated by stakeholders. College offers trickle-down strategy for governance and leadership.

Institutional Practices on NEP Implementation& Sustained Institutional Growth

Alignment with NEP Goals: The institution follows OBE enabling students to diversify their education through holistic, multidisciplinary approach. The institution thrives to become an **autonomous institution** as envisaged in NEP 2020.

Institution practice for sustained growth: The Institution offers professional development training to faculties equipping them with required awareness and skills for successful implementation of NEP. The governing body of the college is equally involved in complying with the concepts and implications of NEP. The college has over 13.3 acres of land for successful journey towards its expansion and development. Advancements in academic resources and learning opportunities are also made by partnerships with business establishments, government agencies, and local organizations.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

EFFECTIVE AND EFFICIENT FUNCTIONING OF THE INSTITUTION

Effective functioning of the institution is carried out by both statutory and non-statutory bodies of the College through the guidance of the College Governing Body, established by statute of the Trust. Statutory, non-statutory bodies and College Council headed by the Principal, ensures the proper execution of the strategic plans of the institution in compliance with the Regulatory Bodies.

A strategic plan has been developed by the College Governing Body, Academic Council and IQAC in 2017, to lead the institution to achieve its visionary accomplishments. This includes short (2017-2019), mid (2017-2022), and long term (2017-2027) plans, monitored by the committee regularly. The long-term plan of the college is to become an autonomous institution in a woodland and the mid-term plan is to get accredited by NAAC and recognised by UGC 2(f).

POLICIES AND PROCEDURES

The institution is operating in compliance with the college's vision, mission, and core values. The University standards and rules are followed in the formulation of the academic and administrative policies. The College has mandatory custom policies for recruitment, admissions, scholarships, code of conduct, and other areas. The sole criterion for appointment is merit.

DEPLOYMENT

- 2f recognition and ISO certification achieved.
- 100 % smart class rooms with featured online education facilities achieved.
- DIGITAL LIBRARY with INFLIBNET N-List access is achieved.
- Recreational zone, Open Gymnasium, Resource Centre, Counselling Centre and Open Library were deployed.
- Facilities for physical education are deployed/updated, such as the football field, volleyball court, KHO-KHO court, indoor games area, and cricket nets.
- Green Campus Initiatives consists of Rooftop Solar power grid, Butterfly Garden, Amphitheatre, Herbal garden, Leafy Garden and Bamboo Zone.
- Spacious college Canteen and Skill Centre.
- Fully fledged E-Content Development Centre.
- Advanced in Skill based auxiliary training programs, Certificate courses, Add on courses.

Recruitment, Service Rules and Procedures

The selection committee for the appointment constituted by the management consists of Subject Expert, Principal, Manager or his nominee, Director and Head of the Department. The committee will screen and shortlist candidates for interviews from the submitted applications. The candidates are selected according to merit and performance in the interview.

Employees of the college abide by the institution's HR Policy on Service Rules, regulations for leave, proper conduct, disciplinary actions, and other miscellaneous affairs.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Safa College of Arts and Science stands as a beacon of excellence, in both academic endeavors and its dedication to creating a positive and stimulating work environment for teaching and non-teaching staff. A vital element of its culture is a comprehensive appraisal system that guarantees responsibility, promotes development and recognizes accomplishment to promote employee engagement, loyality,

productivity, and general contentment. This results in a positive work environment and enhanced organizational performance.

Performance Appraisal System:

The performance appraisal system implemented by the college provides an organized approach to assess the productivity and contributions of faculty members. Individuals receive constructive feedback on their performance, competencies, strengths, and opportunities for growth and improvement. This system fosters a culture of ongoing learning and professional development in addition to improving transparency.

Welfare Measures:

The welfare measures of the college are transparent and effective as the college values the contribution of its staff to the institution's success. The college has implemented efficient welfare programs to serve the holistic requirements of its employees and encourage a positive work-life balance. The college ensures that its employees are adequately cared for by providing competitive salary packages, comprehensive health insurance benefits, and welfare measures.

The college provides the following welfare schemes for the staff:

- Incentives are provided for research publications &participation in FDP.
- Subsidised transportation and Food for the staff are given.
- Children of the staff are supported with priority in admission and concession in tuition fees in the college and all its sister institutions.

