YEARLY STATUS REPORT - 2022-2023

Part A
Data of the Institution

1.Name of the Institution	DARUL ULOOM ARABIC COLLEGE, VAZHAKKAD
• Name of the Head of the institution	DR ABDUL SALAM IP
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04832725422
• Mobile no	09847616623
• Registered e-mail	duacvkd@gmail.com
• Alternate e-mail	ducollegevkd@gmail.com
• Address	VAZHAKKAD POST , MALAPPURAM DIST, KERALA,
• City/Town	VAZHAKKAD
• State/UT	KEARALA
• Pin Code	673640
2.Institutional status	
• Affiliated /Constituent	AFFILIATED, AIDED
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**UNIVERSITY OF CALICUT**
• Name of the IQAC Coordinator	**DR MOIDEEN KUTTY MADATHIL**
• Phone No.	**04832725422**
• Alternate phone No.	**NIL**
• Mobile	**9744570666**
• IQAC e-mail address	**duaciqac@gmail.com**
• Alternate Email address	**moideenkuttymadathil@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.duacollege.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://duacollege.in/wp-content/uploads/2024/05/Academic-Calender-22-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**2.84**	**2021-22**	**22/11/2021**	**21/11/2026**

6.Date of Establishment of IQAC	**04/08/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**NO**	**No**	**No**	**No**

8.Whether composition of IQAC as per latest NAAC guidelines	**No**
• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

FDP program on NEP 2020 - Four Year UG Programme.
Construction of new academic block on new campus.
One day national seminar on ' Why Islamic Finance '.
Seven days induction program for newly enrolled UG & PG students.
Honouring and distribution of cash awards to the university rank holders.

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

Plan of Action	Achievements/Outcomes
Prepare accademic calender	Accademic calendar created and published and distributed among the students
Bridge Course	All departments offered bridge programs to fill the gap between higher secondary and higher education.
One day workshop on NEP 2020- four year UG program	To give an insight to faculty members on new four year degree program.
Seven days induction program for UG & PG students	To mould skills in creative writing ,communication and colloquial Arabic and social work.
One day workshop on ' Why Islamic Finance '	To spread awareness on interest free banking and financial ethics.
Introduction of new certificate course:- Introduced Certificate course in life skill and soft skill, Certificate course in type writing in Arabic,	The certificate courses help the students get specialised knowledge in vocational disciplines, go beyond the curriculum of the specific programmes, bridge the gap between the academic and industry requirements, and explore new areas of interest. Credits are awarded based on the duration of the courses. Certificates are awarded on the successful completion of the course.
To make the college website for all students	College website is upgraded and accessible
To embloy career guidence and placement measures for final year students	Career councelling and training for competitive examinations were organized

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC AND COLLEGE COUNCIL	25/05/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021- 22	15/02/2023

15.Multidisciplinary / interdisciplinary

The NEP 2020 introduces a holistic & multidisciplinary curriculum that aims to provide superior education that contributes to nation-building through the advancement of human resources. This concept is well executed by our institution. Faculty members were encouraged to have brainstorming sessions to discuss the key ideology of NEP such as multi-disciplinary &holistic Under Graduate education with a flexible curriculum, creative combinations of subjects, integration of vocational education, multiple entry and exit points with the appropriate certification, and the integration of humanities and literature courses. As our institution is an affiliated college, the course structure and the content for academic teaching-learning are designed by the affiliating university as per the UGC guidelines. Our parent university is also working on the successful implementation of vocational, interdisciplinary, and multidisciplinary education which will certainly facilitate our students to be more competent and employable. In the coming days, while we will get more clarity on how the new concept of multidisciplinary and interdisciplinary education policy gets shaped, the academic structure of the college can be altered accordingly.

16.Academic bank of credits (ABC):

As a college affiliated to the University of Calicut, Kozhikkode, the institution follows the curriculum stipulated by the University. The current Choice based credit Semester system (CBCS) does not have the flexibility to permit the learners to avail the benefit of multiple entries and exits during the chosen program and hence the College is not registered under the Academic Bank of Credits. However, the students have a provision to continue their studies and carry on to the next semester in spite of a backlog. Also, students

can migrate from one college to another college during the course of study with the permission of the affiliating university. Currently, they can earn extra credits through activities such as NSS, sports, and fine arts. The institution has put its joint efforts into seamless collaboration, internationalization of education, and joint degrees to enable collaboration with credit transfer. The institution offers many career-oriented/industry driven add on courses whose curriculum and assessment framework is designed by the faculties. Faculties are also encouraged to design their own curricular and pedagogical approaches within the approved framework through the learning management system. Students are encouraged to enroll and successfully complete courses through online platforms such as Swayam, Coursera, etc.

17.Skill development:

The institution promotes the learning and training of students to upskill themselves. Presently the college offers a
DCA programme, The institution offers many career-oriented/industry-driven certificate courses including Certificate Course in translation, Certificate Course in creative English, Certificate Course in life skills and soft skills, Certificate Course in Arabic typing, etc. Additional Skill Acquisition Programme (ASAP, supported by the government of Kerala, offers skill training to the selected students of the college. In addition, the institution provides skill development programmes, entrepreneurship development programmes and career guidance. Internships, On-job training, hands-on experience and industry visits are mandatory for the students of some disciplines that provide practical training to develop professional skills required for employment.

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

Darul Uloom Arabic College, affiliated with the University of Calicut, has two undergraduate and two Postgraduate programs in its portfolio. The Institution runs all its programs in accordance with the curriculum and the syllabi of courses outlined by the University of Calicut. As part of our syllabus, we have courses on comparative religion which helps in the integration of Indian culture among our students. We organize various programs like essay writing competitions, poem versification, story writing, group discussions, etc. in Malayalam, Hindi, and Urdu. The college is situated in Kerala where the vernacular language is Malayalam and employs both Malayalam and English for teaching learning, and communication. For any region, the vernacular language is most suitable for communicating ideas and the institution imposes no Language

restriction in classroom teaching. The students and teachers are fluent in both languages but with Malayalam being the mother tongue, most of the classes are conducted in the same. Moreover, many of the students are from rural areas having studied up to class X in Malayalam medium and therefore prefer it for better understanding. Even in the online mode of teaching, faculty took extra care to ensure that the contents delivered were understood by the students. Students are allowed to write both internal and university examinations in Malayalam or English or according to their preference.

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

Darul Uloom Arabic College, Vazhakkad affiliated to the University of Calicut, Kozhikkode gives emphasis on the quality outcomes of achievement after attaining knowledge. We offer Under Graduate, Post Graduate, and Research Programs and courses under the Faculty of Arabic and Islamic Finance following the curriculum designed by our university. The Programme Outcomes, Programme Specific Outcomes, and Course Outcomes are designed as per the curriculum developed by the university and evaluated by the institution and are communicated to the students. The outcome is set to develop basic life skills, vocational skills, intellectual skills, and interpersonal skills. The outcome is transferred to the students through careful Analysis of the syllabus and through effective exercise. Courses like DCA and other certificate courses are designed in a strictly outcome-based system. The activities of each department are focussed on overall skill development and the students are encouraged to involve active in all the academic and non-academic activities inside the college. The college provides various platforms to develop communication and interpersonal skills with the help of the Debate & Oratory club, quality circle, and birds club along with NSS. The vocational skills are attained through job training, internships, and entrepreneurship programs which are organized by the Departments of Arabic and Islamic Finance.

20.Distance education/online education:

Darul Uloom Arabic College provides continuous support and ensures students are registering and learning MOOC courses through NPTEL and SWAYAM platforms. Faculties promote and support students in doing various UG or PG courses from different universities through distance mode. Many of our students are leaving the campus with two PGs (One regular and another in distance mode), a diploma (DCA), and various Certificate courses.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**90**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**283**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**21**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**85**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**15**

File Description	Documents
Data Template	View File

3.2	**00**

Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**16**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**4486880**
4.3 Total number of computers on campus for academic purposes	**54**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution ensures effective curriculum delivery through a well-planned and documented process. Darul Uloom Arabic College, affiliated with the University of Calicut, has two undergraduate and two postgraduate programs in its portfolio. The institution runs all its programs by the curriculum and the syllabi of courses outlined by the University of Calicut. Following are the major strategies enforced by the college for effective curriculum delivery.

- **The College Council (Management and Governing Council) is the prime body tasked with ensuring proper and planned delivery of the curriculum.**
- **IQAC conducts meetings regularly to plan, monitor, and review the curriculum implementation and prepare the necessary. Year plan for the effective delivery of the curriculum.**
- **Based on the IQAC minutes and feedback report, prepare an action taken report.**
- **Staff meetings are conducted regularly.**
- **Academic handbook and calendar.**
- **Open Course -SWAYAM-NPTEL and MOOC.**
- **Semester-wise Lesson plan**

- **Slow learners and advanced learners are identified, and special training is given to them.**
- **Bridge Courses and Induction Programs**
- **Career Guidance Programs**
- **Centralized digital as well as offline internal tests at regular intervals.**

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://duacollege.in/programs/

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

At Darul Uloom Arabic College, excellence in academics has been a hallmark since its inception. Following the guidance of the IQAC, we introduce a meticulously crafted academic calendar, serving as a compass for students, faculty, and staff throughout the semester.

This invaluable tool not only ensures everyone stays informed about important dates but also extends its utility to prospective students, alumni, and parents. From crucial milestones like internal examinations to fostering collaborative environments through Parent and Teacher Association (PTA) meetings, our academic calendar is a cornerstone of our commitment to academic success.

Moreover, it serves as a guide for essential activities such as final attendance for the Academic Progress Committee (APC) and internal evaluation score sheets, further streamlining our academic processes.

The seamless integration of organization and excellence at Darul Uloom Arabic College Vazhakkad is amazing, where every detail is thoughtfully curated to enhance the academic journey.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://duacollege.in/wp-content/uploads/2024/05/Academic-Calender-22-23.pdf

1.1.3 - Teachers of the Institution participate in `B. Any 3 of the above`
following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

`4`

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

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

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

`5`

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

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

132

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

1.3 - Curriculum Enrichment

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

At Darul Uloom Arabic College, we adhere to the curriculum prescribed by the university since our affiliation. Recognizing the importance of issues such as gender, environment, values, and ethics, we are committed to ensuring our students are well-versed in these matters.

