SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

N.S.S.COLLEGE MANJERI

NSS COLLEGE MANJERI MANJERI COLLEGE (PO)
676122
www.nsscollegemanjeri.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

N. S. S. College, Manjeri is a Govt. Aided Arts & Science College of Nair Service Society. The College is affiliated to University of Calicut and is one of the oldest institutions of higher learning in Malappuram District. The College was upgraded to first grade on 12th August 1970. The college is owned and managed by the Nair Service Society which considers education as a social service. It is sincerely engaged in providing free and fair education to all without any consideration of class, creed and community with due consideration to the economically backward sections of the society.

Vision

To be a vibrant and innovative centre for education, to equip students with knowledge and skills in their chosen stream, inculcate values, identify latent talents, provide opportunities to realise their full potential and make them enlightened

Mission

- To provide academic programs, services, facilities and technologies within the realm of the curricula of the affiliating University, that offers diverse opportunities for learning
- To constantly update academic and management practices towards total quality management and promotion of quality in all spheres.
- To create and acquire relevant knowledge along with skills and global competencies and disseminate the same among students.
- To promote national integration, human rights, gender equity,eco- consciousness and universal brotherhood.
- To uplift the socially disadvantaged sections through inclusive practices.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Eco-friendly campus
- Admission demand ratio is high.

- Strict adherence with the norms and policies set by the government on reservation.
- Offers traditional language Sanskrit and Arabic
- Results stand above the University average.
- Library is a treasure of rare and valuable books.
- Campus is facilitated with Wi-Fi and ICT learning.
- Well qualified faculty with doctoral and other qualifications.
- Many of the faculty members are placed in various university/government decision making and cultural bodies.
- NCC, NSS, WWS, SSP, ASAP, FLAIR and various clubs.
- Yoga and counselling, blood donation, anti narcotic awareness, PSC and NET coaching, field trips, study tours etc.
- Feedback mechanism.
- Regular PTS and PTA meeting.Gender sensitive atmosphere in the campus.
- Add on courses.
- Student and staff welfare schemes.

Institutional Weakness

- As the UG & PG programmes are under CUCBCS stream, hectic schedule of examinations and continuous assessment cause a serious setback for the co curricular and extra curricular activities.
- As technical courses are not run in our institution ,direct campus recruitment is relatively low.
- In view of the government policy on reduction of administrative, library and supporting staff in the laboratories, we are committed to appoint temporary staff to fulfill the requirements.
- PD (Personal Deposit) fund under different heads are not sufficient to meet the requirements and the delay in getting it also cause problems.
- Office is not fully automated
- Hostel facilities are not available in the campus
- Due to socio economic status there is drop outs

Institutional Opportunity

- The level of academic excellence which is capable to get entry into reputed institutions
- Vocational training, skill development and job oriented courses may be implemented.
- As we excel in sports activities more sports hostel facilities could be provided to the sports students
- Upgrading the UG departments by introducing more PG courses
- Planning to start Research centers in selected subjects

Institutional Challenge

- Students with varied background with diverse needs and potentials.
- Geographically disadvantaged location of institution and lack of conveyance facilities
- Hard to cope up with the university's changing schedule of events.
- Lack of time for cultural and extension activities due to busy schedule of semester programmes.
- Start revenue generating courses

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Many of the faculty members of this college play remarkable role in the review of curriculum and syllabus by virtue of their membership in academic bodies like Board of Studies. The value added courses conducted by some departments of the college are job focused and go a long way in boosting the confidence level of the students to have expertise in their subject area. The Choice Based Credit and Semester System (CBCSS) consist of common, core, complementary and open courses. In addition, each program has elective courses too. In order to make the students aware of environmental issues associated with social and economic implications, Environmental Studies have been incorporated into the curriculum. Issues relevant to gender, human values and professional ethics form an integral part of some programmes. As part of enriching the curriculum, the college is conducting programmes like Yoga for Stress Management, Personality Development, Basic Skills in Communication and Life Skill Developments. Field trips are made an indispensable part of the curriculum. Feedback from various stakeholders pertaining to the curriculum and syllabus is collected and analysed.