- Hospital assistance and Medical care.
- Annual Staff Tour is organized.
- Portable Microphone voice amplifiers are provided as teaching aids to reduce the physical stress of the faculties.
- Paid vacations and Payroll advance are provided.
- Long Service Association Rewards: Faculty members and staff members with a stay of above 5 years are honored every year.
- Conduct of Sports/football Tournaments for faculty members/non-teaching staff.
- Financial support to its faculty/staff members to participate in Faculty Development Programs, Staff Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc.
- Casual leaves, Duty leave, Maternity leave, Compensatory leave, Study leave to complete research work are granted as per the policy by the institution.
- 10 days of duty leave to staff members for attending various training Programmes /Orientation /Refresher/ Workshops /Seminars are provided.
- Gymnasium and Indoor games facilities are made available for teaching and non-teaching staff.
- Faculty and professional development programs are offered to staff members.
- The institution has an active staff club and faculty grievance redressal cell.

Avenues for Career Development/Progression:

Safa College of Arts and Science is committed to providing its staff with a fulfilling and encouraging wo

rk environment. The institution empowers individuals to achieve their greatest potential and strengthens its workforce by placing a significant priority on the health and career development of its staff.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

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

Response: 87.04

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

2022-23	2021-22	2020-21	2019-20	2018-19
63	48	42	58	51

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative

training programs during the last five years

Response: 82.86

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

2022-23	2021-22	2020-21	2019-20	2018-19
66	67	59	67	65

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	18	18	18

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

SAFA College of Arts and Science, an institution under the OECT adheres to the Resource Mobilization Policy on its strategies for mobilizing and optimally utilizing resources and funds. Established with a vision to impart quality education and foster holistic development, the College operates with a keen focus

on financial management and accountability with transparency and efficiency in its operations.

Strategies for Mobilization of Funds:

SAFA College employs a multifaceted approach to mobilizing funds, leveraging both internal and external sources. The college actively seeks financial assistance from Management and sponsorships/grants from the PTA to supplement its financial resources. Internally, it cultivates strong relationships with alumni, encouraging their support through donations and endowments. The institution prioritizes prudent financial planning and budgeting to ensure sustainability and resilience in the face of economic fluctuations.

Fee from students: Student fees serve as the primary funding source for the institution's operations and academic programmes.

Financial assistance from management: This source is used for the infrastructure augmentation and developments.

Contribution from PTA: This source is utilised for the purpose of student welfare activities.

Contribution from Alumni: This source is specifically used for the Alumni sponsored activities.

Utilization of Funds:

The college meticulously allocates funds to various areas, prioritizing academic excellence, infrastructure development, faculty enhancement, and student support services. Investments in facilities, technology upgrades, and research initiatives enhance the learning experience and equip students with the skills needed for success in their chosen fields. Moreover, funds are allocated for the salary and increments of staff, faculty development activities, scholarships, internships, and extracurricular programs to nurture talent and foster holistic development among students.

Internal Audit:

Internal Audits are carried out internally by the Chief Accountant and verified by the Director, Superintendent, and Principal. To ensure and verify the errors a dedicated audit committee oversees the management of funds, rechecking the utilization of the fund. This proactive approach to financial management not only safeguards the institution's financial integrity but also fosters a culture of accountability and responsible stewardship. Periodic reviews and assessments are conducted by management to enhance the overall financial performance.

External Audit:

An external financial audit is practised annually by a Registered Chartered Accountant to provide an impartial assessment of the institution's financial health and adherence to legal and ethical guidelines. To guarantee ongoing improvement of financial management procedures, audit results and recommendations are thoroughly examined and implemented to resolve any flaws or potential improvement areas.

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

6.5 Internal Quality Assurance System

6.5.1

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

Response:

IQAC was instituted in the year 2016, as per guidance,enhancing quality aspects through implementing several curricular and co-curricular activities. IQAC adopted the following methods for institutionalizing the quality assurance strategies via reviewing and documenting the teaching-learning process, methodologies of operations, and learning outcomes.

1. **TEACHING-LEARNING REVIEW SYSTEM**

IQAC implementations for improved Teaching-Learning & evaluation process, based on the existing university regulations.

- **Action plan and Department plan** are prepared by concerned departments monitored by IQAC.
- **Academic, examination and activity calendar** and **Course Outline** are prepared and made available to students.
- Constituted an **Examination Cell** for proper conduct of examinations and valuation.

- Student-centric academic programs such as 'SAY IT', 'SKILL'etc are implemented.
- **E-content Development Centre** to enhance experiential learning.
- Introduced more programs to enhance employability, skill and capacity building.
- Signed MoUs to increase collaborative learning & industrial linkage.

- Enhanced usage **of ICT tools** and digital learning.
- Established department-level **Board of Studies.**
- **Skill based certificate and Add on courses** are introduced.
- **Monthly Evaluation of** the Teachers Diary, Tutor Register, Mentor-mentee register, and class log.

