

# All Kerala Higher Education Survey (AKHES) 2024-25

(Manual)



**The Kerala State Higher Education Council**

Constituted by Kerala State Legislature by notification No. 19536/Leg. Uni.3/2007/Law Dated, Thiruvananthapuram, 15 October, 2007

**കേരള സംസ്ഥാന ഉന്നതവിദ്യാഭ്യാസ കൗൺസിൽ**

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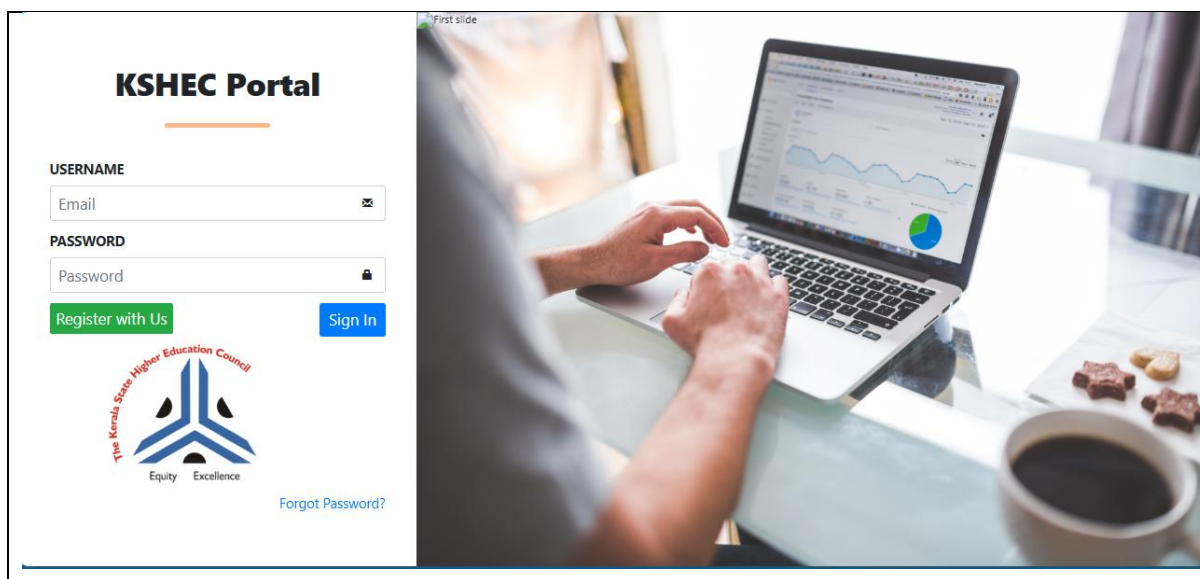


## General Instructions to Participate in the All Kerala Higher Education Survey

### I. Registration Process

#### A. Institution Applying for Registration

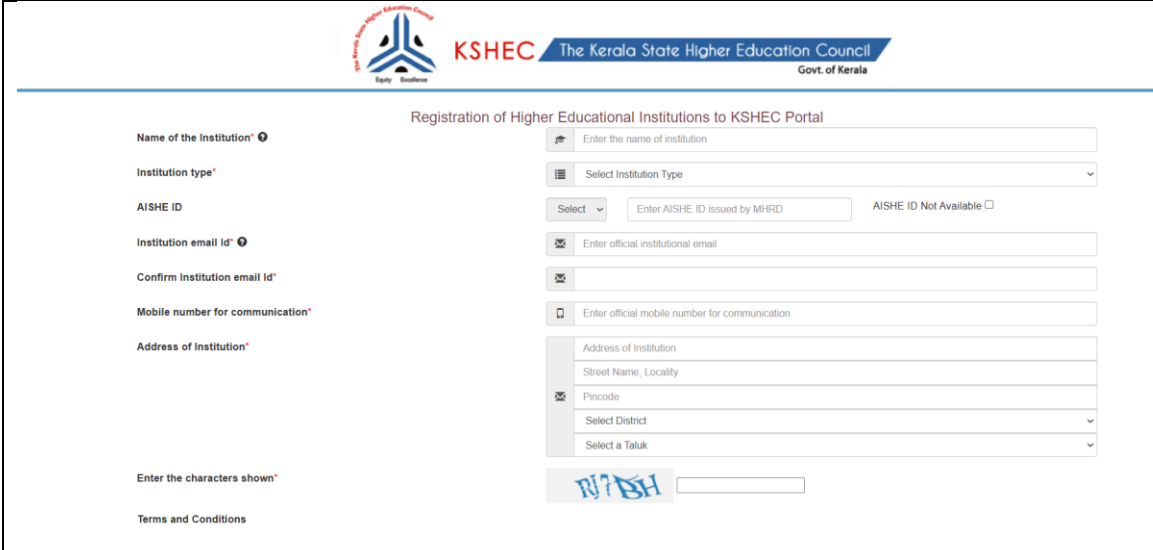
New institutions beginning the Kerala State Higher Education Survey process should click the "Register with us" link and simply follow the on-screen instructions to register.