Teaching-learning and Evaluation

The college ensures admission procedure with strict adherence to the reservation policies of government. A full day induction programme for the newly admitted students is conducted every year. Slow learners and differently abled students are identified by the tutors and remedial programmes are arranged after the regular working hours. Some departments have also initiated bridge courses for effective induction. The college adopts a variety of experiential, participative, and problem solving methods for curriculum transaction. Group activities and projects like science and literature exhibitions, interdepartmental activities and lecture series by eminent personalities are offered to enhance cooperative learning experiences and acquire life skills. Research forum was formed to develop research aptitude among PG students. Literature clubs also exist in the college for promotion and development of creative qualities of students. Brainstorming sessions offer a platform for the students to sit in groups and discuss about their areas of interest and share their views on science, arts, literature, films etc. Film club and campus radio contributes variety of experience for their enhancements of extracurricular talents. Evaluation process of UG and PG courses are done with strict adherence to the regulations stipulated by the university. Academic committee prepares a college academic calendar. The college has an effective centralized internal examination system. Slow learners are given opportunities to improve their grade. The tutors maintain a tutor's diary, a cumulative record of student's data, which helps to assess the progress of the students. Institution gives special attention to review programmes, courses and programme specific outcomes with reference to the syllabus.

Research, Innovations and Extension

The institution has a wide range of extension activities including resource and knowledge sharing. Off campus activities like distribution of meals to the poor, blood donation, visiting nearby old age homes, donations are taken up with great enthusiasm.The College strongly believes that educational process would complete ony when it is competent to cater the research needs of students and teachers . For this, the College facilitates various platforms both among the faculty members and the student community. Many of our teachers got minor research projects of UGCin the last five years.There is a research forum in the college which regularly provide opportunities to teachers and students to present their research papers. Students under the National Service Scheme constructed two houses for poor and deprived family of the adopted villlage. The slogan of the project is "home for homeless".As a art of extension activity, the students took part in a plastic eradication campaign and collected plastic waste from the families located in the adopted village. NSS units of our college actively participated in Swachh Bharath programme titled 'safe campus clean campus' organized by Malappuram District.women cell organized severa programmes like talk on Adolescent Drug Abuse, class on Reproductve health, gender equity programmes,etc

Infrastructure and Learning Resources

NSS College Manjeri stretches over 19.7972 Hectares with a built in area of more than 3775 square meters. We have more than thirty classrooms, six smart classrooms, seven laboratories one seminar hall and one auditorium, department staff rooms, general library, department libraries, computer labs, Principal's office, administrative office, NCC, NSS and Health room, girls' rest room etc. The whole campus has high speed Wi-Fi connectivity. The general library has 24120 text books,1369 reference books, 27 journals and 124 CDs. The library is partialy-automated via Grandha software. INFLIBNET facility is enabled in the library. Some Departments have separate department libraries. Sports infrastructure facilities include a standard multipurpose stadium to house fields for football, cricket, handball and athletics. The maintenance of curricular, co-curricular and extra-curricular facilities in each department is monitored by a committee led by a senior member of the faculty. A planning board and a purchase committee are functioning with the intention of fair and smooth management of fund. Library committee looks after the affairs related to it. The IT Club renders common computer facility with a reprographic centre. The major sources of funds are from the Management, PTA, Government (PD, UGC, DST, KSCSTE etc.)

Student Support and Progression

Many of the students are recipients of prestigious scholarships either from the government or other agencies. Soft skill and life skill development, remedial coaching and yoga & meditation are being organized for the benefit of the students. Democratic and decentralized form of student participation is ensured in the campus in all scholastic and co-scholastic programs. Class level, department level and college level representatives constitute the student council. Thirteen percent of the students who complete graduation from this institution pursue higher education including institutions of national repute. Efforts of the Placement Cell and Career Guidance Cell of our college help our students to get placement in the Government, public and private enterprises. Along with curricular aspects the college gives special attention to the promotion of co-curricular and extracurricular excellence. Many athletes won national laurels during the last five years. Our students in large numbers participated and won prizes in fine arts, music, literary and other creative events in University, Sate and National leval. Majority of student community in the campus are getting fee concession. Various Cells of the institution play a vital role in ensuring social justice in the campus. NSS College Co-operative Society

and Parent Teachers' Association also provide scholarships and facilities to the students. The food is given at concessional rate to the students in the college canteen. Awards of merit are given annually.