To foster awareness, the college has implemented three methods. These initiatives aim to engage students actively in understanding and addressing these topics, enriching their educational experience, and preparing them to navigate the complexities of the world beyond academia.

1. Through the courses in the Syllabus.

2. Through implementing institutional-level Clubs and cells.

3. Special programs conducted by the college to create student awareness.

Through the courses in the syllabus,

- **88 courses in the curriculum address issues relevant to Environment and Sustainability, Gender, Human Values, and Professional ethics.**
- **29 of these courses discuss Gender and Environmental issues.**
- **Three courses inculcate values about Environment and Sustainability.**
- **The objective of the 56 courses is to enlighten Human Values and Professional Ethics.**

Institutional-level Clubs and cells related to Gender.

1. Women's Development Cell

2. Anti-sexual Harassment cell

Environment and sustainability.

1. Green Club (Bhoomithrasena) 2. Bird's club.

To enlighten human values and professional ethics.

1. Rapid Action Team (RAT)

2. Students Initiative Palliative.

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

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

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

85

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

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

1.4.2 - Feedback process of the Institution may   **A. Feedback collected, analyzed**

be classified as follows **and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://duacollege.in/wp-content/uploads/2024/05/22-23-Feedback-Analysis-Report-pdf-1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

116

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

21

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

2.2 - Catering to Student Diversity

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

In every academic year our institution tries to find the competencies and caliber of the newly admitted students. They are

regularly evaluated through department level specific programs immediately after the admission process. At the end of the bridge course, there would be an examination conducted by each department to assess the multilevel ability of the students in MCQ model and subsequently categorize them as slow learners and advanced learners based on their performance in the examination. An orientation program is also conducted under the supervision of IQAC for the freshers to bridge them towards the university curriculum and framework. Special programs for slow learners, Parent-student counseling, Student Teacher Program, Skill Enhancement Program, Student support program (SSP), Remedial coaching, Peer team coaching, Special programs for advanced learners, Meet with Scholar, Seminars and Workshops, ALSP (Advanced Learners Special Programs), Certificate courses and College Library Award/ Endowment Distribution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
282	**18**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The faculty uses different methods of Teaching based on the need of the learners and the subject taught. Apart from conventional methods like classroom lecturing, our faculty adopt student centric methods such as experiential learning and participative learning for enhancing learning experiences. They conduct debates, competitions, workshops, discussions etc. Experiential learning increases students' knowledge, skills, and values from direct experiences.

These are some approaches we follow:

- **Study Tours**
- **Activities of the College – clubs and forums.**
- **Assignments, seminars, Group Discussions, Paper Presentations in Seminars.**
- **Other academic, curricular and co-curricular activities organized by students' union and NSS**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

For the enriched advancement in teaching learning process and to attain an enhanced outcome, the college has maintained a modern ICT enabled culture along with necessary supporting facilities. The teaching faculties are regularly engaged in making smart use of ICT to enhance the learning experience of the students. The classrooms are well equipped with LCD TVs, computers with internet connection, LCD projectors and audio system. The seminar hall is well equipped with all the needed multimedia facilities. The entire campus is Wi-Fi enabled and is accessible to all the students as well as the faculty members. The institution also has a well furnished computer lab with 40 desktop PCs connected over LAN with internet facility. A hi-tech research room with a good number of desktops is also available in the college. The library is upgraded with 8 desktop computers and supports internet book reading along with sufficient number of books, journals, e-journals and e-books. Effective use of ICT tools are made by the teachers to deliver audio lectures, video-lectures, Zoom Application, Google Form, You tube Videos, etc. Online tests are conducted and e-assignments are given via Google classroom and Ed Modo. The virtual learning environment is being effectively utilized in the college thereby offering flexibility and accessibility to the students.

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

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

2.3.3.1 - Number of mentors

18

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

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

130

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

'CIE', conducted as per Calicut University regulations has different components such as internal examinations, assignments, attendance, seminars and viva voce, with fixed weightage allotted to each component. 50% of the internal marks are awarded to two internal assessments and 25% to assignment and attendance respectively. Tutor level orientation is given to make the students aware of the guidelines of internal evaluation. Complete transparency is maintained in the internal assessment. The attendance report published every month by the respective tutors is accessible to the parents. The internal assessment tests scheduled as per the university guidelines are communicated to the students in advance. The valued answer scripts are distributed within a week's time. The examinations are held centrally and coordinated by IEC and is conducted under CCTV surveillance. Supplementary and improvement examinations are also conducted. Any grievances regarding the conduct of examinations and valuation are redressed to the Student Grievance Cell. Opportunities are provided to present seminars, projects, online assignments, etc. Experiential learning like Field

Projects and Internships are encouraged. Weekly and monthly tests are conducted by the subject teachers. Total marks for internal evaluation is 20 and is split as: two tests-8, seminar/viva voce;4, assignment;4, and attendance;4.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Since the college is affiliated to University of Calicut, we follow the guidelines of the University of Calicut for maintaining continuous internal evaluation. As a part of a sound education strategy, the institution adopts a well planned CIE (Continuous Internal Evaluation). The distribution of internal marks is assigned on the basis of the university norms and pattern. The college maintains a grievance redressal mechanism consisting at institution level. The department level grievance redressal cell runs under the supervision of the concerned department heads. All the faculty members of the respective departments are the members of the department grievance redressal cell. The college has a Central Grievance Redressal Cell under the supervision of the principal consisting of all heads of the departments along with two student representatives recommended by the students' union. Any grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher, tutor, HoD and Principal in the respective order. The students can also approach the Grievance cell if their concern is not addressed. Students can also put complaints in complaint box.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs) are the definite statements about the knowledge, skills, and attitudes (attributes) of the graduate

expected to accomplish after the completion of the course. POs generally assess the competencies and expertise a graduate attains after the completion of the program. Course Outcome (Cos) is the end result achieved by a student by learning a particular course/Paper of the program. The College has identified Program Outcomes (POs) and Course Outcomes (COs) in tune with the mission and vision of the College. The Programme outcomes(Pos),Course Outcomes (COs) for all departments are stated and displayed on Darul Uloom Arabic College website on the basis of the guidelins issude by NAAC for the same.

The mechanism which is followed by the college to communicate the learning outcomes to the teachers and students is as following.

- Hard Copy of syllabi and Learning Outcomes are available in the departments. So the teachers and students can refer them.
- The students are made aware of the same through awareness meetings.
- The teachers are made aware of the same through staff council meetings.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

The institution monitors the achievement of Programme Outcomes and Course Outcomes through the following methods:

- Student inputs are collected through interaction with class monitors.
- Academic Audit helps to ensure meaningful outcomes.
- The parents' meetings help to monitor and ensure the achievement of learning outcomes.
- Analyzing students' results in the internal examinations helps for good results in the learning outcomes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

51

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	<u>View File</u>
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

<u>https://duacollege.in/wp-content/uploads/2024/03/Students-satisfaction-survey-2022-23.pdf</u>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The college has established a robust ecosystem for research and innovation, spearheading initiatives for the creation and

dissemination of knowledge along with the development of infrastructure for research. With a rich research legacy dating back to 1871, Darul Uloom Arabic College, affiliated to Madras University, serves as a beacon for research activities, fostering free-thinking and advocating for renaissance and reforms across various sociocultural domains. It functions as a hub for innovative research endeavors, transcending traditional classroom boundaries and syllabi to explore solutions and remedies. Continuously introducing pioneering practices, the college instills a spirit of inquiry among both students and faculty members. In recognition of its unwavering commitment to research promotion and innovation, the college has obtained authorization for two Research Guides, under whom five Research scholars are currently pursuing their Ph.D. studies. The Research Promotion Council plays a pivotal role in fostering a culture of quality educational research, conducting workshops on research methodologies, ethics, intellectual property rights, discourse analysis, plagiarism, and copyright, among other topics. At both undergraduate and postgraduate levels, the institute actively encourages research activities and cultivates a research-oriented ethos among faculty members. Through systematic guidance and monitoring, students are empowered to select research topics across various humanities disciplines, including Language, Media, Literature, Culture, Socio-Economic studies, and Translation projects.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

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

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

9

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

3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

01

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

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

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

1

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

3.4 - Extension Activities

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

NSS unit of DUA College and its clubs render relentless service to community to build a habit of self renunciation among students and personality development . Programs that are conducted in adopted village or community aim at building such a healthy attitude among students.This is being met fundamentally with orientation programs and awareness sessions of various kinds. The programs like special camping, blood donation awareness, yoga day celebration, abhayam housing project, anti-drugs etc. are capable enough to meet it. In addition to adopting a village from the panchayat for regular work, the NSS unit takes active steps in deploying volunteers for various skill enhancement programs that are promoted by Calicut University NSS cell. The unit takes utmost care in celebrating days of national and international importance to forster social commitment of students. Programs like Azadi ka Amrit Mahotsav, freedom wall, children's day celebration etc. aim at national integration too.

The NSS unit has succeeded in its innovative practices, in addition to incorporating diversity in one activity, like new literacy survey training program, poster making competitions etc. Magazine and pamphlets also ensure creativity of the volunteers. Special sessions for personality development, legal awareness leadership development etc.forster their empirical thinking .

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

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

05

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

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

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

38

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

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

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

1522

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

3.5 - Collaboration

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

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has arranged and maintained all the facilities like qualified faculty members, infrastructure, well equipped library and other necessary equipment needed for a smooth conduct of teaching learning process.The class rooms have spacious seating for 50 students and is equipped with LCD/TVs for technology enhanced learning. The classes are provided green chalk board, black board, lectern and Public address system. Voice amplifier is audible to all teachers and students in the campus. Fully equipped conference hall and seminar hall is available for the conduct of academic seminars and other programmes. Auditorium with a seating capacity of 310 caters to large public meetings. The institution has a recognized research centre that promotes research activities of the students and research scholars.The College has U G C aided Computer labs with latest configuration and software with 50 MBPS Wi-Fi connection.U G C aided smart class roomsto improve the skills ofstudents. The library is fully automated with standard library software named KOHA. Books are arranged on the shelves according to Dewey Decimal Classification (DDC). The Library offers Online Public Access Catalogue (OPAC) acomputerized catalogue service which is provided to locate the documents available in the Library quickly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://duacollege.in/facilities

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

Sports and Games: Under the leadership of sports council and students unionthestudents had participating in Sports and Games activities as a means to develop the qualities such as, sportsman spirit, leadership,respect, group cohesion etc., It may be leads to devolop social harmony among the students. TheAnnual Athletic Meet of the college held on the second term of every year. The college campus has ample facilities for both outdoor and indoor sports and games and various cultural activities. Special care is given to develop and improvethe cultural, arts and literature programmes by

organizing co-curricular activities.