#### B. Registration of Higher Educational Institutions to KSHEC Portal

- **Name of the Institution:** Type in the name as per the record of AISHE
- **Institution Type:** Select "University" or "College"
- **AISHE ID:** This is the reference number provided to Higher Educational Institutes after submission of institutional information on the MoE AISHE portal.
- **Institution email Id:** This should be the **official** email-id for all communication. Usage of personal emails is strictly prohibited. The institution login will always be this email-id and cannot be changed later.
- **Mobile Number for Communication** This number will be used to send all SMS alerts from KSHEC. Preferably, it should be the official mobile number of the Head of the Institution or the Nodal Officer
- **Address of Institution:** Enter the Address with Street Details, Taluk, District, and Pincode.
- Enter the CAPTCHA as seen in the image in the textbox provided or click on the CAPTCHA image to reload a new captcha.

- Click and ensure a tick mark on "I agree with the above Terms and Conditions" after reading the Terms and Conditions mentioned.
- Click the "Register" Button.



The screenshot shows the registration form for higher educational institutions on the KSHEC portal. The header includes the KSHEC logo and the text 'The Kerala State Higher Education Council, Govt. of Kerala'. The form is titled 'Registration of Higher Educational Institutions to KSHEC Portal'. It contains several input fields and checkboxes for registration details.

**Registration of Higher Educational Institutions to KSHEC Portal**

Name of the institution\*   
 Institution type\*   
 AISHE ID  Enter AISHE ID issued by MHRD AISHE ID Not Available ☐  
 Institution email id\*   
 Confirm Institution email id\*   
 Mobile number for communication\*   
 Address of Institution\*  
 Address of Institution   
 Street Name, Locality   
 Pincode   
 Select District   
 Select a Taluk   
 Enter the characters shown\*   
 Terms and Conditions

### C. Institution Approval Email Alert

Once the registration is approved by KSHEC, the Institution will receive an email alert confirming the same. The email will contain the User Id and Password of the Institution. Note: The User Id will be the same as the email submitted during the registration process.

## II. Login and Survey Submission

### A. How to Login

- Type your username and password as received in the Approval mail.
- Click the "Login" button.

### B. Dashboard

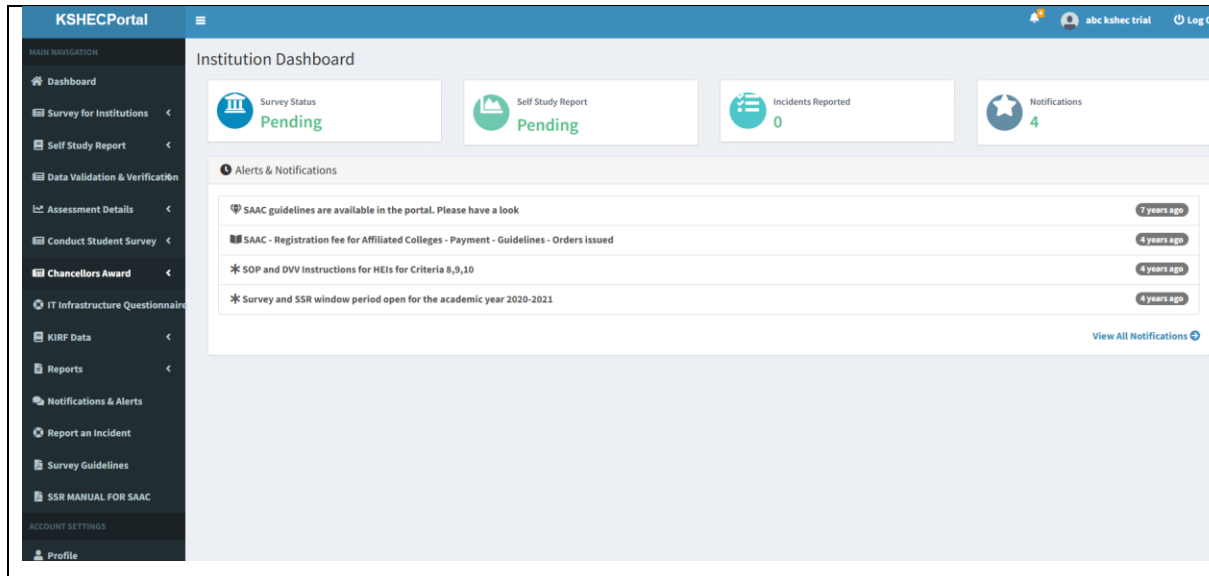
After Login, the Dashboard screen on the left displays:

- Dashboard
- Survey for Institutions
  - Attend Survey
  - Submit Survey Details
- Self Study Report
- Data Validation & Verification
- Assessment Details
- Conduct Student Survey
- Chancellors Award
- IT Infrastructure Questionnaire
- KIRF Data
- Reports

- Notifications & Alerts
- Report an Incident
- Survey Guidelines
- SSR Manual For SAAC

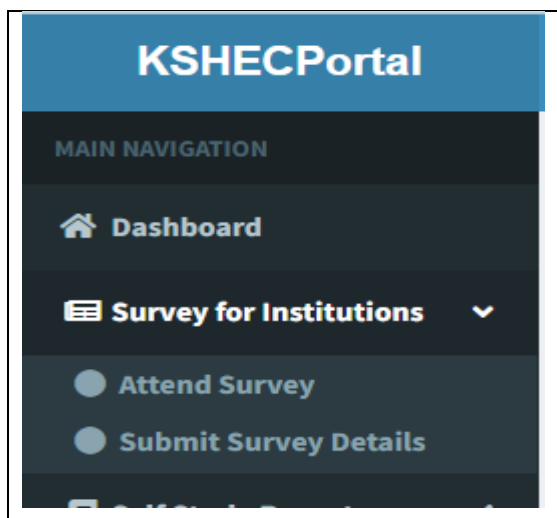
#### Account Settings

- Profile
- Change Password



#### C. Survey for Institutions Menu

Click on the "Attend Survey" submenu inside the "Survey for Institutions Menu".

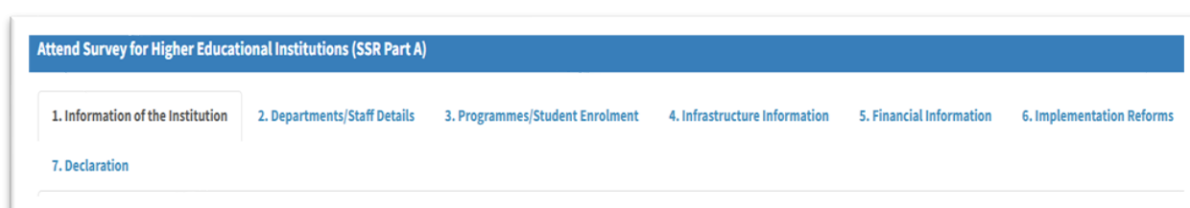


#### D. Attend Survey

The Data Capture Fields are distributed over 7 tabs, and all the relevant fields in each tab need to be filled before submitting the Survey.

The tabs are

- Information of the Institution
- Departments/Staff Details
- Programmes/Student Enrolment
- Infrastructure Information
- Financial Information
- Implementation Reforms
- Declaration



### III. Instructions for Filling Up the All Kerala Higher Education Survey

The following details need to be filled in this section:

#### 1.1. PART A-Basic Information

##### 1.1.1. Name of the Institution

The institution's name, once registered, will be auto-populated and can be modified if approved by the University/UGC

##### 1.1.2. Year Established

The Year in which the institution was established.

##### 1.1.3. Number of Years in Existence

This field will be auto-populated based on the "Year Established" field.

##### 1.1.4. Institution Type

Whether the Institution is University or College.

##### 1.1.5. Select Affiliating University

Mention the name of the affiliating university in Kerala (This is required only in case of Colleges).

##### 1.1.6. Management Type

**For Universities**, select whether the institution is State Public University/Central University/ Deemed **to be** University.

