

CARMEL COLLEGE, MALA

Nationally Re-accredited with 'A'grade (Third Cycle) Thrissur Dt., Kerala- 680732, Ph:04802890247, Fax: 04802890247 E-mail: carmelcollege@rediffmail.com, Website: www.carmelcollegemala.ac.in



Criteria VI

Governance, Leadership and Management

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

Reports

Submitted to



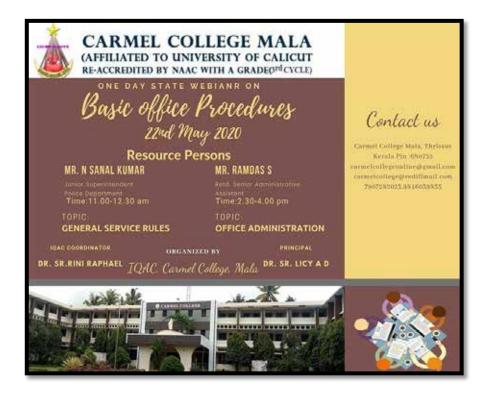
THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Educational Seminars, Workshops, and Orientation Classes

IQAC organized an interactive session on the **"Revised Accreditation Process of NAAC"** by Mr. Jain J Therattil, Assistant Professor of Zoology, St. Aloysius College, Elthuruth on 07.01.2020.



A State level webinar on **"Basic Office Procedures"** was organized by IQAC for the administrative staff of the college and nearby colleges on 22.5.2020. Teaching faculty also benefitted from this webinar. First session was handled by Mr. Sanalkumar, Junior Superintendent, Police Department who spoke on the topic "General Service Rules". The second session was taken byV. S. Muhammad Ibrahim, Ex-Director, BCD Department, Govt. of Kerala and Service Consultant, R.P for Govt. training Instituteson the topic "Office Administration".



An orientation programme on "**Online Platforms**" was organized by IQACon 1.6.2020 in theSeminar Hall from 10am to 12.30 pm for the teaching staff, to equip them with requisite skills for smooth conduct of online classes in the face of amounting Covid-19 pandemic. Mr. Shinto V D, Technical Assistant, Carmel College, Mala was the resource person and he introduced online Platforms such as Google Meet, Zoom and Webex to teachers.



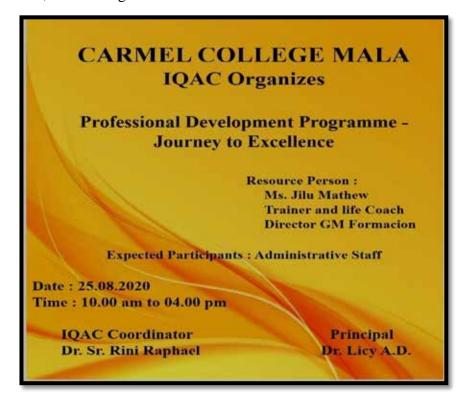
IQAC organized a training programme on "**My Zone - Moodle Platform**" on 1.6.2020 in the Seminar Hall from 1pm to 4 pm. The training programme was arranged batchwise in order to ensure that Covid Protocol was maintained. The session was handled by Ms. Greeshma K V, Assistant Professor on contract, Department of Computer Science. Our faculty got more exposure to Moodle LMS so that they can make their teaching sessions more dynamic through utilizing digital facilities.



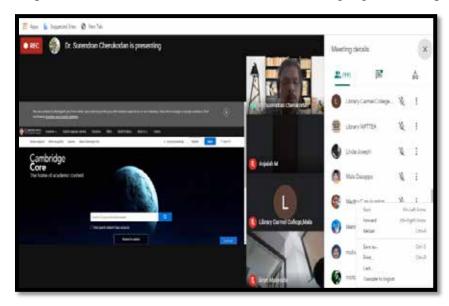
A Faculty Development Programme entitled "**Teachers - The Transformers**" was organized by Internal Quality Assurance Cell for faculty from 17.08.2020 to 24.08.2020. Ms. Jilu Mathew, Trainer & Life Coach, Director, GM Formacion was the resource person. Over the course of five sessions, the faculty were provided with orientation on ways to improve personal skills. The session covered areas such as self-management skills, role of teachers in moulding students, adolescent psychology and multiple intelligence, Enneagram Transactional Analysis and professional- personal life management skills on 17.8.2020, 18.8.2020,19.8.2020,20.8.2020 and 24.8.2020 respectively. 80 faculty participated in the FDP throughout all the sessions.