Governance, Leadership and Management

At present more than 1090 students are pursuing their studies in various disciplines. All the activities in the college are co-ordinated by various statutory and non-statutory bodies. The institution policies are well defined and decentralized. The college council, the advisory body to the principal, consists of the head of the departments, office superintendent, coordinator of IQAC and two elected council members. A faculty from among the council members is elected as secretary. All important academic and administrative decisions are taken through several committees which have been proposed by IQAC and decided in the college council. Administrative matters have been streamlined as per the norms and conditions laid by Government, University and Management. The service matters are taken care of by the Management and under the provisions of State Government/UGC regulations. The salary and other service related financial matters are dealt by the state government under the UGC regulations. Being a government aided college, all Government initiated welfare schemes stipulated for Government employees are enjoyed by the staff of this college. Management and college have an institutional mechanism to monitor academic, financial and other affairs in terms of academic, administrative and financial auditing. The utilization of various funds is done through various statutory and other bodies present in the college to have a fair and transparent system. IQAC plays a key role in institutionalizing the quality assurance strategies and best practices in day to day activities with the support of PTA.

Institutional Values and Best Practices

The college with its potential for innovation and excellence has a unique vision regarding the two best practices as followed within the institution. The first one titled, jeevamrutham, is an innovative idea of organ donation campaign conducted by our college. It is an attempt to create awareness on the relevance of organ donation. More than five hundred persons executed consent letter for donating their organs counter signed by their immediate relatives. Manjeri Government medical college was the co partner of the event. Save energy campaign " Urjakiran" is one of the most envisaged practice of our college. The programme intended to create awareness among the local community about the use of alternative and energy saving modalities. Students got greater exposure through various activities like surveying, rallies. poster exhibitions, talks and presentations. It was an eventful outreach programme with diverse experiences. As part of "Kaineettam" Programme,teaches and students of this college visited our neighbouring schools for academic support. Students and teachers were taken classes on various topics subjects like Maths and English. Tasty English is one of the highlighted events. Students interacted with their fellows, students groups were taken classes. Distributed books and study materials to them. Organised Parental training programmes.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	N.S.S.COLLEGE MANJERI
Address	NSS COLLEGE MANJERI MANJERI COLLEGE (po)
City	MANJERI
State	Kerala
Pin	676122
Website	www.nsscollegemanjeri.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Geetha.P	0483-2766136	9605723229	-	nsscollegemji@gmail.com
IQAC / CIQA coordinator	SANTHOSH KUMAR VALLIKKAT	0483-2766202	9447353421	-	svallikkad@gmail.com

Status of the Institution	
Institution Status	Private and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	15-07-1965

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	University Of Calicut	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	20-12-2011	View Document
12B of UGC	20-12-2011	View Document

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

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	NSS COLLEGE MANJERI MANJERI COLLEGE (po)	Rural	48.9199	3775.274

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Plus two or equivalent	English	54	54
UG	BSc,Mathematics	36	Plus two or equivalent	English	32	32
UG	BA,English	36	Plus two or equivalent	English	40	40
UG	BA,History	36	Plus two or equivalent	English	53	53
UG	BSc,Zoology	36	Plus two or equivalent	English	36	34
UG	BSc,Botany	36	Plus two or equivalent	English	36	36
UG	BSc,Physics	36	Plus two or equivalent	English	36	36
UG	BSc,Chemistry	36	plus two or equivalent	English	36	36
PG	MCom,Commerce	24	B.Com. or BBA	English	18	18
PG	MA,English	24	Any Bachelor Degree	English	14	14
PG	MA,History	24	Any Bachelor Degree	English	12	12

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				10				42
Recruited	0	0	0	0	3	7	0	10	9	23	0	32
Yet to Recruit				0				0				10
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				14
Recruited	0	0	0	0	0	0	0	0	3	11	0	14
Yet to Recruit				0				0				0

	Non-Teaching Staff			
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				25
Recruited	14	0	0	14
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	0	5	0	5
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	5	0	7	6	0	21
M.Phil.	0	0	0	0	1	0	0	2	0	3
PG	0	0	0	0	1	0	3	15	0	19

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	10	0	13

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	138	0	0	0	138
	Female	244	0	0	0	244
	Others	0	0	0	0	0
PG	Male	2	0	0	0	2
	Female	42	0	0	0	42
	Others	0	0	0	0	0
Certificate / Awareness	Male	14	0	0	0	14
	Female	37	0	0	0	37
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	12	18	21	14
	Female	28	31	31	40
	Others	0	0	0	0
ST	Male	0	1	0	2
	Female	1	0	0	4
	Others	0	0	0	0
OBC	Male	22	31	36	39
	Female	37	51	82	102
	Others	0	0	0	0
General	Male	59	48	48	84
	Female	114	106	69	87
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		273	286	287	372