IQAC Contribution to quality assurance and Learning Outcome.

IQAC evaluates the implementation of Student Centric Programs to enhance Experiential Learning, Leadership Qualities, and Scientific temper of the students. IQAC ensures 100% Smart classroom

creating dynamic, interactive, and personalized learning experiences, catering to the diverse needs of modern learners. IQAC and Principal jointly conduct internal/external **academic and administrative audits** to review the effectiveness of teaching-learning methodologies. Review on academic requirement is considered by IQAC to schedule orientations on **OBE, FDP, MDP and PDP**. Research methodology seminars are provided to help students and educators adopt a culture of research and publications. Research papers presented in the national seminar **"TASHKILA"** and a **Book with ISBN** are published. Recruitment campaigns are organised by IQAC in association with the career guidance cell.

Staff Appraisal system:

A well-designed Performance Appraisal System is established in college for teaching and non-teaching staffs to analyze the yearly performance. Appraisal forms along with student feedback are used for continuation of service.

1. **FEEDBACK MECHANISM**

IQAC continuously evaluates and review overall performance of teaching –learning process through proper feedback mechanism

Feedback from all stakeholders including students, alumni, and parents, on a structured questionnaire on teachers, infrastructure, library, teaching-learning and evaluation are obtained and evaluated by IQAC**.**

Feedback from**;**

- **Students on teacher**
- **Senators on teacher**
- **Faculties on curriculum**
- **Appraisal feedback**

INCREMENTAL IMPROVEMENTS

Infrastructure Recommendations:

IQAC plays a significant role in framing policies and measures to institutionalize quality sustenance initiatives and infrastructures in the college with the support of the Management and the Principal

Academic Auditing

IQAC conducts regular internal and external academic audits. External audits, led by academic experts from accredited institutions are conducted. Recommendations from external audits discussed in the academic council for institutional action. Internal audits are chaired by IQAC, involve NAAC Criterion Committee Coordinators, ensuring continuous improvement in academic framework

Green-Energy Auditing

IQAC Conducts Green auditing of the campus for systematic identification, quantification, recording, and reporting of environmental diversity of the College to implement sustainable environmental practice

The ISO 9001:2015 Certification and UGC 2(f) recognition

ISO 9001:2015 Certification, which acts as an impetus to the quality enhancement and sustenance activities of the College along with 2(f) status of UGC is acquired.

CO, PSO&PO Mapping

The IQAC has played commendable role in implementing and evaluating CO, PSO&PO.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

A gender-friendly campus is provided for all stakeholders, and the institute guarantees fair and equal treatment of individuals of all genders through equal access to education, opportunities for academic and professional developments, campus safety and representation in clubs and cells etc.

The institution integrates diverse perspectives and discusses stereotypes. Programs such as workshops, discussions, and educational initiatives are organized regularly to orient and reorient students and staff about social stereotypes, gender and gender roles.

INSTITUTIONAL INITIATIVES FOR THE PROMOTION OF GENDER EQUITY

- Inclusion of courses related to Human rights, Civil Rights and Gender Studies in the Curriculum (UG).
- Student participation in curricular and extracurricular activities is equal for all genders at this coeducational college.
- The institution has an active WDC (Women Development Cell) to promote the holistic development of women by addressing various aspects such as empowerment, gender equity, safety, and well-being.
- Seminars, webinars, and other programs on health and hygiene, rules and legislation, safety measures, gender neutrality, etc.are conducted focussing on the gender sensitization.
- Grievances of both men and women are accepted equally and addressed simultaneously.
- Self-defence Classes and camps are provided for girl students.

Women Conclaves are organised at the beginning of academic year.

FACILITIES FOR WOMEN ON CAMPUS

SHE -CORNER- The college provided two Resting Rooms for the girls "**SHE CORNER"** with resting beds which provide privacy, comfort, and safety for girls .

SANITARY NAPKIN VENDING MACHINE- Coin operated vending machine are installed in the campus for supporting girl students.

PRAYER ROOM- A separate prayer room for the girls is provided in the campus.

CCTV and SECURITY- The institution is maintaining full time security system with CCTV surveillance to assure the safety of women.

FITNESS CENTRE – Within the campus, girls have access to a fully furnished fitness centre and an indoor game centre. The institution assures equal participation of girls in arts and sports.

MEASURES TAKEN FOR THE PROMOTION OF GENDER EQUITY.