A Professional Development Programme entitled "Journey to Excellence" was organized by Internal Quality Assurance Cell for the administrative staff on 25.09.2020. Ms. Jilu Mathew, Trainer & Life Coach, Director, GM Formacion, the resource person handled the sessions on how to balance the professional – personal life, time management which is essential to excel in life.



IQAC and Library jointly organized a National Webinar on "Online Tools for Qualitative Research and Knowledge Dissemination" on 28.12.2020 through Google Meet by Dr. SurendranCherukodan, Asst. Librarian, School of Engineering, CUSAT. The webinar focused on different styles of qualitative research with extensive reference to google scholar provision.



IQAC organized an orientation programme for faculty on "**Revised Assessment and** Accreditation Framework of NAAC – An overview" by Dr. S V. Sudheer, Professor- Director, UGC- HRDC, Kerala University on 04.11.2019.



IQAC organized anorientation programme for faculty on **Revised NAAC Accreditation Process** by Dr. R. Selvam, Former Dean of Sciences and Former HOD of Zoology, Bishop Heber College (Autonomous), Trichy on 26th June 2018.



IQAC organized aone-day staff orientation programme on 7th December 2018 **on Service, Disciplinary and Purchase Rules**. Mr. V.S. Muhammad Ibrahim, Former DD, Collegiate Education Northern Zone handled a session on "Service Disciplinary Rules" in the forenoon session. Mr. P.S. Najeeb, Former Accounts Officer, DD Office, Ernakulam handled the topic "Stock Purchase and P D Rules" in the afternoon session.



Mr. V.S. Muhammad Ibrahim, Former DD, Collegiate Education Northern Zone



Mr. P.S. Najeeb, Former Accounts Officer, DD Office, Ernakulam

IQAC facilitated an orientation on **Massive Open Online Course** by Dr. Damodar Prasad, Director, The Educational Multimedia Research Centre, University of Calicut on 29th January 2018.



IQAC organized atraining programme on "**The Use of Interactive Board**" for faculty members which could accelerate the incorporation of ICT tools for the effective teaching learning process.



IQAC organized aone-day staff orientation programme on **Research Methodology**by Dr. Sebastian Joseph, HoD, Dept. of History, U C College Aluva on 4thNovember 2016.



IQAC in collaboration with Carmel Libraryorganized a state level workshop on "**KOHA-Open-Source Integrated Library System**" on 10th and 11th August 2015. Sri. Tomson A J, Librarian St. Joseph's College, Devagiri handled a session on Open-source software "KOHA Administration: Libraries &Groups, Item Type". Dr A T Francis engaged the topic "Modern Information Retrieval" in which he pointed out that Information retrieval (IR) is the activity of obtaining information resources relevant to an information need from a collection of information resources. The topic "Libraries &Groups, Item Type" was led by Dr. DineshanKoovakkai and Mr. Rathish O R, Librarian of Government Engineering College Painavu, Idukki took a session on "Cataloging & Serial Controls, OPAC" on 11.08.2015



Sri. Tomson A J, Librarian St. Joseph's College, Devagiri



Dr. A T Francis



Dr. DineshanKoovakkai and Mr. Rathish O R, Librarian of Government Engineering College Painavu, Idukki

Students Oriented Programme

· INSIGHT

"Envision your Ideal Vocation" by Ms. Neethu Kamal IPS, SP, CBI in the Ministry of Personnel and Training (DOPT), Govt. of India was jointly organized by (Speaker's Forum, Department of English in collaboration with IQAC under INSIGHT Programme on **19.09.2020**.



An Insight programme in collaboration with Department of Botany. The programme on Biodiversity and conservation by Mr. Prabhu P. M, Assistant conservator of Forest, Thrissur sensitized the students nature issues and importance.