**For Colleges,** Select whether the Institution is Government/Aided/Government-Autonomous/Aided-Autonomous/ **Self Financing-Autonomous**/ Self Financing Public Sector/Self Financing Private Sector/ Private Autonomous.

#### 1.1.7. Name of the Management

This field needs to be filled for all Institutions except those selected as "Government" in the Management Type field.

#### 1.1.8. Type of Specialization

**Universities:** The two categories are

- Multidisciplinary
- Specialised

**Colleges:** The categories are

- Agriculture & Allied
- Architecture
- Arts & Science
- Engineering
- Law
- Management
- Medical
- Physical Education
- Teacher Education

**Specialization Sub-Type:** Mention the applicable sub type within the selected specialization-

- Agriculture, Fisheries, Forestry, Veterinary
- Architecture
- Arabic/ Arts & Science/ Fine Arts/ Music/ Sanskrit
- Engineering
- Law
- Management
- Medical-Allopathy
- Medical-Ayurveda
- Medical-Homeo
- Medical-Unani/Siddha/Others
- Dental
- Nursing
- Pharmacy
- Teacher Education/Physical Education

#### 1.1.9. Institution Type by Gender

Whether the Institution is Co-Ed/Men/Women only.

#### 1.1.10. AISHE Code

For institutions that are already registered, this field will be automatically populated with the information provided during the registration process.

#### 1.1.11. Institution Email ID

The official email id of the institution is to be provided.

#### 1.1.12. Institution Web Site

Provide the URL of the institution's website

#### 1.1.13. Address of Institution

Address/District/ Pincode details submitted during registration will be auto-populated. The Institution can update the same if required.

#### **1.1.14. Contact Details**

The details (Type, Name, Designation, Email, and Contact Number) of the Head of the Institution and the Nodal Officer of AKHES/ IQAC Co-ordinator must be provided. KSHEC officials will reach out to the listed Nodal Officer and Head of the Institution for any clarifications.

***For Universities:***

#### **1.1.15. Programme through Distance Education Mode**

Whether the University offers Programme through Distance Education Mode: Yes/No.

If Yes is provided, details should be provided in the Details of Programme Module, Student Enrolment Module, Details of Examination Result

#### **1.1.16. Programme through Online Mode**

Whether the University offers Programme through Online Mode: Yes/No .If Yes is provided, details should be provided in the Details of Programme Module, Student Enrolment Module, Details of Examination Result

#### **1.1.17. University Regional Centres**

Whether the University has Regional Centres: Yes/No

#### **1.1.18. Learner Support Centres**

Whether the University has Learner Support Centres: Yes/No

### **1.2. Part B- Miscellaneous Information**

#### **1.2.1.Taluk**

#### **1.2.2.Local Body Type**

Whether the Institution is located in Corporation/Municipality/Panchayat.

#### **1.2.3.Village**

#### **1.2.4.Geographical Referencing**

GPS Co-ordinates (Latitude/Longitude) of the institution.

#### **1.2.5.Geographic Terrain**

Whether the institution is located in Low Land/Mid Land or High Land

#### **1.2.6.Location/Economic Zone**

Mention whether the institution is in Urban/Semi-Urban/Rural/Tribal location.

#### **1.2.7.Total Area**

Mention the total area in Acres

#### **1.2.8.Total Constructed Area**

Mention the total constructed area(in sq.m)

### **1.3. PART - C - Recognitions/Affiliations**

#### **1.3.1.Details of UGC Recognition**

Multiple details can be added by clicking the "+" button.

### **1.3.2. Recognition by other Statutory bodies/Authorities**

Multiple recognitions by bodies like AICTE/MCI/others can be mentioned.

### **1.3.3. Accreditation Details**

Accreditation by bodies like NAAC/SAAC/NBA can be mentioned.

#### **1.3.3.1. Accreditation by NAAC/SAAC/Others**

The grade, score and year of accreditation obtained is to be provided.

#### **1.3.3.2. NBA Accreditation**

Year and Number of Programmes accredited during the survey year is to be provided

### **1.3.4. Is the institution recognised by**

#### **1.3.4.1. UGC as Potential for Excellence (CPE):**

If "Yes", Date of Recognition needs to be mentioned.

#### **1.3.4.2. For its performance by any other Govt Agency**

A maximum of 3 such recognitions can be mentioned. The Agency Name and Date of Recognition need to be mentioned for each such recognition.

### **1.3.5. Ranking Details**

Mention if the institution has been featured in NIRF/ KIRF/ International Rankings. Mention the Year, Rank type and Star.