- **Gender Audit** is conducted by the IQAC in every academic year**.**
- The college adheres to a strict **gender policy** to ensure gender equity among the stakeholders.
- College ensures that the facilities and resources of the institutiton is being accessed by all without discrimination of any kind.
- The physical education department takes additional steps to get girls involved in sports and games. Their achievements are celebrated and honoured.

- The institution has an active **Women Development Cell, ICC, and Anti Sexual Harassment Cell**. The cell conducted various programs for empowering the girl students of the college
- Webinars, Seminars to promote gender equity , Discussions on Women Reservation Bill, Womens Nutrition, awareness program on gender-based violence are conducted.
- **SAFA Women's Conclave** is organised during the begining of the academic year.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

7.1.3

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

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

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The organization fosters inclusiveness by ensuring equal representation and opportunities, irrespective of their background, gender, caste, religion, or any other attribute. Numerous initiatives were conducted by college to establish and support an ethic that respects moral, cultural, and spiritual values among stakeholders.

INITIATIVES PROVIDING AN INCLUSIVE ENVIRONMENT

- The reservation policy of the Kerala Government is adhered for student admission, and relevant declarations are made. All deserving students are admitted, regardless of their gender, caste, creed, religion, or financial status.
- The institution harmoniously celebrates festivals including **Christmas, Bakrid, and Onam.**
- **Mercado: A food and management festival** showcasing wide range of culinary preferences is conducted.
- Celebrated significant days such as **Hindi Divas, Arabic Day** and organizes unique events to educate students about its significance.
- The college hosts **cultural events** to raise awareness of nation's rich cultural legacy and inspire students to take part in outside cultural festivals like **Kerala Literature Festival.**
- **Blood donation camps** are regularly held to raise awareness of the value of donating blood and social responsibility.
- **Food kits** are distributed to the homeless and destitute of the region by students.
- **"Drops for Birds"** program has placed vases around campus to hold water for birds to sip over the summer.
- The **Biodiversity Club** has implemented several programs to promote environmental awareness and inclusivity, which are essential for building a more equitable, resilient, and sustainable world for all generations. These programs include **VIDYAVANAM**, which is a joint effort with the **Kerala Forestry Department**, **HERBAL GARDEN**, plant and tree identification, and Environmental Day Celebrations.
- Students Union of the college hosts **the One Rupee Campaign** every Wednesday to provide for the basic needs of any impoverished student.
- **Cleaning campaigns** are conducted as part of Swatch Bharath project on campus and locality.
- **A day with BUDS School** students to understand the challenges faced by disabled children and to give them a chance to showcase their expressions.

SENSITIZATION OF STUDENTS AND EMPLOYEES TO THE CONSTITUTIONAL OBLIGATIONS

- The **Electoral Literacy Club** campaigns at Valanchery municipality to register new voters on the Election Commission's National Voter Service Portal website.
- **eSHRAM registration drives** at Valanchery Municipality to expedite the unauthorized worker registration procedure facilitating access to various welfare schemes provided by the government.
- Seminars on **Indian Constitution and Republic Day** celebrations for stimulating discussions, sharing viewpoints, and understanding its relevance in the younger generation.

Electoral Literacy Club conducted camps for registering new voters from students to Electoral roll.

- The Women Development Cell organized seminars on **legal rights of women**.

SOCIAL RESPONSIBILITY

- The institution organized **Flood Relief activities** during the disastrous flood in Kerala.
- **SAFA EMERGENCY TASK FORCE-** The College staff and students utilized WhatsApp and other online platforms to provide **humanitarian relief** during **COVID-19 outbreak**.
- An **eco-friendly bus Waiting Shed** has been built at Kavumpuram-Valanchery Municipality, utilizing **used plastic water bottles** gathered from cinema theatres and hospitals.
- The institution provides **Education for orphans, destitute and other marginalised sections** of society **.**
- SIP unit of the college **distributed equipment for palliative care** to the needy people of society.
- **Adopt a Child** initiative to uplift children with special needs (differently abled).
- **Flash mobs and street plays** on AIDS day, Refugee Day, etc., to spread public awareness.
- **Awareness campaigns** and **Leaflet distributions** in association with the Department of Health, Government of Kerala during the spread of viral diseases in the region.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

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

Response:

1. Title of the Practice: Safa Actions for Verdant Ecosystem (SAVE)

2. OBJECTIVES OF THE PRACTICE:

- Nurturing and conserving a diverse array of plant and animal species.
- Promoting sustainable development practices with minimal environmental impact on resource utilisation.
- Incorporating learners into environmental initiatives with the goal of raising awareness.