Arts Facilities: The college gives due importance to the developmentof cultural and arts skills of the students. In order to promote arts, a team consisting of teachers and students are selected every year. Arts competitions are held in the college yearly and students are participated in the Zonal University Arts Festivals.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://duacollege.in/facilities

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

16

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

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

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

4486880

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

Name of ILMS KOHA

Year of automation 2016

KOHA Version 20.11.11.000

The College Library provides a reader-friendly environment. The built up area 252 sq. mtr. and it comprises Reference section, Stack area, Reading area and a Network resource centre. The Network resource centre has 5 computers. Reprography facility, Surveillance cameras and Bar coding scanners are also available.

The college website gives separate link to library which provides details about library, rules and regulations, collection and services etc. The library WEB OPAC helps the users to search the library books. Besides this, library has access to E-resources such as e-books, e-journals and to various databases.

518 books have been newly added to the collection in the acaddemic year 22-23

The library council consists of the principal, librarian and 4 faculty members representing both their departments. This Committee plays an active role in the smooth and efficient functioning of the library. Institutional resources like previous year question papers, newspaper clippings, dissertation and PhD thesis are made available to the users. The library conducts Orientation classes to the users every year to make them aware of various services and e-resources available in the institution. The Library conduct Book Exhibition to

familiarise the student's new books added in the library.

The library observes Reading Day on 19th June every year and organizes various programmes and competitions like Best Reader award, Seminars, Book collection drive, Essay competitions etc. Safe drinking water facility is also provided.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://library.duacollege.in

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   B. Any 3 of the above

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

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

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

30843

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

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

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

49

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

4.3 - IT Infrastructure

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

IT and infrastructure facilities are constantly being updated from time to time. Presently there are 5 LCD projectors (Portable and Fixed) for 4 departments. All classrooms are ICT Enabled .There is a wellworking computer lab with 40computers and the college owns licensed software like Microsoft. We have given practical training for the students in DSLR and professional cameras, Tripods and Microphones, We also have fully structured networking including optical fibre connectivity with 100 Mbps speed. The college has introduced campus Wi-fi with 6 access points spread over 4 buildings, in addition to the institution is equipped with 54 computers and 5 laptops. For Internet sharing and security Firewall hardware is established. The power supply is ensured by 2 UPS with 3.5 KVA and 3UPS with2 KVA 1 UPS with 1KVA. D-Link 32 port, and 1Ghz switch. 12 switches connect the computers together. Peripheral devices like printers, photocopier machines, and scanners appreciably help students, teachers, and office staff in managing the eresources. 16 campus surveillance cameras are installed in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://duacollege.in/facilities/

4.3.2 - Number of Computers

54

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

4.3.3 - Bandwidth of internet connection in the   A. ? 50MBPS Institution

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

4.4 - Maintenance of Campus Infrastructure

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

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

4486880

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

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

The college follows a well-established system for the maintenance and utilization of its physical and academic facilities in order to ensure their sustainability so that the teaching and learning activities become both motivating and rewarding. This is primarily achieved through the monitoring of various committees like IQAC, College Council, Building Committee, Purchase Committee, and PTA with necessary support systems. These bodies give timely

instructions and advice on the construction and renovation of buildings, procurement, and maintenance of equipment, and the proper upkeep of other facilities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://duacollege.in/facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

63

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

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

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

96

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

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

A. All of the above

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

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

114

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

114

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

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

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

5.2.2.1 - Number of outgoing student progression to higher education

22

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

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

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

4

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	*View File*
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	*View File*

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

The college union council is constituted as per the rules laid down by the calicut University andrecommendation of Lyngdoh committee. The college gives ample presentation to students in various decision-making bodies. All the students of Darul Uloom Arabic College are ordinary members of the college union. The main objective of college union is to promote and in still democratic principles among students, to equipthem with the rights and duties of citizenship and to provide them opportunities for the development of their personality. The executive committee of college union shall consist Chairman, Vice chairman, General Secretary, Joint secretary, General captain, Fine arts secretory, University union councilors, Student editor of the college magazineand union representatives. Darul uloom arabic college student union have played a vital role in strengthening arts, sports and literary activities.

- In 2022-23 Students union organised programmes

- All statutory cells-Anti-ragging cell, Grievance redressal cell, minority cell, OBC cell, SC ST cell, Internal complaint cell including Anti sexual harassment cell are actively functioning in the college with students' representation.

- Extra curricular wing in the college: NSS. Bhoomithra sena club,fine arts and literary club ,women's development cell and students initiative in palliative are coordinated and directedby students under the guidance of coordinating teachers.

File Description	Documents
Paste link for additional information	https://Www.duacollege.in
Upload any additional information	View File

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

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

2

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

5.4 - Alumni Engagement

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

Our institution has a registered alumni association that contributes significantly to the development of theinstitution. The association is named as "DUACOSF (Darul Uloom ArabicCollege Old Student Federation)" It is adynamic association purposes to develop, foster, maintain and support a mutually beneficial connectionbetween alumni, students, faculty, and staff members. The Executive Committee, elected by the Council ofDUACOSF, comprises of enthusiastic individuals willing to take on the organizational initiatives and sustainthe pride of the institution. The association services to offer programmes that foster campus traditions andperpetuates a passion for a lifelong involvement. The Association aims at developing a spirit of loyalty anddeliver benefits and services that help the alumni, maintaining a good relationship with the institution andother fellow graduates.The mission of thealumni

association is to connect the Alumni to the college to provide valued services to its members and tosupport the mission of the institution. The vibrant alumni act as an extension of the socio political andcultural spheres. The association supports the college by contributing substantial amount of moneyfor the infrastructural facilities.

File Description	Documents
Paste link for additional information	https://duacollege.in/overview/
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Darul Uloom Arabic College, Vazhakkad is one of the oldest and most advanced educational institution among Arabic Colleges in Kerala. This Institution was established in 1871 by Koyappathodi Muhammed kutty Sahib.This is the mother institution of all the Arabic Colleges and Madrassas in Kerala..In 1973 Darul Uloom Arabic College, got affiliation from Calicut University. Under the leadership and guidance of the Principal Dr. Abdulla Azhari, the college was started the courses Afsal -ul-ulama preliminary and Final classes. Gradually girls were admitted in this institution. Later Degree courses are reformed in the pattern of 10+2+3. In 1995 the college obtained recognition for P.G course from Calicut University.

VISION: To meet the needs of society, present, and future, through moulding the students with high moral, ethical values and developing them as responsible citizens. MISSION:

Providing an atmosphere where everyone is respected and listened to;
a college where we take pride in ourselves and our achievements,
enabling students to become confident and successful learners.
Striving to be the hub of our local community and an integral part
of our society; building and joining communities locally and beyond.

File Description	Documents
Paste link for additional information	https://duacollege.in/vision-mission/
Upload any additional information	View File

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

The institution's strategy is rooted in the empowerment of academic
departments, clubs, and associations through decentralized
governance. This approach prioritizes co-curricular and extension
activities, overseen by dedicated club coordinators. Collaborative
efforts between the planning committee, Principal, and finance
committee are instrumental in gaining insights into the academic and
infrastructure needs for the upcoming year.

Participative management is deeply ingrained, evident in the
reconstitution of committees that actively involve both staff and
students in decision-making processes, including the allocation of
faculty responsibilities. In response to rapid growth, a
restructuring initiative has emphasized decentralization and
participative management, thereby easing the burden on the principal
and streamlining decision-making.

Student leaders play a crucial role in managing student affairs and
facilitating communication between students and the administration.
Student coordinators actively gather feedback on academic and
administrative matters, which is then used to generate suggestions
for improvement. This feedback loop, in collaboration with the
Institutional Quality Assurance Cell (IQAC), continuously enhances
both the academic experience and administrative efficiency.

File Description	Documents
Paste link for additional information	https://duacollege.in/wp-content/uploads/2021/03/6.2.2-ORGANOGRAM.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. *Curriculum Development:* Our college follows the University of Calicut's curriculum as the foundation, augmented by additional classes to deepen comprehension. Esteemed professors from renowned institutions enrich the learning experience through guest lectures.

2. *Teaching and Learning:* We prioritize the recruitment of specialized faculty members with extensive experience. Additionally, we invite influencers from various industries to conduct guest lectures and workshops, broadening students' perspectives.

3. *Examination and Evaluation:* Our evaluation processes adhere to the standards set by the university. In addition to external examinations, we conduct internal assessments such as class tests and quizzes to continuously monitor student progress.

4. *Research and Development:* We foster a culture of research among our faculty members, offering incentives to encourage engagement in research projects. Students are actively involved in these projects, gaining valuable practical experience.

5. *Library, ICT, and Infrastructure:* To facilitate effective learning, we utilize various ICT tools including Learning Management Solutions (LMS) and Integrated Library Management Systems (ILMS). Our college boasts a well-equipped library and modern infrastructure to support academic endeavors.

6. *Human Resource Management:* We prioritize the recruitment of qualified faculty members to enhance student learning outcomes and overall academic performance.

7. *Industry Interaction/Collaboration:* We establish partnerships with industry leaders to create opportunities for our students, particularly in terms of placements and real-world exposure.

8. *Admission of Students:* Admissions procedures strictly adhere to the protocols set by the University, ensuring a fair, transparent, and standardized process for all applicants.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://duacollege.in/wp-content/uploads/2024/05/6.2.1_Strategic-Plan_2022-23.pdf
Upload any additional information	View File

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

The College's management structure is carefully crafted to ensure effective governance and decision-making. The Managing Board, comprising the Manager, Principal, Vice-Principal, and selected community members, formulates broad policy matters. The Manager serves as the Board's president and appoints all employees according to University, UGC, and Government service rules. The Principal, as the Head of the Institution, supervises the college's operations, with Vice-Principals assuming responsibilities in their absence. The Secretary oversees construction and development activities and represents the Managing Board.