After entering the relevant details, click on "Save and Proceed".

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## **2. Details of Staff**

### **2.1. Part A - Departments/Centres**

- Name of Department/Centre

\*Sanctioned Posts #: Number of Sanctioned Posts within the mentioned Department.

- Filled up Posts

\* Filled up - Permanent #: Number of Filled up Permanent Posts currently in the Department/Centre.

\* Filled up - Temporary #: Number of Filled up Temporary Posts currently in the Department/Centre.

### **2.2. Part B - Details of Academic Staff**

Enter the details of each Academic Staff:

- Department: The departments mentioned in Part A will be populated in this field.
- Type of Academic Staff: Mention whether the academic staff is Teacher/UGC Librarian/Physical Education.
- Name of Employee
- Designation

- Year of Entry in Regular Teaching Post: Mention the detail as applicable within the current institution only.
- Gender
- DOB
- Year of entry in current position: Mention the detail as applicable within the current institution only.
- Selection mode of current position: Mention whether it's Direct/Career Advancement Scheme/ Others.
- Nature of Appointment: Mention whether the academic appointment is Regular/Part Time/Emeritus/Tenure Track/Adjunct Professor/ Guest/ Contract/ Others.
- Qualifications: Mention the Qualification of the Academic Staff. Select multiple checkboxes as applicable.
- Religious Community: Choose the Religious Section to which the academic belongs.
- Social Category: Choose the Social Category to which the academic belongs.
- Physical Disability: Select if the academic has any physical disability - Blindness/Hearing Impaired/Locomotive Disability.
- Subject Expertise: Mention a maximum of 3 Subject Expertise of the academician.
- Email: Mention the email of the academician.
- Mobile: Mention the mobile number of the academician.

### **2.3. Part C - Non-Teaching Staff**

Submit count of Non-Teaching Staff with Gender and Social Category differentiation.

### **2.4. Part D-Miscellaneous Information-Academic Staff**

- 2.4.1.Number of Faculty who are recipients of CMPNF/Kairali Research Award
  - 2.4.2.Number of Faculty who have contributed to e-content development
  - 2.4.3.Number of Research Supervisors
  - 2.4.4.Number of Teachers Trained in KSHEC- FDP/ LMS programmes
- 

## **3. Programmes/Student Enrolment**

Enter the programme Details, Student Enrolment details, Examination Results, Student Information and Student Accomplishment details.

### **3.1. Part A - Programme Details**

- Department/Faculty: The options will be loaded with values mentioned in Department Details (Part A) in Tab -2
- Level: Whether the corresponding programme is Ph.D/M.Phil/PG/UG/ Diploma/ PG Diploma/ Certificate/ Addon Courses.
- Name of Programme
- Subject
- Duration in Months: Total duration of the corresponding Programme-Subject.
- Sanctioned Intake: Intake Sanctioned by University/Technical Body.
- Actual Intake: Total students admitted by the institution against the sanctioned intake.
- Supernumerary Seats

### **3.2. Part B - Student Enrolment**

Gender and Social Distribution of Students in each Programme needs to be mentioned in this section.

#### **3.2.1.Total students in the institution across all programmes in the current year**

The student enrolment in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> years in the current academic year

### ***For Universities***

**Student enrolment in Distance courses:** The number of male, female and transgender students enrolled in regular programmes

**Student enrolment in Distance courses:** The number of male, female and transgender students enrolled in distance education programmes

**Student enrolment in Online Mode:** The number of male, female and transgender students enrolled in Online programmes

**Student enrolment in private mode:** The number of male, female and transgender students enrolled in private mode.

#### **3.2.2.Enrolment Summary**

**Enrolment Summary:** The count of total students enrolled will be autogenerated from 3.2.1

#### **3.2.3.Number of Students enrolled for online courses**

The number of male, female and transgender students who have enrolled through courses conducted on SWAYAM/SWAYAM Plus/NPTEL/Coursera/Udacity and other platforms.