3. The Contexts:

The institution is committed to creating and protecting a healthy, balanced, and sustainable environment to maintain a lush ecosystem. **SAVE (Safa Actions for Verdant Ecosystem)** is the name given to the college's initiatives and efforts to protect a verdant ecosystem that is resilient, diverse, and capable of supporting life sustainably for future generations.

4 The Practice:

- **Green infrastructure:** The institution embraces the green infrastructure strategy to protect the greenery on campus. Circling around the oldest tree of the campus, an **Amphitheatre**, and an **Open Library** have been constructed.
- In collaboration with the social forestry unit of the Kerala Forests and Wildlife department, the Biodiversity Club and Forestry Club developed and preserves "**VIDHYAVANAM**."
- **Nambi Das Bamboo Garden** is created to enhance greenery, haven for birds, and raise awareness on importance of trees.
- The institution maintains a **Mango Garden** with extensive assortment of mango trees to preserve the Kerala's most valuable fruit.
- A **Leafy Garden** with thickly leafed plants setup on the campus for oxygen release and air purification.
- **Butterfly garden:** A butterfly garden has been formed with plants that bloom at various intervals to enhance pollination.
- The institution **donated land for water storage tank** of **2300000 Litre** capacity under "WSS to Edayur panchayath and service level improvement of existing WSS to Irambiliyam panchayath and Valanchery Municipality project" of **Kerala Water Authority**, to supply drinking water to the residents of three panchayaths.
- **Rainwater Harvesting and Groundwater Recharge** facilities have been built in the college at the summit of Safa hill, offering a sustainable groundwater supply, benefiting the college and the nearby homes.
- **"Mayooravanam"**- The college has preserved the natural habitat for peacock by minimizing the human activities in the area.
- **"Edayur Thottam" & "Jack Fruit"**- A garden for Edayur Mulaku, the crop with Geographical Identification Tag, along with the preservation of the native jack fruit trees to promote the importance of native planting
- **"Drops for Birds"** – The campus is home to potted drinking water for birds throughout the summer, collaborated with the Kerala Forest and Wildlife Department and the Biodiversity Club.
- **Waste Resourcing Activities_** Students used waste papers gathered from the campus to make and **distribute recycle bins for their classes.**.The students constructed a **bus waiting shed** in the neighbourhood using **leftover plastic water bottles** gathered from movie theatres and hospitals.
- **My Trash My Responsibility-** Installed, **Biogas** unit, **Food Digestor Unit** and **Incinerator** for proper management of waste..
- **Solar Power Resource of 50 KwP**, the biggest Rooftop Solar Photo-Voltaic System in the Tirur Electric Division, is installed in the campus to promote renewable energy sources..

5 Evidence of the Success:

- The initiatives on environmental consciousness appreciated by the Member of Parliament.
- The bus waiting shed from the waste bottles appreciated by the Municipal Chairperson.

- The "Vidhyavanam" project and the "Drops for Birds" appreciated by the Kerala forestry department.
- The green initiatives by the college are glimpsed from the outdoor edges of the campus.

6. Problem encountered and Resources Required:

- Additional measures were implemented to facilitate the growth of the plants due to the elevated temperatures over the summer.
- Because of its hillside location, the campus has soil that is suitable for growing particular kinds of plants only.
- We have faced a challenge to find a place to build the bus waiting shed, as Valanchery municipality is heavily occupied.

BEST PRACTICE 2

1. **Title of the Practice: Share Your Smile (SHY)**
2. **OBJECTIVE:**

- **To embrace the plight of others and lend remedies.**
- **To inculcate social responsibility.**
- **To offer emergency relieves and humanitarian aid to the needy.**
- **To promote social inclusiveness .**
- **To promote community engagement.**

3. The Contexts:

Social welfare and responsibility have been the primary goal of the college's extracurricular activities since its founding. Share Your Smile serves as a solution for society's pitiful sorrows and a comforting shoulder to lean on when needed.