IQAC organized two **Insight** Programmes in collaboration with Departments of Political Science and English. IQAC along with Dept of Political Science conducted the 'Insight' programme on 5.12.2018 in which Fr. Joseph Puthenpurackal interacted with the staff and students of the college to impart social values.



IQAC and Department of English in collaboration with Speakers Forum organized an Career Orientation Talk by Dr. P. R. Venkataraman with an intention to enhance the employability skills of students on 17.12.2018.



As a part of Insight Programme initiated by IQAC, Department conducted One day seminar on 6^{h} March 2019 in which Eminent Malayalam Writer Shri Alangode Leelaakrishnan was the Chief guest. He led an interactive session on Cultural Identity Reflection in Language



IQAC in collaboration with Speakers' Forum of Department of English has launched a new initiative INSIGHT, a platform that provides ample opportunity for the students to meet and interact with eminent personalities from all walks of life. The programme was inaugurated by Mr Rahul R Nair, City Police Commissioner, Thrissur.



Under the auspices of INSIGHT, Dept of Sociology conducted a lecture on *Women Empowerment: Perspectives and Policies* by Dr. Seema Bhaskaran, National Mission Manager, NRLM.



• English Language Training Programme

IQAC has arranged English Language Training Programme for students of all disciplines in the college on 15.01.2018



• NET Coaching

IQAC and Department of Sociology jointly organized NET Coaching for Arts and Humanities Students. Coaching was given by Mr. Jomy P L.



• Essential Communication Skills

IQAC in collaboration with Department of English conducted a 3 month certificate course on Essential Communication skills for first year students of various streams.



· Wings to Dream

Wings to

Dreams is a student-centric initiative of IQAC in line with motivational programmes, officially launched on 7th December 2018. This programme purports to sensitize students on various social issues, a few of which, they may have encountered in their personal lives and motivate them to come out of their shells as better versions of themselves. As part of the initiative, students are shown motivational videos, Ted Talks, inspiring speeches and testimonies from which they could garner positive reflections on life.





GREEN AUDIT 2019-2020

CARMEL COLLEGE MALA, THRISSUR-680732

Green Audit was conducted in Carmel College, Mala for the academic year 2019 - 2020 under the monitoring of Internal Quality Assurance Cell (IQAC) in collaboration with Green Guardians Foundation Team. The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Green Policy adopted by the institution. It aimed at analysing the various practices within and outside the campus, which will have an impact on the ecosystem. As part of the audit, a Green Guardians Club was formed with the cooperation of the departments of Botany, Physics, Zoology and Sociology. In order to give an orientation for students about the club's activities and the significance of following the Green Policy, a workshop was organized by the club. The club collected relevant data from the campus based on which the Green Guardians Foundation formulated Biodiversity Audit, Energy Team Audit and Environmental Quality Audit for the college.





CARMEL COLLEGE Nationally Re-Accredited with A Grade (Third Cycle) MALA - 680 732 Thrissur (Dt), Kerala Phone: 0480 2890 247, Fax: 0480 2890247

E-mail: <u>carmelcollege@rediffmail.com</u> web: www.carmelcollegemala.ac.in

Letter No: 414/2020 Date: 16/07/2020 From

> IQAC Coordinator Carmel College, Mala

То

Prof. V K Damodaran Chairman Nature's Green Guardians Foundation Kudappanakunnu, Thiruvananthapuram

Through Proper Channel

Respected Sir,

Sub: Inviting proposal for the conduct of green audit reg:

In an effort to compliance with environmental requirements, we would like conduct green audit in our campus which cover the essential areas of Water, Air, Waste Management, Biodiversity etc. As we have known that "Nature's Green Guardians Foundation" is ready to extend your service in conducting such audits in Higher Education Institutions. We wish to have your proposal for the same to be organized in our campus for the year 2019-2020.

Anticipating your early response.