### **3.3. Miscellaneous- Student Enrolment Information**

#### **3.3.1.Number of Students from other countries enrolled in the institution:**

This should include the number of students from other countries who have joined the various programmes in the institution. This figure should represent the number of such students within the total first-year student population

#### **3.3.2.Number of Students from Other states enrolled in the institution:**

This should include the number of students from other states who have joined the various programmes in the institution. This figure should represent the number of such students within the total first-year student population

#### **3.3.3.Number of First-Generation Learners (FGL) in the institution:**

First-generation learners are students who are the first in their families to attend college, typically meaning their parents have not pursued higher education. This figure should represent the number of such students within the total first-year student population

### **3.4. Part C - Examination Results**

#### **3.4.1.Out Turn of Students who appeared and passed in each programme**

This section captures detailed examination performance data for each department and programme. Institutions must report the total number of students who appeared and passed the examinations, disaggregated by gender (Male, Female, Transgender) and social categories (SC, ST). The format requires entry of the number of students in each group who appeared and passed, along with the count of SC and ST students out of those totals.

#### **3.4.2.Examination Result Summary**

This subsection provides a consolidated summary of examination results across all programmes. Institutions must report the total number of students who appeared and passed, categorized by gender (Male, Female, Transgender) and by social groups (SC, ST). This is autogenerated. Regular/ Online/ Private to be included

### **3.5. Part D - Student Information (NCC/NSS)**

This section gathers data on student participation in co-curricular service programmes, specifically the National Cadet Corps (NCC) and the National Service Scheme (NSS). Institutions must report the number of enrolled students, categorized by gender (Male, Female, Transgender).

### **3.6. Part E - Student Accomplishments (Extra Curricular)**

This section records student participation in sports and arts competitions, providing a gender-wise distribution of those who have represented the institution at university, state, national, and international levels.

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## **4. Infrastructure Information**

This section captures comprehensive details about the academic, digital, recreational, and support infrastructure available at the institution.

### **4.1. Academic Infrastructure**

Includes the total number of classrooms, smart classrooms, laboratories, auditoriums, seminar halls and computer centers, Institutions must also indicate the presence of studios, e-content development centres, radio stations, video channels, and theatres to support academic and creative learning.

### **4.2. Library and Learning Resources**

Focuses on the availability of a functional library, total number of books, and subscriptions to digital resources, e-books, and ONOS.

### **4.3. Knowledge Dissemination and Publications**

Includes institutional subscriptions to journals such as KSHEC's Higher Education for the Future and Higher Education Matters, and the presence of in-house publications like newsletters, magazines, and academic journals.

### **4.4. Student and Staff Amenities**

Lists facilities such as health centres, gymnasiums, amenity centres, common rooms for women, crèches, canteens, staff quarters, men's and women's hostels, and guest houses.

### **4.5. Sports and Recreation Facilities**

records the availability of indoor stadiums and playgrounds, reflecting support for physical development and recreation.

### **4.6. Green and Sustainable Infrastructure**

Indicates the presence of environmentally sustainable facilities like solar power systems and rainwater harvesting units.

### **4.7. Divyangana-Friendly Facilities**

Documents inclusive infrastructure for differently-abled individuals, including accessible toilets and ramps attached to classrooms and libraries.

### **4.8. Others**

Institutions must also confirm the existence of an Anti-Ragging Cell to ensure student safety and compliance with regulations.

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## 5. Financial Information

### 5.1. Scholarships

This section aims to capture comprehensive data on the various scholarships offered to students by different funding agencies.

- **Type and Name of the Scholarship:** In this section, institutions must provide detailed information about each scholarship awarded to students. This includes specifying the type of scholarship, based on the funding source—such as KSHEC, Government, or other organizations—and clearly mentioning the name of the scholarship.
- **Beneficiary Details by Gender and Social Category:** For each scholarship, institutions should report the number of beneficiaries, categorized by gender (Male, Female, Transgender) and social category (SC, ST, SEBC, EWS, PwD, etc.).
- **Addition of Scholarships:** To ensure all scholarships are accounted for, institutions can add multiple entries by clicking the “+” button provided in the form.

### 5.2. Freeships/Endowments by Institutions

- **Name of Endowment:** Institutions are required to provide information on endowments or freeships established from their own funds or resources. This includes entering the name of each endowment created by the institution.
- **Gender/Social wise Distribution:** For each endowment, the number of student beneficiaries must be reported, categorized by gender (Male, Female, Transgender) and social category (SC, ST, SEBC, EWS, PwD, etc.).

### 5.3. Educational Loans

This section collects data on students who have availed education loans, categorized by social category (General, SC, ST, Muslim, SEBC, EWS, PwD) and further broken down by gender (Male, Female, Transgender). Institutions must report the number of students in each category who have availed loans.