The College Administrative Council, comprising the aforementioned members, deliberates and decides on administrative, financial, and developmental policies. The College Council, consisting of the Principal, Vice-Principals, IQAC coordinator, Heads of Departments, Office Superintendent, Librarian, and elected staff members, reviews internal affairs and makes academic decisions. The Internal Quality Assurance Cell ensures quality sustenance, while the College Students Union represents student affairs to the College Council.

These councils convene regularly in a democratic and transparent manner to implement policies for the institution's holistic development. Detailed procedures related to academic and administrative matters are accessible through the college handbook and website, ensuring clarity and transparency in operations.

File Description	Documents
Paste link for additional information	https://duacollege.in/administration/
Link to Organogram of the institution webpage	https://duacollege.in/wp-content/uploads/2021/03/6.2.2-ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution ensures compliance with Kerala government welfare policies, assisting staff with housing, medical, educational loans, and other expenses. It supports staff pursuing doctoral degrees, research projects, offers leave for FDPs, revises salaries, grants awards for excellence, facilitates promotions, and offers deposit and loan facilities. Additionally, it fosters staff cohesion through various programs, provides counseling, prayer and meditation spaces, a cooperative store, departmental toilet facilities, free WiFi, subsidized canteen, recreational activities, and charity initiatives funded by employee contributions.

File Description	Documents
Paste link for additional information	https://duacollege.in/faculties/
Upload any additional information	View File

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

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

16

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

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

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

1

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

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

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

2

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

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

Teacher performance is evaluated through active engagement in teaching, extracurricular involvement, and research efforts, with adherence to scheduled teaching plans documented in personal work diaries. Monthly evaluations conducted by the Department Head, Principal, and managerial team ensure accountability, especially during promotion considerations. An annual academic audit rigorously assesses both individual teacher and departmental performances.

The Institutional Quality Assurance Cell (IQAC) annually collects student feedback on teaching methods and evaluation processes, which plays a pivotal role in teacher evaluations. Feedback from the Principal, based on this report, provides valuable insights and corrective measures for further improvement. Additionally, teachers are required to submit a self-appraisal form annually to the IQAC, facilitated through the Department Head and Principal, fostering self-reflection and professional growth.

Teacher promotions are governed by the University's Performance-Based Appraisal System in line with the UGC Career Advancement Scheme, ensuring a fair and merit-based approach.

For non-teaching staff, performance evaluations are conducted by the

Office Superintendent and Principal, focusing on competence, participation, and overall contributions to institutional growth. Recommendations for staff promotions are made based on comprehensive managerial analysis, supporting continuous improvement and the overall development of the institution.

File Description	Documents
Paste link for additional information	https://duacollege.in/feedback-report/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college undergoes thorough independent internal audits conducted annually by the Deputy Director of Education's Audit Branch, under the supervision of the Internal Audit Officer. Additionally, the Office of the Auditor General (Central Expenditure) conducts yearly audits of the previous financial year, ensuring compliance with accounting standards and financial regulations. These audits focus on accurately evaluating financial elements and assessing internal controls to safeguard assets and maintain precise accounting records, including actuarial valuations for retirement benefits according to government norms.

Annual Accounts are audited at the end of the fiscal year on March 31st, following government guidelines, involving a meticulous examination of accounts, documents, and vouchers. Internal audits contribute to the effective execution of financial and administrative tasks by verifying movable and fixed assets.

External audits, carried out periodically by the Office of the Audit General, Government of Kerala, involve disciplined verification and validation of all accounts. Addressing any objections follows established guidelines, ensuring the overall integrity of financial and administrative processes.

File Description	Documents
Paste link for additional information	https://duacollege.in/wp-content/uploads/2023/05/resource-mobilisation-policy.pdf
Upload any additional information	View File

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

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

4486880

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

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

The college strictly adheres to regulations set forth by the UGC, Government of Kerala, various funding agencies, and the University of Calicut. It ensures compliance with grant terms, equitable distribution among departments, and responsible resource utilization, prioritizing accountability. The Annual Budget presented to the UGC encompasses establishment expenses, including salaries, retirement benefits, and other components. Grants for special projects and research are earmarked for specific purposes.

The Finance Committee, chaired by the Principal and comprising the Vice Principal, Administrative Officer, and Section Officers, oversees college accounts, subject to final approval by the Governing Body. Clear procedures govern fund allocation across different college segments, with rigorous adherence to financial audits and protocols at all levels.

Financial transactions related to student societies and departmental activities are routed through designated conveners or departmental

teachers-in-charge, under the oversight of the Head of the Department. Day-to-day financial activities are monitored by the college Bursar, with ultimate approval resting with the Principal.

File Description	Documents
Paste link for additional information	https://duacollege.in/wp-content/uploads/2023/05/resource-mobilisation-policy.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has played a pivotal role in ensuring institutional quality assurance by institutionalizing practices such as academic and administrative audits, as well as conducting student satisfaction surveys throughout the year.

During the specified period, the college's IQAC Coordinator, Mr. Mohammed Rizwin KP, in collaboration with the NAAC Coordinator, facilitated an internal audit. This process enabled self-evaluation and the identification of strengths and weaknesses within each department.

In an online student satisfaction survey targeting graduating batches, over 60% of final-year students provided feedback. Their responses shed light on the quality of teaching, learning, and evaluation methods, including syllabus comprehensiveness, teaching effectiveness, ICT integration, and activity-based learning approaches. Overall, the majority of students expressed satisfaction with the learning experience and commended the competency of teachers. They also appreciated the transparent and impartial internal evaluation processes conducted throughout each semester.

Beyond academics, students highlighted ample opportunities for participation in extracurricular activities, which contribute to the development of soft skills, life skills, and employability. This holistic approach enhances the overall educational experience at Darul Uloom Arabic College.

File Description	Documents
Paste link for additional information	https://duacollege.in/about-iqac/
Upload any additional information	View File

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

The Department of Arabic acknowledges two Ph.D.-qualified teachers as Research Supervisors.

Integration of ICT into classroom teaching has significantly improved the quality of the teaching process, as evident from student feedback. Faculty members are now proficient in utilizing technology and are motivated to transition to new teaching methodologies.

Annually, IQAC gathers student feedback through a tailored feedback form covering curricular aspects, teaching methods, and institutional programs. Feedback on individual faculty performance and quality is also solicited. At the beginning and end of each semester, teachers are required to submit semester plans, which are then reviewed by IQAC.

An analysis report is prepared by IQAC and discussed with the Principal, Heads of Departments, and members of the Academic Monitoring Committee. Additionally, department heads and academic coordinators convene periodically to assess the performance of the teaching-learning process and other academic activities at both departmental and institutional levels.

File Description	Documents
Paste link for additional information	https://duacollege.in/about-iqac/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives   **B. Any 3 of the above**

**with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://duacollege.in/wp-content/uploads/2024/05/INSTITUTIONAL_REPORT_2022-23.pdf
Upload e-copies of the accreditations and certifications	[View File]()
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

DUAC promotes and provides a safe and healthy gender sensitized environment in the campus. Women Development Cell and Internal Complaint Committee along with other cells conduct various programs and activities for providing a safe and secure ambience in the campus. Webinars and awareness classes were conducted for sensitizing the students about various gender centric issues. Gender neutral activities are promoted in the institution. Safety and Security: The college dispenses a safe and homely ambience for the girls in the college and hostel with security guards and CCTV surveillance. Measures are taken to generate security measures to be undertaken by the girls through various programs organized by different cells and clubs. The Internal Complaint Committee and Grievance Redressal Cell are functioning in the college. ICC provides protection against sexual harassment of women at workplace and ensures redressal of complaints of sexual harassment. Identity cards are made compulsory for students and staffs.

Common Room: A spacious common room is equipped with adequate cot and other facilities for the girls to hang out at leisure hours. Sanitary napkin vending machine is made available near to the room. Daycare center: The college provides a day care centre for the children of married students and staffs in the campus.

File Description	Documents
Annual gender sensitization action plan	https://duacollege.in/wp-content/uploads/2024/05/7.1.1_2022-23.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://duacollege.in/women-development-cell/

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

A. 4 or All of the above

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

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

The institution has a well-planned waste management system for both degradable and non-degradable wastes. The college administration took some effective measures to reduce the wastes in the campus. The generated waste is separated into solid, liquid and e-waste. Since the college offers only arts subject, we do not have any type of bio-medical and hazardous chemicals and radioactive wastes. Solid Waste Management: There are separate waste bins for food, paper and plastic wastes. MoU with Vazhakkad Grama Panchayath provides systematic and organized disposal of plastic wastes. The campus is plastic free zone. The college is equipped with a Biogas plant. Initiative to paperless office through automation is set up in the campus.