Thanking You

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Principal **Carmel** College Mala -



Web Workshop on Green Audit at Carmel College Mala

Damodaran V K <vkd@ieee.org>

Sun, Sep 13, 2020 at 12:49 PM

To: carmel naac <carmelnaac@gmail.com>, carmelcollege@rediffmail.com, Herbal Heritage <herbalhomes@gmail.com>, NGGFn - Green Guardians <ngguardians@gmail.com>, Kmdunnithan <kmdunnithan@hotmail.com>, Sabu Thankappan <drtsabu@gmail.com>, "Hari M.R." <hari@invis.in>

Dear Principal and IQAC Coordinator,

Based on your request for the captioned activity, NGGFn is pleased to arrange for the itinerary as given in the attached, to be conducted during 18-19 Sept 2020.

Kindly inform the web platform used by the College for the Resource Persons to make their presentations and attend to interactions (such as ZOOM, Webex, Google Meet, ..)

Our Programme Coordinator, Mr K. Madhukrishnan will be in touch with the NAAC and Speakers on the details of the sessions.

Best Regards,

Prof. V. K. Damodaran

- Fellow, IE (India); Life Senior Member, IEEE (NY)
- Director (R&D and Trg.), Team Sustain Ltd., Kochi
- Chairman, FACES (Foundation for Advanced Clean Energy Studies)
- Chairman, CED (Centre for Environment & Development)
- Chairman, NGGFn (Nature's Green Guardians Foundation)
- Chairman, Chakshumathi (Empowerment & Assistive Technology Centre for the Blind)
- President, VMFT (Vakkom Moulavi Foundation Trust)
- Director-General, Experience Foundation
- Trustee, TechTop Charitable Trust for Innovation Promotion
- Member, Execom & Council KSCSTE
- Member, Execom & Board, EMC Kerala

Residence: Darshan, Thaara 301, Kunnukuzhy, Trivandrum 695 035 Kerala, India Phone: LL +91 471 230 6883; Mob: +91 944 778 1515 Email:vkd@ieee.org

Carmel College GA itin.docx



Invitation for proposal for conducting Green Audit

Damodaran V K <vkd@ieee.org>

Fri, Jul 24, 2020 at 12:07 PM

To: carmel naac <carmelnaac@gmail.com>, Herbal Heritage <herbalhomes@gmail.com>

Dear IQAC Coordinator, Sr. Dr. Rini Raphael,

Thank you for acceptance of our proposal for Comprehensive Green Audit of your esteemed higher education institution, viz., Carmel College, Mala, Thrissur. We shall arrange for the commencement of contact communications, dispatch of data collection forms, and arrangement of online training soon on getting basic info from your side.

You and your IQAC team can contact any one of us for any further clarification on procedures and schedules, as well as on supply of training literature, as listed below:

1. Prof. V K Damodaran, Mob: 944 778 1515 Email: vkd@ieee.org - Team Leader

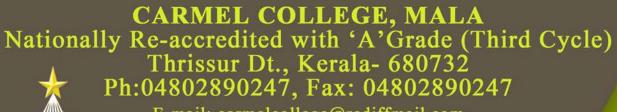
2. Er. K Madhu Krishnan, Mob: 984 652 3768 / 859 024 2889 Email: herbalheritage@gmail.com - Projects Manager

Please convey our regards to your Principal, and Sr. Dr. Seena too.

Prof. V. K. Damodaran

- Fellow, IE (India); Life Senior Member, IEEE (NY)
- Director (R&D and Trg.), Team Sustain Ltd., Kochi
- Chairman, FACES (Foundation for Advanced Clean Energy Studies)
- Chairman, CED (Centre for Environment & Development)
- Chairman, NGGFn (Nature's Green Guardians Foundation)
- Chairman, Chakshumathi (Empowerment & Assistive Technology Centre for the Blind)
- President, VMFT (Vakkom Moulavi Foundation Trust)
- Director-General, Experience Foundation
- Trustee, TechTop Charitable Trust for Innovation Promotion
- Member, Execom & Council, KSCSTE

[Quoted text hidden]





E-mail: carmelcollege@rediffmail.com Website: www.carmelcollegemala.ac.in

IQAC

Carmel College, Mala

Organizes an awareness programme on

GREEN AUDIT

Date: 18.9.2020 Time: 2 pm Carmel College, Mala Green Audit Web Workshop [Nature's Green Guardians Foundation] 18-19 September 2020