### 5.4. Income

This section requires institutions to report all sources of income received during the academic year, with entries for both the amount in figures and its corresponding amount in words. Income sources include grants and funding from bodies such as the University Grants Commission (UGC), Distance Education Council, other Central Government departments, State Government, Local Bodies, and RUSA/PM-USHA Funds. Additionally, institutions must report donations, income from tuition fees, exam fees, other fees, and any other miscellaneous income. The section concludes with a total income field, summing up all the revenue received across categories.

### 5.5. Expenditure

This section captures the institution’s expenditure across key operational and developmental areas for the academic year. For each listed item, institutions must enter the amount spent in figures and the corresponding amount in words. Expenditure categories include salaries, allowances, and pension benefits, construction and maintenance of buildings, library and laboratory expenses, research activities, and student scholarships. Institutions must also report grants provided to affiliated colleges, utilisation of RUSA/PM-USHA funds, and any other miscellaneous expenses.

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## 6. Implementation Reforms

### 6.1. Curriculum Development

#### 6.1.1. Four-Year Undergraduate Programme (FYUGP)

Institutions must indicate whether they have implemented the FYUGP, which promotes a flexible and multidisciplinary academic structure in line with NEP 2020 reforms.

#### **6.1.2. Academic Bank of Credits (ABC)**

This item asks whether the institution is registered with the ABC system, which facilitates credit accumulation and transfer, supporting student mobility and flexible learning pathways.

#### **6.1.3. SWAYAM Regulations/Courses**

Institutions should confirm if they have adopted SWAYAM regulations or integrated SWAYAM courses into their curriculum, promoting access to quality online education.

#### **6.1.4. Online Courses Offered**

Institutions must report the number of online courses offered through platforms such as SWAYAM, NPTEL, and other MOOCs, reflecting their engagement in digital and blended learning.

### **6.2. Academic and Research Collaboration**

#### **6.2.1. Collaboration with other institutes for Dual Programmes**

Specify if the institution offers dual degree programmes in collaboration with other academic institutions, allowing students to earn two degrees concurrently.

#### **6.2.2. Collaboration with Indian Institute/International Institute/Both**

Specify if collaborations for dual programmes are with Indian, international, or both types of institutions.

#### **6.2.3. Internship Cell**

This question determines if the institution has a dedicated Internship Cell to facilitate and manage student internships. This unit typically connects students with industry and guides them through the internship process.

#### **6.2.4. Apprenticeship Cell**

Apprenticeship Cell helps students find practical training roles that complement their academic learning. This sub-section asks if the institution has an apprenticeship cell to support and coordinate apprenticeship opportunities for students.

### **6.3. Research and Innovation**

#### **6.3.1. Research Departments**

This section identifies if the institution has dedicated research departments.

#### **6.3.2. Research and Development Cell**

Indicate if the institution possesses a dedicated Research and Development Cell (RDC).

#### **6.3.3. Active MoUs for research collaboration.**

This indicates the total number of currently active Memoranda of Understanding (MoUs) the institution holds specifically for collaborative research partnerships.

#### **6.3.4. Number of Government-sponsored research projects**

Provide the total number of research projects at the institution that have received direct funding and sponsorship from government entities.

#### **6.3.5. Number of industry-sponsored research projects**

Provide the total number of research projects at the institution that are financially supported or sponsored by various industrial organizations.

#### **6.3.6. Number of patents granted**

Total number of patents the institution has formally granted to safeguard its intellectual property resulting from research and innovation.

#### **6.3.7. Number of research publications published in peer-reviewed journals**

Provide the total count of research publications by the institution's faculty and researchers that have been published in reputable, peer-reviewed academic journals.

#### **6.3.8. Number of start-ups initiated by the institution**

The total number of startup companies that have been successfully launched or incubated with direct support from the institution.

#### **6.3.9. Institutional Development Plan**

Indicate whether the institution has formally adopted and publicly released an Institutional Development Plan (IDP), outlining its strategic roadmap for future growth and improvements.

#### **6.3.10. Entrepreneurship and Innovation Cell**

Whether the institution maintains a dedicated Entrepreneurship and Innovation Cell to foster an entrepreneurial mindset and support innovative ventures among its students and faculty.

### **6.3.4 Regulations on ethics and question bank**

Indicate whether the institution has clear regulations and guidelines on research ethics within the institution and the availability of question banks for academic or examination purposes.