Liquid Waste Management: The liquid wastes in the campus are mainly from toilets and wash basins. These wastes are channeled to the septic tanks. The biogas plant is also used for the waste water disposal. E-waste Management: The college has signed an AMC with

INFOFIX, Calicut which ensures proper installation, maintenance, periodic checking and proper disposal of E-wastes in the college. Waste Recycling System Food wastes in the campus are recycled by using biogas plant. Waste water is used to water the plants and trees on the campus.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

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

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

C. Any 2 of the above

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

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

The college strongly advocates an inclusive environment in the campus and is one of the core values of the institution. The college has conducted various programs to convey the message of tolerance and harmony towards cultural, linguistic, regional, socio economic and other diversities. NSS organizes variousprograms on national integration, tolerance, secularism etc. Yearly special camps conducted to give the students hands-on experience to live with the community. The Women Development Cell and Internal Complaint Committee conduct various programs giving awareness on gender equity, gender justice and constitutional rights. Various cells and clubs organize programs such as debates and literary events towards sensitizing students about the values of communal harmony, tolerance, and inclusiveness. Apart from this, the student admission process of the college is absolutely transparent as it is being done through a single window system controlled by the university. Each and every student gets opportunity to enroll solely based on the merit. Students can lodge complaints with the grievance redressal cell and antiragging cells. Festivals and special occasions are celebrated in the campus to ensure and enhance communal harmony among students. Specific Days like Independence Day, Republic Day, World Arabic Day…. etc. are being observed regularly.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Higher education institutions have a vital role in promoting constitutional values among the students and employers. Every institution has the responsibility to protect values, duties, rights and responsibilities mentioned in the constitution. The College sensitizes the students and employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to conduct as a responsible person. To equip the students with the knowledge, skills and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible and affordable learning environment. These elements are included in the value system of college community. The students are inspired by participating in various programs on culture, traditions, values, duties and responsibilities by inviting prominent people. The programs we have conducted as part of this includes observance of days like Republic day, Human rights day, Martyrs day etc. As part of thisthe clubs and cells of the college conducted various programs, talk shows, essay competition, quizzes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://duacollege.in/news/
Any other relevant information	https://duacollege.in/

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Inculcating in the students love, respect and regard for the diverse culture of India and to cater among them a sense of National Integration celebrates national and international days, events and festivals such as World Environmental Day, World population Day, Reading Day, International yoga day, International day against Drug abuse and Illicit Trafficking,World Nature Conservation Day, Hiroshima day, Independence Day, Women Equality Day, Teacher's day, Gandhi Jayanthi, World Mental Health Day, International girl Child day, International Rural Women Empowerment Day, Constitution Day, National Youth Day, World cancer Day, World Water Day, International Women's Day etc. Despite this, festivals like Onam, Eid, Christmas etc. are celebrated in the college in harmony.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1) Al Bidayah Al Bidayah is an initiative to empower students and bring sustainable development to the country by mobilizing the fund from students to a common pool and using it for various programs. It also encourages the students to save their wealth for future

purposes. Al Bidayah focuses on aware students about the Islamic banking process. It also gives the postgraduate students of the college practice for their theoretical study.

2) SIP (Students Initiative in Palliative) Students' Initiative in Palliative (SIP) is the student wing of the Institute of Palliative Medicine. This group of young and vibrant students aims at organizing adequate and affordable support programs for the bedridden and incurably ill. The process of healing cannot be limited to medical treatments or prescription drugs. The curative powers of human presence, caring, and sharing are well acknowledged. For people suffering from unhealable sickness, the primary need is relief from the symptoms and stress of the illness. The services of Palliative Care, in improving the lives of the physically and mentally challenged, has outstanding reach. This specialized 'medical care along with social care' works as an extra layer of support.

3) Home for homeless: constructing free home for homless people

File Description	Documents
Best practices in the Institutional website	https://duacollege.in/wp-content/uploads/2024/05/Abhayam_Project_-_Best_-Practice.pdf
Any other relevant information	https://duacollege.in/wp-content/uploads/2024/05/COMMUNAL_HARMONY.pdf

7.3 - Institutional Distinctiveness

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

MULTIFACETED LEARNING & QUALITY EDUCATION The college is situated in the rural area of Malappuram district, minorities and backward students are the beneficiaries. The vision and mission of the college is to give quality education to all. The college puts its prime focus on the intellectual, physical, social, and professional well-being of the students to mold them as intellectually responsible, socially committed, and morally upright. The institution consistently motivates the students by providing a platform for their intellectual, social, and mental development. A multi-dimensional student-centered learning is focused in the college. Students are provided various soft-skill development programs, sessions on personality development, and communication

skills for their future professional development. The college goes through experiential education through community engagement for social and personal development like SIP, the Abhayam project, and Making roads. Islamic Finance department runs Al- bidayah, an Islamic banking process that gives the students practice for their theoretical study. The college also provides free coaching for competitive exams. The college is the sub-center of CCEK. Despite this, the college authority provides financial support to the needy people. Along with Arabic language and literature, the curriculum includes English and social science disciplines. The college is recognized as a research center on Arabic language and literature.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution ensures effective curriculum delivery through a well-planned and documented process. Darul Uloom Arabic College, affiliated with the University of Calicut, has two undergraduate and two postgraduate programs in its portfolio. The institution runs all its programs by the curriculum and the syllabi of courses outlined by the University of Calicut. Following are the major strategies enforced by the college for effective curriculum delivery.

- **The College Council (Management and Governing Council) is the prime body tasked with ensuring proper and planned delivery of the curriculum.**
- **IQAC conducts meetings regularly to plan, monitor, and review the curriculum implementation and prepare the necessary. Year plan for the effective delivery of the curriculum.**
- **Based on the IQAC minutes and feedback report, prepare an action taken report.**
- **Staff meetings are conducted regularly.**
- **Academic handbook and calendar.**
- **Open Course -SWAYAM-NPTEL and MOOC.**
- **Semester-wise Lesson plan**
- **Slow learners and advanced learners are identified, and special training is given to them.**
- **Bridge Courses and Induction Programs**
- **Career Guidance Programs**
- **Centralized digital as well as offline internal tests at regular intervals.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://duacollege.in/programs/

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

At Darul Uloom Arabic College, excellence in academics has been a hallmark since its inception. Following the guidance of the IQAC, we introduce a meticulously crafted academic calendar, serving as a compass for students, faculty, and staff throughout the semester.

This invaluable tool not only ensures everyone stays informed about important dates but also extends its utility to prospective students, alumni, and parents. From crucial milestones like internal examinations to fostering collaborative environments through Parent and Teacher Association (PTA) meetings, our academic calendar is a cornerstone of our commitment to academic success.

Moreover, it serves as a guide for essential activities such as final attendance for the Academic Progress Committee (APC) and internal evaluation score sheets, further streamlining our academic processes.

The seamless integration of organization and excellence at Darul Uloom Arabic College Vazhakkad is amazing, where every detail is thoughtfully curated to enhance the academic journey.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://duacollege.in/wp-content/uploads/2024/05/Academic-Calender-22-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

4

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

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

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

5

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

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

132

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

1.3 - Curriculum Enrichment

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

At Darul Uloom Arabic College, we adhere to the curriculum prescribed by the university since our affiliation. Recognizing the importance of issues such as gender, environment, values, and ethics, we are committed to ensuring our students are well-versed in these matters.

To foster awareness, the college has implemented three methods. These initiatives aim to engage students actively in understanding and addressing these topics, enriching their educational experience, and preparing them to navigate the complexities of the world beyond academia.

1. Through the courses in the Syllabus.

2. Through implementing institutional-level Clubs and cells.

3. Special programs conducted by the college to create student awareness.

Through the courses in the syllabus,

- 88 courses in the curriculum address issues relevant to Environment and Sustainability, Gender, Human Values, and Professional ethics.
- 29 of these courses discuss Gender and Environmental issues.
- Three courses inculcate values about Environment and Sustainability.
- The objective of the 56 courses is to enlighten Human Values and Professional Ethics.

Institutional-level Clubs and cells related to Gender.

1. Women's Development Cell

2. Anti-sexual Harassment cell

Environment and sustainability.

1. Green Club (Bhoomithrasena) 2. Bird's club.

To enlighten human values and professional ethics.

1. Rapid Action Team (RAT)

2. Students Initiative Palliative.

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

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

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

85

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

1.4 - Feedback System

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://duacollege.in/wp-content/uploads/2024/05/22-23-Feedback-Analysis-Report-pdf-1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

116

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

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

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

21

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

2.2 - Catering to Student Diversity

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

In every academic year our institution tries to find the competencies and caliber of the newly admitted students. They are regularly evaluated through department level specific programs immediately after the admission process. At the end of the bridge course, there would be an examination conducted by each department to assess the multilevel ability of the students in MCQ model and subsequently categorize them as slow learners and advanced learners based on their performance in the examination. An orientation program is also conducted under the supervision of IQAC for the freshers to bridge them towards the university curriculum and framework. Special programs for slow learners, Parent-student counseling, Student Teacher Program, Skill Enhancement Program, Student support program (SSP), Remedial coaching, Peer team coaching, Special programs for advanced learners, Meet with Scholar, Seminars and Workshops, ALSP (Advanced Learners Special Programs), Certificate courses and College Library Award/ Endowment Distribution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
282	**18**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The faculty uses different methods of Teaching based on the need of the learners and the subject taught. Apart from conventional methods like classroom lecturing, our faculty adopt student centric methods such as experiential learning and participative learning for enhancing learning experiences. They conduct debates, competitions, workshops, discussions etc. Experiential learning increases students' knowledge, skills, and values from direct experiences.

These are some approaches we follow:

- **Study Tours**
- **Activities of the College – clubs and forums.**
- **Assignments, seminars, Group Discussions, Paper Presentations in Seminars.**
- **Other academic, curricular and co-curricular activities organized by students' union and NSS**

File Description	Documents
Upload any additional information	View File
Link for additional information	**Nil**

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

For the enriched advancement in teaching learning process and to attain an enhanced outcome, the college has maintained a modern ICT enabled culture along with necessary supporting facilities. The teaching faculties are regularly engaged in making smart use of ICT to enhance the learning experience of the students. The classrooms are well equipped with LCD TVs, computers with internet connection, LCD projectors and audio system. The seminar hall is well equipped with all the needed multimedia facilities. The entire campus is Wi-Fi enabled and is accessible to all the students as well as the faculty members. The institution also has a well furnished computer lab with 40 desktop PCs connected over LAN with internet facility. A hi-tech research room with a good number of desktops is also available in the college. The library is upgraded with 8 desktop computers and supports internet book reading along with sufficient number of books, journals, e-journals and e-books. Effective use of ICT tools are made by the teachers to deliver audio lectures, video-lectures, Zoom Application, Google Form, You tube Videos, etc. Online tests are conducted and e-assignments are given via Google classroom and Ed Modo. The virtual learning environment is being effectively utilized in the college thereby offering flexibility and accessibility to the students.

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

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

2.3.3.1 - Number of mentors

18

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

2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

130

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

'CIE', conducted as per Calicut University regulations has different components such as internal examinations, assignments, attendance, seminars and viva voce, with fixed weightage allotted to each component. 50% of the internal marks are awarded to two internal assessments and 25% to assignment and attendance respectively. Tutor level orientation is given to make the students aware of the guidelines of internal evaluation. Complete transparency is maintained in the internal assessment. The attendance report published every month by the respective tutors is accessible to the parents. The internal assessment tests scheduled as per the university guidelines are communicated to the students in advance. The valued answer scripts are distributed within a week's time. The examinations are held centrally and coordinated by IEC and is conducted under CCTV surveillance. Supplementary and improvement examinations are also conducted. Any grievances regarding the conduct of examinations and valuation are redressed to the Student Grievance Cell. Opportunities are provided to present seminars, projects, online assignments, etc. Experiential learning like Field Projects and Internships are encouraged. Weekly and monthly tests are conducted by the subject teachers. Total marks for internal evaluation is 20 and is split as: two tests-8, seminar/viva voce;4, assignment;4, and attendance;4.