Dr. Sr. Rini Raphael IQAC Coordinator

Dr. Sr. Licy A.D. Principal

15.15-15.30 hrs

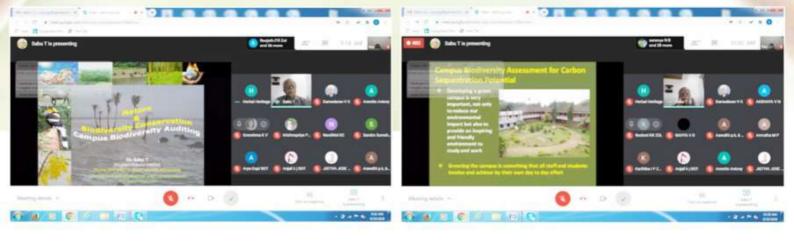
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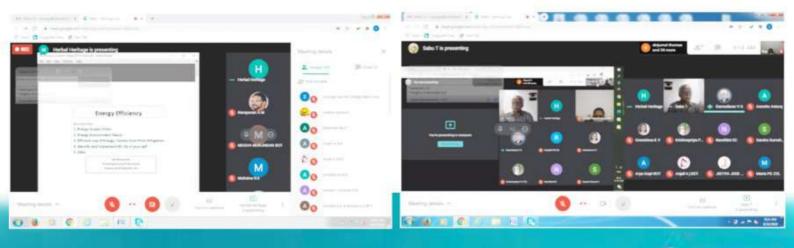
Green -Hari M R, Invis

19.09.20

Saturday

Awareness Programme on Green Audit





Green Audit Team

ACADEMIC PROGRAMMES

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Green Guardians @ Data Collection



Environment (Biodiversity) - Green Audit

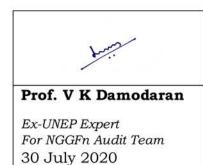
Compliance Statement

Carmel College, Mala, Thrissur, Kerala

For the AY 2019 - '20

Overall Objective	Main Objectives	Compliance Status
Ensure that an effective biodiversity protection plan is followed in the campus with the maintenance of all plants animals living in and around the campus, and expanding the same even to communities outside the campus in addition to working for capacity building to withstand Climate Change impacts.	 Ensure that there is a competent Biodiversity Expert from an external agency, who will provide guidance on Biodiversity and Resource conservation, and improve the ecology. Ensure that an Environment Protocol is adopted and followed by the entire campus community, adherence of which is reviewed, monitored, and targets reset annually. Ensure that frequent training and awareness programs are planned and carried out focusing on climate change resiliency and maintenance of air quality in the campus. Ensure that every student and staff member commit to the lowering of carbon footprint of the institution arising out of energy, transportation and other facets. Ensure that Environment Audit is conducted annually, with participation of staff and students, and that recommendations are followed up. 	Ensured continuous guidance from experts with CED and NGGFn. Ensured. [Vide Page 13 of Green Audit Report for the year] Done. [Vide # 2.1, # 3.5 & 3.6 of Green Audit Report] Commitment Ensured. Environment Audit conducted annually.







Nature's Green Guardians Foundation

Trivandrum 695 043 India

Environment Biodiversity- Green Audit Certificate

Carmel College, Mala, Thrissur, Kerala

For the AY 2019 - '20

This Green Audit including evaluation of Biodiversity conservation has been conducted for Carmel College, Mala, Thrissur, in accordance with the International Standards for ISO 14000 family of standards set by ISO TC 207 and its sub-committees, Bureau of Energy Efficiency standards, and stipulations under the Energy Conservation Act 2003 of Government of India and other relevant mandates for promotion of sustainable living and education in a healthy environment.

In our opinion, the Institution has presented true and up-to-date data on the various aspects of working of this higher education institution before the audit team, and appropriate audit procedures have been completed by the audit team for preparing this report. The assessments and recommendations are based on data presented before the team as they existed at the time of audit.