4 The Practice:

- **Adopt a child:** College extends support to partially paralyzed pupil of the locality to attain basic education.
- **Old age home visits:** The students regularly spend interactive days with the elderly at the old age homes and the BUDS schools.
- **Palliative care/services:** Students provide care and support to patients and their families who are facing illnesses, by routinely visiting them at home. The college provides free medical equipment to those in need.
- **Blood donation camp:** Blood donation camps are organised frequently by the students in association with KSACS and BLOOD CENTRE to raise awareness and save lives.
- **Food to the homeless:** The students of the college distributed food packets to the hungry homeless destitute, abandoned senior citizens, migrant workers of ponnani panchayath.
- **Scholarship for the students:** Scholarships are awarded by the management to students from the most marginalized groups in the society.
- **Awareness programs:** Awareness on various social issues demonstrated through street plays, marathon and community march etc.
- **Counselling for the public:** The counselling cell of the college provided free counselling to the

people of the locality on various psychological issues.
- **Sneha veedu:** Students raised funds for snehaveedu project; home for the weaker sections of the society through various fundraising programs.
- **Flood/pandemic/disaster aid:** Safa Emergency Task Force, worked as a control room during the covid pandemic and flood catastrophe days.

5 Evidence of the Success:

- The initiative by the college in fostering inclusion and uplifting the physically challenged within the community is appreciated by the MLA of our constituency.
- Outstanding efforts in palliative care since 2018 appreciated by the Chairperson of the Valanchery municipality.

6. Problem encountered and Resources Required:

- During the COVID pandemic days, the absence of necessary transportation posed a problem in providing assistance.
- Transporting physically disabled students to the college for instruction and accommodations is the most obstacle encountered.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

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

Response:

WISE: Women Initiatives for Success & Empowerment

The College's performance in promoting "WISE"- Women Initiatives for Success & Empowerment, institutional distinctiveness reflects its commitment to promote gender equity, women empowerment, and inclusive campus culture. The institution continuously induces to uplift female students by offering initiatives, policies, and endeavours in , supporting them to realize their potential, during their college years and beyond.

1. Gender Sensitization Action Plan:

Action Plan prepared by WDC forms the foundation of its efforts towards promoting equity. The plan outlines specific strategies, activities, and interventions aimed at raising awareness and fostering a culture of respect & equality.

2. Gender Policy:

The Gender Policy serves as a guiding framework for promoting equity within its institutional structure. It includes principles, guidelines, and procedures to, prevent gender discrimination and harassment, and promote women's advancement in all spheres of campus life. The policy reflects Safa College's commitment to promote gender justice.

3. Constitution of Cells for Gender Equity:

Cells of the college to promote gender equity plays an important role in a, addressing gender-based concerns, and support women's empowerment efforts on campus. The sub-committees include:

a) Internal Complaint Committee (ICC):

The ICC is tasked with addressing complaints of sexual harassment and gender-based discrimination filed by students, faculty, or staff members. It follows the guidelines of Prevention, Prohibition, and Redressal Act of 2013, providing a fair and confidential mechanism for investigating complaints and ensuring appropriate action is taken against perpetrators.

b) Women's Development Cell (WDC):

The Women's Development Cell focuses on implementing initiatives and programs, promoting women empowerment, leadership skills, and address gender disparities. It organizes workshops, seminars, and awareness campaigns on gender issues, provides support services for women facing challenges, and advocates for policies and practices.

c) Anti-Sexual Harassment Cell:

The Anti-Sexual Harassment Cell works in conjunction with the Internal Complaint Committee to prevent and address instances of sexual harassment on campus. It conducts awareness campaigns, provides training to prevent sexual harassment, and ensures compliance with legal requirements

d) Anti-Ragging Cell:

The Anti-Ragging Cell is responsible for preventing and addressing incidents of ragging, which can often have gendered dimensions and disproportionately affect women students. It implements anti-ragging policies, conducts orientation programs, and provides support, ensuring a safe and respectful learning environment.

e) Grievance Redressal Cell:

The Grievance Redressal Cell serves as a platform for addressing grievances related to gender-based

discrimination, or any other concerns raised by students, faculty, or staff. It provides a mechanism for resolving disputes, ensuring transparency, and promoting accountability within the college community.

4. Gender Audit:

Gender Audits are conducted at Safa College to assess the effectiveness of "WISE" initiatives and identify areas for improvement. These audits involve collecting data, analysing gender disparities, and evaluate the impact of policies and programs on women's empowerment to promote WISE

5. Gender Sensitization Programs:

Gender Sensitization Programs of the college under the WISE encompass a wide range of initiatives designed to address the multifaceted challenges that women may encounter, providing them with the necessary tools, knowledge, and support to succeed personally and professionally.

a) Social Empowerment Program:

The Social Empowerment Program focuses on raising awareness about social issues affecting women, and advocating for women's rights within the broader community. It includes workshops, seminars, and awareness campaigns on topics such as gender-based violence, women's physical and mental health, and societal stereotyping., This program aims to create inclusive and supportive social environment for women by engaging stakeholders in critical discussions and activities. The program initiated were **Nirbhaya, Self Defence Training, Value Education and Pathway: Social Life Wellness Program.**

b) Legal Empowerment Program:

The Legal Empowerment Program provides women with knowledge of their legal rights and avenues for seeking justice in cases of discrimination, harassment, or violence. It offers workshops and training sessions on relevant laws and regulations, related to sexual harassment, domestic violence, and gender equality

c) Health Empowerment Program:

The Health Empowerment Program focuses on promoting women's health through education, awareness, and access to healthcare services such as Yoga &fitness Training, Nutritional Diet for women, social support, during covid pandemic, etc. The program includes various workshops, health screenings and counselling services for well-being of the students

d) Entrepreneurial Empowerment Program:

The Entrepreneurial Empowerment Program equips women with the skills, resources, and support needed to pursue entrepreneurial ventures and economic independence. It offers training in business development, financial management, marketing, and networking, helping women to start and develop businesses. The program promotes economic empowerment, innovation, and leadership within the college community.

e) Academic Empowerment Program:

The Academic Empowerment Program focuses on supporting women in their academic pursuits and career advancement. It provides mentoring, tutoring, and skill-building workshops to enhance academic performance, confidence, and leadership skills among women students. **Digital Workforce Management System (DWMS)registration, PSC coaching and Placement drive** are conducted to enhance academic skills. Additionally, it offers scholarships, research opportunities, and career development resources to help women excel academically

6. Awards & Achievements:

The college celebrates and recognizes the achievements of women students, faculty, and staff. Our proud student secured **first prize in the state-level Kalarippayattu** competition, the **girls badminton team** and **Girls KHO-KHO team** qualified to the University inter-zone competitions. Receiving recognition at the university level is a significant achievement that underscores the dedication and commitment of the college. By securing 3rd best WDC among more than 500 colleges, the cell has demonstrated leadership and innovation in advancing its mission and objectives. **Receiving appreciation from government officials, including Members of the Legislative Assembly (MLAs) and representatives of the local self-government,** further validates the impactful contributions of the WDC in promoting women's empowerment

The college is proud of its highly engaged and encouraging faculty as well as its infrastructure, including **well-stocked SHE Corners, hygienic restrooms, pad vending machines, and incinerators**. Department of Physical Education (DPE) of the college conducted training programs for the girls to encourage physical fitness under **College Fitness Programme (COFE)** in association with DPE of University of Calicut.

7. Annual Report of WDC:

WDC of the College publishes Annual Report, documenting the progress, achievements, and challenges encountered in promoting "WISE" throughout the academic year. The report provides a comprehensive overview of "WISE" initiatives, activities, and outcomes, highlighting successes and areas for improvement.

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

5. CONCLUSION

Additional Information :

Nestled amidst the idyllic hills of Pookkattiri, Safa College of Arts and Science shines as a paragon of inclusive education and holistic development, guided by the noble vision of the Orphans Educational Charitable Trust. At Safa College, inclusivity isn't just a concept—it's a way of life. Regardless of background, gender, caste, or religion, every individual is welcomed with open arms and afforded equal opportunities to thrive and excel.

The college's commitment to inclusivity is woven into the fabric of its existence, reflected in a myriad of initiatives aimed at fostering a community that embraces diversity and celebrates individuality. From empowering food kit distributions to heartwarming disabled meets organized in collaboration with the health department, Safa College goes above and beyond to ensure that every voice is heard and every need is met.

But Safa College's impact extends far beyond its campus borders. Through transformative community services and meaningful collaborations with the adopted village of Edyoor Panchayath, the college extends its hand of support and upliftment to those in need, enriching lives and forging lasting bonds of solidarity.

In the vibrant tapestry of Safa College's ethos, moral, cultural, and spiritual values intertwine seamlessly, creating an environment where each stakeholder is not just a participant but an integral part of a larger, harmonious whole. Here, education isn't just about acquiring knowledge—it's about nurturing the soul, igniting the spirit, and shaping compassionate, empathetic leaders who are ready to make a difference in the world.