File Description	Documents
Any additional information	View File
Link for additional information	**Nil**

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

Since the college is affiliated to University of Calicut, we follow the guidelines of the University of Calicut for maintaining continuous internal evaluation. As a part of a sound education strategy, the institution adopts a well planned CIE (Continuous Internal Evaluation). The distribution of internal marks is assigned on the basis of the university norms and pattern. The college maintains a grievance redressal mechanism consisting at institution level. The department level grievance redressal cell runs under the supervision of the concerned department heads. All the faculty members of the respective departments are the members of the department grievance redressal cell. The college has a Central Grievance Redressal Cell under the supervision of the principal consisting of all heads of the departments along with two student representatives recommended by the students' union. Any grievances related to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher, tutor, HoD and Principal in the respective order. The students can also approach the Grievance cell if their concern is not addressed. Students can also put complaints in complaint box.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Program Outcomes (POs) are the definite statements about the knowledge, skills, and attitudes (attributes) of the graduate expected to accomplish after the completion of the course. POs generally assess the competencies and expertise a graduate attains after the completion of the program. Course Outcome (Cos) is the end result achieved by a student by learning a particular course/Paper of the program. The College has identified Program Outcomes (POs) and Course Outcomes (COs) in tune with the mission and vision of the College. The Programme outcomes(Pos),Course Outcomes (COs) for all departments are stated and displayed on Darul Uloom Arabic College website on the basis of the guidelins issude by NAAC for the same.

The mechanism which is followed by the college to communicate the

learning outcomes to the teachers and students is as following.

- Hard Copy of syllabi and Learning Outcomes are available in the departments. So the teachers and students can refer them.
- The students are made aware of the same through awareness meetings.
- The teachers are made aware of the same through staff council meetings.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution monitors the achievement of Programme Outcomes and Course Outcomes through the following methods:

- Student inputs are collected through interaction with class monitors.
- Academic Audit helps to ensure meaningful outcomes.
- The parents' meetings help to monitor and ensure the achievement of learning outcomes.
- Analyzing students' results in the internal examinations helps for good results in the learning outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

51

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

2.7 - Student Satisfaction Survey

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

https://duacollege.in/wp-content/uploads/2024/03/Students-satisfaction-survey-2022-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

0

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

3.2 - Innovation Ecosystem

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

The college has established a robust ecosystem for research and innovation, spearheading initiatives for the creation and dissemination of knowledge along with the development of infrastructure for research. With a rich research legacy dating back to 1871, Darul Uloom Arabic College, affiliated to Madras University, serves as a beacon for research activities, fostering free-thinking and advocating for renaissance and reforms across various sociocultural domains. It functions as a hub for innovative research endeavors, transcending traditional classroom boundaries and syllabi to explore solutions and remedies. Continuously introducing pioneering practices, the college instills a spirit of inquiry among both students and faculty members. In recognition of its unwavering commitment to research promotion and innovation, the college has obtained authorization for two Research Guides, under whom five Research scholars are currently pursuing their Ph.D. studies. The Research Promotion Council plays a pivotal role in fostering a culture of quality

educational research, conducting workshops on research methodologies, ethics, intellectual property rights, discourse analysis, plagiarism, and copyright, among other topics. At both undergraduate and postgraduate levels, the institute actively encourages research activities and cultivates a research-oriented ethos among faculty members. Through systematic guidance and monitoring, students are empowered to select research topics across various humanities disciplines, including Language, Media, Literature, Culture, Socio-Economic studies, and Translation projects.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

9

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

3.3 - Research Publications and Awards

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

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

4

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

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

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

01

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

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

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

1

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

3.4 - Extension Activities

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

NSS unit of DUA College and its clubs render relentless service to community to build a habit of self renunciation among students

and personality development . Programs that are conducted in adopted village or community aim at building such a healthy attitude among students.This is being met fundamentally with orientation programs and awareness sessions of various kinds. The programs like special camping, blood donation awareness, yoga day celebration, abhayam housing project, anti-drugs etc. are capable enough to meet it. In addition to adopting a village from the panchayat for regular work, the NSS unit takes active steps in deploying volunteers for various skill enhancement programs that are promoted by Calicut University NSS cell. The unit takes utmost care in celebrating days of national and international importance to forster social commitment of students. Programs like Azadi ka Amrit Mahotsav, freedom wall, children's day celebration etc. aim at national integration too.

The NSS unit has succeeded in its innovative practices, in addition to incorporating diversity in one activity, like new literacy survey training program, poster making competitions etc. Magazine and pamphlets also ensure creativity of the volunteers. Special sessions for personality development, legal awareness leadership development etc.forster their empirical thinking .

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

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

05

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

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

38

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

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

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

1522

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

3.5 - Collaboration

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

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has arranged and maintained all the facilities like qualified faculty members, infrastructure, well equipped library and other necessary equipment needed for a smooth conduct of teaching learning process.The class rooms have spacious seating for 50 students and is equipped with LCD/TVs for technology enhanced learning. The classes are provided green chalk board, black board, lectern and Public address system. Voice amplifier is audible to all teachers and students in the campus. Fully equipped conference hall and seminar hall is available for the conduct of academic seminars and other programmes. Auditorium with a seating capacity of 310 caters to large public meetings. The institution has a recognized research

centre that promotes research activities of the students and research scholars.The College has U G C aided Computer labs with latest configuration and software with 50 MBPS Wi-Fi connection.U G C aided smart class roomsto improve the skills ofstudents. The library is fully automated with standard library software named KOHA. Books are arranged on the shelves according to Dewey Decimal Classification (DDC). The Library offers Online Public Access Catalogue (OPAC) acomputerized catalogue service which is provided to locate the documents available in the Library quickly.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://duacollege.in/facilities

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

Sports and Games: Under the leadership of sports council and students unionthestudents had participating in Sports and Games activities as a means to develop the qualities such as, sportsman spirit, leadership,respect, group cohesion etc., It may be leads to devolop social harmony among the students. TheAnnual Athletic Meet of the college held on the second term of every year. The college campus has ample facilities for both outdoor and indoor sports and games and various cultural activities. Special care is given to develop and improvethe cultural, arts and literature programmes by organizing co-curricular activities.

Arts Facilities: The college gives due importance to the developmentof cultural and arts skills of the students. In order to promote arts, a team consisting of teachers and students are selected every year. Arts competitions are held in the college yearly and students are participated in the Zonal University Arts Festivals.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://duacollege.in/facilities

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

16

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://duacollege.in/facilities
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

4486880

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

Name of ILMS KOHA

Year of automation 2016

KOHA Version 20.11.11.000

The College Library provides a reader-friendly environment. The built up area 252 sq. mtr. and it comprises Reference section, Stack area, Reading area and a Network resource centre. The Network resource centre has 5 computers. Reprography facility, Surveillance cameras and Bar coding scanners are also available.

The college website gives separate link to library which provides details about library, rules and regulations, collection and services etc. The library WEB OPAC helps the users to search the library books. Besides this, library has access to E-resources such as e-books, e-journals and to various databases.

518 books have been newly added to the collection in the acaddemic year 22-23

The library council consists of the principal, librarian and 4 faculty members representing both their departments. This Committee plays an active role in the smooth and efficient functioning of the library. Institutional resources like previous year question papers, newspaper clippings, dissertation and PhD thesis are made available to the users. The library conducts Orientation classes to the users every year to make them aware of various services and e-resources available in the institution. The Library conduct Book Exhibition to familiarise the student's new books added in the library.

The library observes Reading Day on 19th June every year and organizes various programmes and competitions like Best Reader award, Seminars, Book collection drive, Essay competitions etc. Safe drinking water facility is also provided.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://library.duacollege.in

4.2.2 - The institution has subscription for the following e-resources e-journals e-	B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	

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

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

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

30843

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

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

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

49

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

IT and infrastructure facilities are constantly being updated

from time to time. Presently there are 5 LCD projectors (Portable and Fixed) for 4 departments. All classrooms are ICT Enabled .There is a wellworking computer lab with 40computers and the college owns licensed software like Microsoft. We have given practical training for the students in DSLR and professional cameras, Tripods and Microphones, We also have fully structured networking including optical fibre connectivity with 100 Mbps speed. The college has introduced campus Wi-fi with 6 access points spread over 4 buildings, in addition to the institution is equipped with 54 computers and 5 laptops. For Internet sharing and security Firewall hardware is established. The power supply is ensured by 2 UPS with 3.5 KVA and 3UPS with2 KVA 1 UPS with 1KVA. D-Link 32 port, and 1Ghz switch. 12 switches connect the computers together. Peripheral devices like printers, photocopier machines, and scanners appreciably help students, teachers, and office staff in managing the eresources. 16 campus surveillance cameras are installed in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://duacollege.in/facilities/

4.3.2 - Number of Computers

54

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

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

4486880

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

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

The college follows a well-established system for the maintenance and utilization of its physical and academic facilities in order to ensure their sustainability so that the teaching and learning activities become both motivating and rewarding. This is primarily achieved through the monitoring of various committees like IQAC, College Council, Building Committee, Purchase Committee, and PTA with necessary support systems. These bodies give timely instructions and advice on the construction and renovation of buildings, procurement, and maintenance of equipment, and the proper upkeep of other facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://duacollege.in/facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

63

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

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

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

96

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

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

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

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

114

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

114

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

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

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

5.2.2.1 - Number of outgoing student progression to higher education

22

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

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

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

4

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college union council is constituted as per the rules laid down by the calicut University andrecommendation of Lyngdoh committee. The college gives ample presentation to students in

various decision-making bodies. All the students of Darul Uloom Arabic College are ordinary members of the college union. The main objective of college union is to promote and in still democratic principles among students, to equipthem with the rights and duties of citizenship and to provide them opportunities for the development of their personality. The executive committee of college union shall consist Chairman, Vice chairman, General Secretary, Joint secretary, General captain, Fine arts secretory, University union councilors, Student editor of the college magazineand union representatives. Darul uloom arabic college student union have played a vital role in strengthening arts, sports and literary activities.