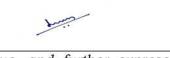
In order to meet the objectives of the audit, the methodology did combine physical inspection of the campus on several work days and holidays, with analytical reviews of relevant documents and activities, as well as interviews with the Principal, selected Staff and students of the College.

This audit is conducted to ensure that a Green lifestyle is followed and implemented in the campus across all academic and non-academic departments, as well as the body of students undergoing studies in the College, so as to make all stakeholders aware of the need for individual efforts in perpetuating conservation efforts among the people.

Carmel Green Audit 2019-'20 has found that the institution's per capita carbon footprint for the year is only 0.077 ton of CO_2 equivalent, a level well below the current national per capita average, with potential to develop into a carbon neutral campus. All efforts are taken to conserve and protect the existing biodiversity and also to extend the efforts even beyond the college boundary through outreach, and further by adopting a dedicated Green Protocol, and having a commitment to continue its green practices to positively influence the society at large.

Prof. V K Damodaran

Ex- UNEP Expert: For NGGFn Audit Team 30 July 2020



I agree with the data presented in this report, as true, and further express my willingness to implement the recommendations of this audit report after internal review, even if any or many of them are in excess of the relevant mandates.

Sr. Prof. (Dr.) Licy, AD *Principal Carmel College, Mala, Thrissur* Date:



Energy Audit Compliance Statement

Carmel College, Mala, Thrissur, Kerala For the AY 2019 – '20

Overall Objective	Main Objectives	Compliance Status
Ensure that an effective energy management plan is followed in the campus with high degree of energy efficiency, and increasing rate of utilization of renewable energy, in order to help raise the Climate Change resiliency, which is periodically reviewed and implemented wholeheartedly by the stakeholders.	 Ensure that there is a competent Energy Management Expert from an external agency, who will provide guidance on Energy conservation and energy transition initiatives. Ensure that the Energy Conservation Strategy is reviewed annually, progress monitored and achievable and measurable targets set for the future. Ensure that a Policy on embracing Green energy, energy efficiency, and wastes to energy is evolved, enforced, and reviewed regularly. Ensure that every stakeholder in the campus commits to the lowering of emissions from the institution from all facets of energy use. Ensure that Energy Audit is conducted annually, with involvement of staff and students and action taken on all the viable recommendations of the linked external expert/Consultant. 	NGGFn, headed by a former UN Expert is in active consultation. Ensured. [Vide # 2.2.1 of Gr Audit Report for the year] Ensured. Commitment ensured. [Chapter 5 of GA Report] Energy Audit conducted annually. Implementation in progress.



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Prof. V K Damodaran

Ex-UNEP Expert For NGGFn Audit Team 30 July 2020



Nature's Green Guardians Foundation

Trivandrum 695 043 India **Energy Audit Certificate Carmel College, Mala, Thrissur, Kerala** For the AY 2019-20

Energy Audit for the period July 2019 to June 2020 has been conducted for Carmel College, Mala, Thrissur, Kerala, in accordance with the International Standards for ISO 14000 family of standards set by ISO TC 207 and its Sub-committees, Bureau of Energy Efficiency standards, and stipulations under the Energy Conservation Act 2003 of Government of India, and other relevant mandates for maintenance of sustainable and healthy environment for education in the campus.

In our opinion, the Institution has presented true and up-to-date data on the various aspects of working of this education institution before the audit team, and appropriate audit procedures have been completed by the audit team for issuing this Audit Certificate and the Compliance Statement. The recommendations are based on verified data presented before the team as they existed at the time of audit.

In order to meet the objectives of the audit, the methodology did combine physical inspection of the campus on several work days and holidays, with analytical reviews of relevant documents and activities, as well as interviews with the Principal, IQAC team, and selected other members of Staff, as well as Students of the College.

Audit findings indicate that, of the 169.1 T CO_2 of carbon footprint of the institution for the year, the contribution from direct use of energy was limited to 71.1 T CO_2 . Transportation including public transport use (outside the campus) is at 51.6 T CO_2 – with only 27% of it coming from use of personal vehicles by staff and students. Introduction of renewable energy returned 32.7 T CO_2 (remedial measures). The per capita electricity consumption (35 kWh) is at the lowest possible level for a college with nearly 1500 students. Only very few students stay in the hostel. Awareness and training programs were conducted during the year. Stakeholders are aware of the need for individual efforts.