## **6.4. Industry-Institute Linkage**

#### **6.4.1. The number of MoUs signed with industries**

Indicate the total number of Memoranda of Understanding (MoUs) the institution has formally signed with various industries to foster collaboration.

#### **6.4.2. Centres for Skill Development Courses and Career Planning (CSDCCP)**

This field captures whether the institution has established a Skill Development Centre aimed at improving student employability through vocational and technical training.

##### ☐ Partnering Institutions

If applicable, institutions should name their partners (e.g., ICT Academy, ASAP, CCEK, Keltron) in delivering skill-based education and training. Whether the institution operates Centers for Skill Development Courses and Career Planning (CSDCCP), dedicated to enhancing student skills and guiding their career paths.

#### **6.4.3. Industry-ready skill courses in collaboration with industry**

Whether the institution provides specialized industry-ready skill courses developed and delivered in direct collaboration with industry partners to meet current market demands.

#### **6.4.4. Internship degree programme**

Whether the institution provides an internship degree programme, where practical internship experience is formally integrated as a core component of the degree curriculum.

## **6.5. Student Exchange Programmes**

#### **6.5.1. Number of Student Exchange Programmes**

Total number of student exchange programmes currently offered or participated in by the institution, facilitating student mobility and international exposure.

### **6.5.2.MoUs signed for Student Exchange Programmes**

This specifies the total number of Memoranda of Understanding (MoUs) the institution has formally signed specifically for establishing and supporting student exchange programmes.

### **6.5.3.Centres of Excellence**

The names of Centres of Excellence (CoEs),/sub centres if any, that are formally affiliated with the institution are to be entered.

## **6.6. IT Infrastructure**

### **6.6.1.Dedicated IT centre**

Whether the institution maintains a dedicated IT centre responsible for managing and supporting all aspects of its information technology infrastructure and services.

### **6.6.2.Campus-wide Wi-Fi coverage, with specified service providers**

Whether the institution provides campus-wide coverage. Identify the internet service providers (Kfone, BSNL, others) the institution uses.

### **6.6.3.Remote access to IT resources**

Remote access to the institution's IT resources is enabled through methods such as VPN, cloud-based solutions, or other specified approaches, ensuring accessibility for users.

### **6.6.4.Cloud platforms**

Identify the various cloud platforms eg:AWS, Azure, Google Cloud, or other specified platforms, the institution uses for hosting services and data.

### **6.6.5.Learning Management System (LMS)**

Whether the institution employs a specific Learning Management System (LMS) for its educational activities, eg:Moodle, Blackboard, Canvas, Google Classroom, K-ReaP or other specified system.

### **6.6.6.Student Information System (SIS) or ERP solution/software**

Whether the institution uses a licensed Student Information System (SIS) or ERP solution, eg:K-ReaP or another specified software, for comprehensive academic and administrative management.

### **6.6.7.Licensed software available for academic and administrative use**

Whether the institution provides access to various licensed software for both academic and administrative purposes, including tools like plagiarism detection software, and other listed applications.

### **6.6.8.Smart campus solutions**

Whether the institution implements smart campus solutions to enhance its environment, which may include IoT-enabled smart classrooms, digital whiteboards, AI-powered student services, or other specified technologies.

### **6.6.9.Specified digital initiatives**

Whether the institution actively participates in various digital initiatives such as Let's Go Digital Digicol, KALNET, KSHCE-Online Digital Repository.

### **6.6.10. IT Infrastructure facilities**

Provide a concise overview of the institution's overall IT infrastructure facilities, detailing key components and capabilities in about 200 words.

### **6.6.11. Digital Policy followed by the institution**

Provide a brief summary of the institution's Digital Policy, detailing its principles and guidelines for the use and management of digital technologies in about 200 words.s

After filling all information, click "Save and Proceed" in the "Implementation Reforms" tab.

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## **7. Declaration**

Tick the check box affirming that the information contained within this document is accurate and complete based on the institution's official records to ensure transparency and accountability.

A grid will be displayed with the surveys submitted by the Institution with the latest submission having status as Pending Submission.

Click on the "Show" button and you will be directed to a page with the information you have filled for the corresponding Survey.

Verify whether all relevant details are entered correctly. After Verification, Click on "Submit Survey Details" button.

A pop-up will be shown with the Survey Status of each tab. After confirming, Click "Submit Survey" for the final submission of the Survey to KSHEC. The Dashboard chart will reflect the new Status "Survey Status Submitted".