- In 2022-23 Students union organised programmes

- All statutory cells-Anti-ragging cell, Grievance redressal cell, minority cell, OBC cell, SC ST cell, Internal complaint cell including Anti sexual harassment cell are actively functioning in the college with students' representation.

- Extra curricular wing in the college: NSS. Bhoomithra sena club,fine arts and literary club ,women's development cell and students initiative in palliative are coordinated and directedby students under the guidance of coordinating teachers.

File Description	Documents
Paste link for additional information	https://Www.duacollege.in
Upload any additional information	View File

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

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

2

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

5.4 - Alumni Engagement

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

Our institution has a registered alumni association that contributes significantly to the development of theinstitution. The association is named as "DUACOSF (Darul Uloom ArabicCollege Old Student Federation)" It is adynamic association purposes to develop, foster, maintain and support a mutually beneficial connectionbetween alumni, students, faculty, and staff members. The Executive Committee, elected by the Council ofDUACOSF, comprises of enthusiastic individuals willing to take on the organizational initiatives and sustainthe pride of the institution. The association services to offer programmes that foster campus traditions andperpetuates a passion for a lifelong involvement. The Association aims at developing a spirit of loyalty anddeliver benefits and services that help the alumni, maintaining a good relationship with the institution andother fellow graduates.The mission of thealumni association is to connect the Alumni to the college to provide valued services to its members and tosupport the mission of the institution. The vibrant alumni act as an extension of the socio political andcultural spheres. The association supports the college by contributing substantial amount of moneyfor the infrastructural facilities.

File Description	Documents
Paste link for additional information	https://duacollege.in/overview/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Darul Uloom Arabic College, Vazhakkad is one of the oldest and most advanced educational institution among Arabic Colleges in Kerala. This Institution was established in 1871 by Koyappathodi Muhammed kutty Sahib.This is the mother institution of all the Arabic Colleges and Madrassas in Kerala..In 1973 Darul Uloom Arabic College, got affiliation from Calicut University. Under the leadership and guidance of the Principal Dr. Abdulla Azhari, the college was started the courses Afsal -ul-ulama preliminary and Final classes. Gradually girls were admitted in this institution. Later Degree courses are reformed in the pattern of 10+2+3. In 1995 the college obtained recognition for P.G course from Calicut University.

VISION: To meet the needs of society, present, and future, through moulding the students with high moral, ethical values and developing them as responsible citizens. MISSION:

Providing an atmosphere where everyone is respected and listened to; a college where we take pride in ourselves and our achievements, enabling students to become confident and successful learners. Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.

File Description	Documents
Paste link for additional information	https://duacollege.in/vision-mission/
Upload any additional information	View File

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

The institution's strategy is rooted in the empowerment of academic departments, clubs, and associations through decentralized governance. This approach prioritizes co-curricular and extension activities, overseen by dedicated club coordinators. Collaborative efforts between the planning committee, Principal, and finance committee are instrumental in gaining insights into the academic and infrastructure needs for the upcoming year.

Participative management is deeply ingrained, evident in the reconstitution of committees that actively involve both staff and students in decision-making processes, including the allocation of faculty responsibilities. In response to rapid growth, a restructuring initiative has emphasized decentralization and participative management, thereby easing the burden on the principal and streamlining decision-making.

Student leaders play a crucial role in managing student affairs and facilitating communication between students and the administration. Student coordinators actively gather feedback on academic and administrative matters, which is then used to generate suggestions for improvement. This feedback loop, in collaboration with the Institutional Quality Assurance Cell (IQAC), continuously enhances both the academic experience and administrative efficiency.

File Description	Documents
Paste link for additional information	https://duacollege.in/wp-content/uploads/2021/03/6.2.2-ORGANOGRAM.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. *Curriculum Development:* Our college follows the University of Calicut's curriculum as the foundation, augmented by additional classes to deepen comprehension. Esteemed professors from renowned institutions enrich the learning experience through guest lectures.

2. *Teaching and Learning:* We prioritize the recruitment of specialized faculty members with extensive experience. Additionally, we invite influencers from various industries to conduct guest lectures and workshops, broadening students' perspectives.

3. *Examination and Evaluation:* Our evaluation processes adhere to the standards set by the university. In addition to external examinations, we conduct internal assessments such as class tests and quizzes to continuously monitor student progress.

4. *Research and Development:* We foster a culture of research among our faculty members, offering incentives to encourage engagement in research projects. Students are actively involved in these projects, gaining valuable practical experience.

5. *Library, ICT, and Infrastructure:* To facilitate effective learning, we utilize various ICT tools including Learning Management Solutions (LMS) and Integrated Library Management Systems (ILMS). Our college boasts a well-equipped library and modern infrastructure to support academic endeavors.

6. *Human Resource Management:* We prioritize the recruitment of qualified faculty members to enhance student learning outcomes and overall academic performance.

7. *Industry Interaction/Collaboration:* We establish partnerships with industry leaders to create opportunities for our students, particularly in terms of placements and real-world exposure.

8. *Admission of Students:* Admissions procedures strictly adhere to the protocols set by the University, ensuring a fair, transparent, and standardized process for all applicants.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://duacollege.in/wp-content/uploads/2024/05/6.2.1_Strategic-Plan_2022-23.pdf
Upload any additional information	View File

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

The College's management structure is carefully crafted to ensure effective governance and decision-making. The Managing Board, comprising the Manager, Principal, Vice-Principal, and selected community members, formulates broad policy matters. The Manager serves as the Board's president and appoints all employees according to University, UGC, and Government service rules. The Principal, as the Head of the Institution, supervises the college's operations, with Vice-Principals assuming responsibilities in their absence. The Secretary oversees construction and development activities and represents the Managing Board.

The College Administrative Council, comprising the aforementioned members, deliberates and decides on administrative, financial, and developmental policies. The College Council, consisting of the Principal, Vice-Principals, IQAC coordinator, Heads of Departments, Office Superintendent, Librarian, and elected staff members, reviews internal affairs and makes academic decisions. The Internal Quality Assurance Cell ensures quality sustenance, while the College Students Union represents student affairs to the College Council.

These councils convene regularly in a democratic and transparent manner to implement policies for the institution's holistic development. Detailed procedures related to academic and administrative matters are accessible through the college handbook and website, ensuring clarity and transparency in operations.

File Description	Documents
Paste link for additional information	https://duacollege.in/administration/
Link to Organogram of the institution webpage	https://duacollege.in/wp-content/uploads/2021/03/6.2.2-ORGANOGRAM.pdf
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

The institution ensures compliance with Kerala government welfare policies, assisting staff with housing, medical, educational loans, and other expenses. It supports staff pursuing doctoral degrees, research projects, offers leave for FDPs, revises salaries, grants awards for excellence, facilitates promotions, and offers deposit and loan facilities. Additionally, it fosters staff cohesion through various programs, provides counseling, prayer and meditation spaces, a cooperative store, departmental toilet facilities, free WiFi, subsidized canteen, recreational activities, and charity initiatives funded by employee contributions.

File Description	Documents
Paste link for additional information	https://duacollege.in/faculties/
Upload any additional information	View File

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

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

16

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

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

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

1

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

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

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

2

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

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

Teacher performance is evaluated through active engagement in teaching, extracurricular involvement, and research efforts, with adherence to scheduled teaching plans documented in personal work diaries. Monthly evaluations conducted by the Department Head,

Principal, and managerial team ensure accountability, especially during promotion considerations. An annual academic audit rigorously assesses both individual teacher and departmental performances.

The Institutional Quality Assurance Cell (IQAC) annually collects student feedback on teaching methods and evaluation processes, which plays a pivotal role in teacher evaluations. Feedback from the Principal, based on this report, provides valuable insights and corrective measures for further improvement. Additionally, teachers are required to submit a self-appraisal form annually to the IQAC, facilitated through the Department Head and Principal, fostering self-reflection and professional growth.

Teacher promotions are governed by the University's Performance-Based Appraisal System in line with the UGC Career Advancement Scheme, ensuring a fair and merit-based approach.

For non-teaching staff, performance evaluations are conducted by the Office Superintendent and Principal, focusing on competence, participation, and overall contributions to institutional growth. Recommendations for staff promotions are made based on comprehensive managerial analysis, supporting continuous improvement and the overall development of the institution.

File Description	Documents
Paste link for additional information	https://duacollege.in/feedback-report/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college undergoes thorough independent internal audits conducted annually by the Deputy Director of Education's Audit Branch, under the supervision of the Internal Audit Officer. Additionally, the Office of the Auditor General (Central Expenditure) conducts yearly audits of the previous financial year, ensuring compliance with accounting standards and financial regulations. These audits focus on accurately evaluating financial elements and assessing internal controls to safeguard assets and maintain precise accounting records, including

actuarial valuations for retirement benefits according to government norms.

Annual Accounts are audited at the end of the fiscal year on March 31st, following government guidelines, involving a meticulous examination of accounts, documents, and vouchers. Internal audits contribute to the effective execution of financial and administrative tasks by verifying movable and fixed assets.

External audits, carried out periodically by the Office of the Audit General, Government of Kerala, involve disciplined verification and validation of all accounts. Addressing any objections follows established guidelines, ensuring the overall integrity of financial and administrative processes.

File Description	Documents
Paste link for additional information	https://duacollege.in/wp-content/uploads/2023/05/resource-mobilisation-policy.pdf
Upload any additional information	View File

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

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

4486880

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

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

The college strictly adheres to regulations set forth by the UGC, Government of Kerala, various funding agencies, and the University of Calicut. It ensures compliance with grant terms,

equitable distribution among departments, and responsible resource utilization, prioritizing accountability. The Annual Budget presented to the UGC encompasses establishment expenses, including salaries, retirement benefits, and other components. Grants for special projects and research are earmarked for specific purposes.

The Finance Committee, chaired by the Principal and comprising the Vice Principal, Administrative Officer, and Section Officers, oversees college accounts, subject to final approval by the Governing Body. Clear procedures govern fund allocation across different college segments, with rigorous adherence to financial audits and protocols at all levels.

Financial transactions related to student societies and departmental activities are routed through designated conveners or departmental teachers-in-charge, under the oversight of the Head of the Department. Day-to-day financial activities are monitored by the college Bursar, with ultimate approval resting with the Principal.