Concluding Remarks :

Safa College of Arts and Science Pookkattiri, guided by the Orphans Educational Charitable Trust, stands as a beacon of inclusive education and holistic development. From its humble beginnings in 2009 to now offering a diverse range of undergraduate programs, the college has remained steadfast in its mission to uplift the underprivileged and nurture leaders of tomorrow. With a picturesque campus providing an ideal backdrop for learning, coupled with modern infrastructure and a commitment to quality education, Safa College continues to shape well-rounded individuals. Through its emphasis on co-curricular activities and fostering harmonious relationships, it instils values of social responsibility and cultural awareness in its students. As it strides forward, the college remains dedicated to maximizing opportunities and preparing students to excel in an ever-evolving global landscape.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : Answer After DVV Verification :54 Remark : COPORATE SOCIAL RESPONSIBILITY, LOGISTICS AND SUPPLY CHAIN MANAGEMENT will not be considered as it comes under regular university curriculum. Communication skills will not be considered in this metric, Hence input edited accordingly.
1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>703</td><td>729</td><td>492</td><td>570</td><td>437</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>605</td><td>740</td><td>501</td><td>580</td><td>446</td></tr></table> Remark : COPORATE SOCIAL RESPONSIBILITY, LOGISTICS AND SUPPLY CHAIN MANAGEMENT will not be considered as it comes under regular university curriculum. Communication skills will not be considered in this metric, Hence input edited accordingly.
2.4.2	*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)* 2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>26</td><td>34</td><td>21</td><td>20</td><td>15</td></tr></table> Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
22	31	18	17	13

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
34	28	17	13	12

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
34	22	15	13	12

Remark : Thashkila National Conference 2022, Industrial Visit (INKEL), Seminar On How To Face An Interview In Association With Accountia Kottakkal, Feel the Equity Market, SOCIAL ENTREPRENEURSHIP, EFFECTIVE THESIS PREPARATION, One Day Workshop On How To Write An Effective Project Report, HOW TO WRITE AN EFFECTIVE PROJECT REPORT seminars will not be considered in this metric, Hence input edited accordingly.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
8	1	5	6	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
04	0	02	0	0

Remark : Input edited as per the research papers in the Journals notified on UGC CARE list provided for clarification.

3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
27	23	13	9	13

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
23	22	13	9	12

Remark : National festivals, Days celebrations like Yoga day, Women's day etc., will not be considered in this metric, Input edited accordingly.

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.* Answer before DVV Verification : Answer After DVV Verification :38 Remark : Repeated MoU will be considered as one only and Only the MoU regarding to the research, faculty exchange, student exchange, internship, on–the-job training and project work will be considered, Hence input edited accordingly.
4.1.2	*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years* 4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
122.56	57.77	11.38	20.98	4.11

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
122.56	57.77	11.38	20.98	4.11

4.3.2	**Student – Computer ratio (Data for the latest completed academic year)** 4.3.2.1. **Number of computers available for students usage during the latest completed academic year:** Answer before DVV Verification : 121 Answer after DVV Verification: 111

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
86.66	54.77	36.65	32.23	26.40

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
45.11	31.45	23.56	17.25	16.09

5.1.1	*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*
	5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1087	1094	1029	862	804

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
531	593	546	432	424

5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability*
	1. Soft skills
	2. Language and communication skills
	3. Life skills (Yoga, physical fitness, health and hygiene)
	4. ICT/computing skills
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: B. 3 of the above
5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**
	5.1.3.1. Number of students benefitted by guidance for competitive examinations and career

	counselling offered by the institution year wise during last five years Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
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1188	1068	365	190	363 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
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1112	952	365	190	363	
5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases* 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : As per HEI the provided for option 2, 3 and 4, Input edited accordingly
5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years** 5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---	 5.2.1.2. **Number of outgoing students year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
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396	390	330	290	226 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
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297	308	259	226	180	
5.2.2	*Percentage of students qualifying in state/national/ international level examinations during the last five years* 5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/**

GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
37	3	3	4	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
04	0	01	05	0

5.3.1

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	2	0	3	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
05	01	0	02	3

Remark : District level, Zonal level, Inter-collegiate level awards and participation certificates will not be considered, Input edited accordingly from the documents provided for clarification.

5.3.2

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
65	27	17	26	23

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
49	25	17	22	20

	Remark : Events cannot be split into activities, it will considered as only one, and events not in assessment period will not be considered, Input edited accordingly.
6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** 6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
63	48	44	58	51 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
63	48	42	58	51	
6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years* 6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---	 6.3.3.2. **Number of non-teaching staff year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
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20	19	18	19	19 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
18	18	18	18	18	
6.5.2	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented** 2. **Academic and Administrative Audit (AAA) and follow-up action taken** 3. **Collaborative quality initiatives with other institution(s)** 4. **Participation in NIRF and other recognized rankings**

	5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: A. Any 4 or more of the above
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification:

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
219.30	119.18	50.48	58.18	33.12

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
224.42	119.64	50.47	58.17	33.11