Prof. V K Damodaran

FIE (India), LSM IEEE, Chairman, NGGFn Ex-UNIDO Expert; For NGGFn Audit Team 30 July 2020



I agree with the recommendations of this report and further express my readiness to implement the recommendations of this audit report after internal review, even if any of them is in excess of the minimum compliance level.

Sr. Prof. (Dr.) Licy, AD *Principal Carmel College, Mala, Thrissur* Date:

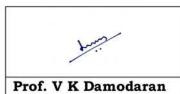


Environmental Quality - Green Audit Compliance Statement

Overall Objective	Main Objectives	Compliance Status
Ensure that an effective environmental protection plan is followed in the campus with the maintenance of high level of air quality, and 3R policy on waste management - focusing on mitigation, adaptation and capacity building for Climate Change impacts, which is periodically reviewed.	 Ensure that there is a competent Environment Expert from an external agency, who will provide guidance on Resource conservation, Waste management and Air and Water quality assurance. Ensure that an Environment Protocol or Policy is adopted and followed by the entire campus community, adherence of which is reviewed, monitored, and targets reset annually. Ensure that frequent training and awareness programs are planned and carried out focusing on climate change resiliency and maintenance of air quality in the campus. Ensure that every student and staff member commit to the lowering of carbon footprint of the institution arising out of energy, transportation and other facets. Ensure that Environment Audit is conducted annually, with participation of staff and students, and that recommendations are followed up. 	Ensured continuous guidance from experts of NGGFn having international experience. Ensured. [Vide Page 13 of Green Audit Report for the year] Done. [Vide # 1.4,2.1 & 2.4. of Green Audit Report for the year] Commitment Ensured. Environmental Audit conducted annually.

Carmel Women's College, Mala, Thrissur, Kerala For the AY 2019-20





Ex-UNEP Expert For NGGFn Audit Team 30 July 2020



Nature's Green Guardians Foundation Trivandrum 695 043 India

Environmental Quality - Green Audit Certificate

Carmel College, Mala, Thrissur, Kerala For the AY 2019-20

Environment Audit for the period July 2019 to June 2020 has been conducted for Carmel College, Mala, Thrissur, Kerala, in accordance with the International Standards for ISO 14000 family of standards set by ISO TC 207 and its Sub-committees, Environmental Protection Act 1986 (and its amendments) of Government of India, and other relevant mandates for maintenance of sustainable and healthy environment for education in the campus.

In our opinion, the Institution has presented true and up-to-date data on the various aspects of working of this education institution before the audit team, and appropriate audit procedures have been completed by the audit team for issuing this Audit Certificate and the Compliance Statement. The recommendations are based on data presented before the team as they existed at the audit time.

In order to meet the objectives of the audit, the methodology did combine physical inspection of the campus on several occasion, with analytical reviews of relevant documents and activities, as well as interviews with the Principal, and other members of Staff and Students of the College.

Audit findings indicate that, of the 169.1 T CO₂ of carbon footprint of the institution for the year, the contribution from Transportation and Mobility including public transport use outside the campus is at 51.6 T CO₂ – with 27% of it coming from the use of personal vehicles by staff and students, and that out of Wastes is at 29.7 T CO₂. But, remedial activities brought in, returned a relief of 32.7 T CO_2 . Vehicle movements inside the campus is allowable only in emergencies. Awareness programs and outreach programs are stepped up during the year. Environmental Quality in the campus is maintained well and is good.

Prof. V K Damodaran

FIE (India), LSM IEEE, Chairman, NGGFn Former UNEP International Consultant 30 July 2020



I agree with the recommendations of this report and further express my readiness to implement the recommendations of this audit report after internal review, even if any of them is in excess of the minimum compliance level.

Sr. Prof. (Dr.) Licy, AD *Principal Carmel College, Mala, Thrissur* Date:



Earth Provides enough to satisfy every man's needs, but not every man's greed.

Mahatma Gandhi