File Description	Documents
Paste link for additional information	https://duacollege.in/wp-content/uploads/2023/05/resource-mobilisation-policy.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC has played a pivotal role in ensuring institutional quality assurance by institutionalizing practices such as academic and administrative audits, as well as conducting student satisfaction surveys throughout the year.

During the specified period, the college's IQAC Coordinator, Mr. Mohammed Rizwin KP, in collaboration with the NAAC Coordinator, facilitated an internal audit. This process enabled self-evaluation and the identification of strengths and weaknesses within each department.

In an online student satisfaction survey targeting graduating batches, over 60% of final-year students provided feedback. Their

responses shed light on the quality of teaching, learning, and evaluation methods, including syllabus comprehensiveness, teaching effectiveness, ICT integration, and activity-based learning approaches. Overall, the majority of students expressed satisfaction with the learning experience and commended the competency of teachers. They also appreciated the transparent and impartial internal evaluation processes conducted throughout each semester.

Beyond academics, students highlighted ample opportunities for participation in extracurricular activities, which contribute to the development of soft skills, life skills, and employability. This holistic approach enhances the overall educational experience at Darul Uloom Arabic College.

File Description	Documents
Paste link for additional information	https://duacollege.in/about-iqac/
Upload any additional information	View File

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

The Department of Arabic acknowledges two Ph.D.-qualified teachers as Research Supervisors.

Integration of ICT into classroom teaching has significantly improved the quality of the teaching process, as evident from student feedback. Faculty members are now proficient in utilizing technology and are motivated to transition to new teaching methodologies.

Annually, IQAC gathers student feedback through a tailored feedback form covering curricular aspects, teaching methods, and institutional programs. Feedback on individual faculty performance and quality is also solicited. At the beginning and end of each semester, teachers are required to submit semester plans, which are then reviewed by IQAC.

An analysis report is prepared by IQAC and discussed with the Principal, Heads of Departments, and members of the Academic Monitoring Committee. Additionally, department heads and academic coordinators convene periodically to assess the performance of

the teaching-learning process and other academic activities at both departmental and institutional levels.

File Description	Documents
Paste link for additional information	https://duacollege.in/about-iqac/
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://duacollege.in/wp-content/uploads/2024/05/INSTITUTIONAL_REPORT_2022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

DUAC promotes and provides a safe and healthy gender sensitized environment in the campus. Women Development Cell and Internal Complaint Committee along with other cells conduct various programs and activities for providing a safe and secure ambience in the campus. Webinars and awareness classes were conducted for sensitizing the students about various gender centric issues.

Gender neutral activities are promoted in the institution. Safety and Security: The college dispenses a safe and homely ambience for the girls in the college and hostel with security guards and CCTV surveillance. Measures are taken to generate security measures to be undertaken by the girls through various programs organized by different cells and clubs. The Internal Complaint Committee and Grievance Redressal Cell are functioning in the college. ICC provides protection against sexual harassment of women at workplace and ensures redressal of complaints of sexual harassment. Identity cards are made compulsory for students and staffs.

Common Room: A spacious common room is equipped with adequate cot and other facilities for the girls to hang out at leisure hours. Sanitary napkin vending machine is made available near to the room. Daycare center: The college provides a day care centre for the children of married students and staffs in the campus.

File Description	Documents
Annual gender sensitization action plan	https://duacollege.in/wp-content/uploads/2024/05/7.1.1_2022-23.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://duacollege.in/women-development-cell/

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

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

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

The institution has a well-planned waste management system for both degradable and non-degradable wastes. The college administration took some effective measures to reduce the wastes in the campus. The generated waste is separated into solid, liquid and e-waste. Since the college offers only arts subject, we do not have any type of bio-medical and hazardous chemicals and radioactive wastes. Solid Waste Management: There are separate waste bins for food, paper and plastic wastes. MoU with Vazhakkad Grama Panchayath provides systematic and organized disposal of plastic wastes. The campus is plastic free zone. The college is equipped with a Biogas plant. Initiative to paperless office through automation is set up in the campus.

Liquid Waste Management: The liquid wastes in the campus are mainly from toilets and wash basins. These wastes are channeled to the septic tanks. The biogas plant is also used for the waste water disposal. E-waste Management: The college has signed an AMC with INFOFIX, Calicut which ensures proper installation, maintenance, periodic checking and proper disposal of E-wastes in the college. Waste Recycling System Food wastes in the campus are recycled by using biogas plant. Waste water is used to water the plants and trees on the campus.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology	C. Any 2 of the above

and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

The college strongly advocates an inclusive environment in the campus and is one of the core values of the institution. The college has conducted various programs to convey the message of tolerance and harmony towards cultural, linguistic, regional, socio economic and other diversities. NSS organizes variousprograms on national integration, tolerance, secularism etc. Yearly special camps conducted to give the students hands-on experience to live with the community. The Women Development Cell and Internal Complaint Committee conduct various programs giving awareness on gender equity, gender justice and constitutional rights. Various cells and clubs organize programs such as debates and literary events towards sensitizing students about the values of communal harmony, tolerance, and inclusiveness. Apart from this, the student admission process of the college is absolutely transparent as it is being done through a single window system controlled by the university. Each and every student gets opportunity to enroll solely based on the merit. Students can lodge complaints with the grievance redressal cell and antiragging cells. Festivals and special occasions are celebrated in the campus to ensure and enhance communal harmony among students. Specific Days like Independence Day, Republic Day, World Arabic Day…. etc. are being observed regularly.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

Higher education institutions have a vital role in promoting constitutional values among the students and employers. Every institution has the responsibility to protect values, duties, rights and responsibilities mentioned in the constitution. The College sensitizes the students and employees of the institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which enables them to conduct as a responsible person. To equip the students with the knowledge, skills and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible and affordable learning environment. These elements are included in the value system of college community. The students are inspired by participating in various programs on culture, traditions, values, duties and responsibilities by inviting prominent people. The programs we have conducted as part of this includes observance of days like Republic day, Human rights day, Martyrs day etc. As part of thisthe clubs and cells of the college conducted various programs, talk shows, essay competition, quizzes.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://duacollege.in/news/
Any other relevant information	https://duacollege.in/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website	**A. All of the above**

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Inculcating in the students love, respect and regard for the diverse culture of India and to cater among them a sense of National Integration celebrates national and international days, events and festivals such as World Environmental Day, World population Day, Reading Day, International yoga day, International day against Drug abuse and Illicit Trafficking,World Nature Conservation Day, Hiroshima day, Independence Day, Women Equality Day, Teacher's day, Gandhi Jayanthi, World Mental Health Day, International girl Child day, International Rural Women Empowerment Day, Constitution Day, National Youth Day, World cancer Day, World Water Day, International Women's Day etc. Despite this, festivals like Onam, Eid, Christmas etc. are celebrated in the college in harmony.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1) Al Bidayah Al Bidayah is an initiative to empower students and bring sustainable development to the country by mobilizing the fund from students to a common pool and using it for various programs. It also encourages the students to save their wealth for future purposes. Al Bidayah focuses on aware students about the Islamic banking process. It also gives the postgraduate students of the college practice for their theoretical study.

2) SIP (Students Initiative in Palliative) Students' Initiative in Palliative (SIP) is the student wing of the Institute of Palliative Medicine. This group of young and vibrant students aims at organizing adequate and affordable support programs for the bedridden and incurably ill. The process of healing cannot be limited to medical treatments or prescription drugs. The curative powers of human presence, caring, and sharing are well acknowledged. For people suffering from unhealable sickness, the primary need is relief from the symptoms and stress of the illness. The services of Palliative Care, in improving the lives of the physically and mentally challenged, has outstanding reach. This specialized 'medical care along with social care' works as an extra layer of support.

3) Home for homeless: constructing free home for homeless people

File Description	Documents
Best practices in the Institutional website	https://duacollege.in/wp-content/uploads/2024/05/Abhayam_Project_-_Best_-Practice.pdf
Any other relevant information	https://duacollege.in/wp-content/uploads/2024/05/COMMUNAL_HARMONY.pdf

7.3 - Institutional Distinctiveness

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

MULTIFACETED LEARNING & QUALITY EDUCATION The college is situated in the rural area of Malappuram district, minorities and backward students are the beneficiaries. The vision and mission of the

college is to give quality education to all. The college puts its prime focus on the intellectual, physical, social, and professional well-being of the students to mold them as intellectually responsible, socially committed, and morally upright. The institution consistently motivates the students by providing a platform for their intellectual, social, and mental development. A multi-dimensional student-centered learning is focused in the college. Students are provided various soft-skill development programs, sessions on personality development, and communication skills for their future professional development. The college goes through experiential education through community engagement for social and personal development like SIP, the Abhayam project, and Making roads. Islamic Finance department runs Al- bidayah, an Islamic banking process that gives the students practice for their theoretical study. The college also provides free coaching for competitive exams. The college is the sub-center of CCEK. Despite this, the college authority provides financial support to the needy people. Along with Arabic language and literature, the curriculum includes English and social science disciplines. The college is recognized as a research center on Arabic language and literature.

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

7.3.2 - Plan of action for the next academic year

1. Curriculum Enhancement:

Conduct a thorough review of the existing curriculum to identify gaps and areas for improvement. Incorporate relevant co-curricular and extracurricular activities to provide a holistic educational experience.

2. Faculty Development: Organize regular professional development workshops and seminars to empower faculty members with the latest teaching methodologies. Encourage faculty to participate in conferences and present papers to stay updated.

3. Student Support Services: Create a peer tutoring program where senior students can assist juniors in their studies. Establish a career counseling center to provide guidance on career paths and job opportunities.

4. Research and Innovation: Establish a research committee to promote collaborative research projects within the college and with other institutions. Allocate funds for research grants and support research initiatives.

5. Community Engagement: Initiate outreach programs to connect the college with the local community. Organize cultural and educational events to promote interaction between students and community members.

6. Student Feedback and Evaluation: Implement a system for regular student feedback on courses and teaching methods. Use this feedback to continuously improve the quality of education and address any issues that may arise.

7. Diversity and Inclusion: Promote diversity and inclusivity within the college community. Organize events and discussions on topics related to cultural understanding and tolerance.