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 422

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	11	11	11	11

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1167	1139	995	897	880

File Description	Document
Institutional Data in Prescribed Format	[View Document]

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

2018-19	2017-18	2016-17	2015-16	2014-15
75	82	67	67	67

File Description	Document
Institutional data in prescribed format	[View Document]

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
385	320	288	285	295

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
52	52	52	52	52

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
53	53	53	53	53

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 70

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
348152	507419	264951	950175	2131382

Number of computers

Response: 54

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution is an affiliated college functioning under University of Calicut. The institution delivers the curriculum as per the guidelines of the University. The academic calendar issued by the University of Calicut serves as the basis for the implementation of curricular programmes in the institution. The institution designs its own academic calendar to facilitate smooth conduct of classes and other programmes during the year. Majority of the faculty members are actively participating in the curriculum design programmes of the University. Many of the faculty members are the members of Boards of Studies both UG and PG .All the faculty members prepare teaching plans in the beginning of the academic year to facilitate smooth and systematic conduct of classes. The departmental heads of the institution prepare annual plan in the beginning of the year highlighting the programmes to be conducted during the year. The institution has a co-ordinator for UG and PG programmes at the department level to ensure effective delivery of curriculum as per the academic calendar,and it is monitored by college council. The college regularly conducts PTS meetings both in even and odd semesters. The college conducts centralized internal examinations through internal examination committee each year in tune with University examination pattern. Many of the faculties are using ICT for the effective delivery of curriculum. The management and PTA of the institution ensures filling of vacancies through appointment of regular and guest teachers respectively. The institution conducts surprise tests, assessment tests, book review tests, and diagnostic tests for the students. The institution conducts bridge courses for the students of first year to familiarize the course and curriculum to them. The institution organizes invited talks and lectures of experts in various fields for the students each year. Three departments of the institution conduct Add-on courses for UG students to enrich career related knowledge in related disciplines. The weak students are identified through diagnostic tests and then they are provided with remedial coaching. Apart from these, peer teaching is also conducted by many of the departments that empower and motivate advance learners. The students are given project guidance to enable them to conduct a study on socially relevant research. Industrial visits and motivational visits are conducted by the institution to give real life and practical experience. The institution conducts annual evaluation of the teachers and departments. The college also has a feedback mechanism on curriculum from different stakeholders. It reflects the level of satisfaction of students regarding the innovative teaching practices adopted by the institution. The institution offers high speed internet facility to the students to access resource better. Extension activities of the college NSS and NCC provide the students adequate opportunities to identify the needs and problems of the society and make them socially responsible. The institution runs advanced learning programmes like WWS to enrich the knowledge of the students and to inculcate more values in them. The institution also has SSP programmes to provide additional support and guidance to slow learners.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 28.85

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	4	1	5

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 7.58

1.2.1.1 How many new courses are introduced within the last five years

Response: 32

File Description	Document
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 11

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 7.72

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
51	60	82	87	97

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The institution has only limited role designing the curriculum since we have to adhere in the curriculum designed by the university of Calicut. Almost every course offered in the curriculum aims at giving importance to human values. The curriculum of Bachelor in Commerce includes topics related to Gender, Professional ethics and human values. The First semester B.Com students learn management concepts and business ethics (BC1B01) as a core paper. It helps to create awareness among students about the importance of ethics in their daily life.The fourth semester students are provided with a course titled Entrepreneurship Development (BC4A13)which puts forward the relevance of women entrepreneurs and the different support programmes given by various agencies including government agencies to create, support and mould women entrepreneurs. It helps in developing a positive attitude among students to take

up entrepreneurship which leads to women empowerment. The sixth semester B.com students are offered with a course entitled Auditing (BC6B13)which enlists the concept of professional ethics that are to be followed by Accountants, Auditors and Company Directors. The fifth semester includes a course entitled Human Resource Management (BC5B09). This paper helps students to learn the importance of human resources in every walk of life. It helps in developing mutual respect, organizational commitment and team spirit.The course entitled Financial Market included in the sixth semester (BC6B14) B.com incorporates different ethics and norms that are to be followed by the market intermediaries. The B.Sc. Zoology students familiarize themselves with a course on Environmental Biology. That course discusses the current Environmental issues and its drastic effects on human life, environmental sustainability, eco system, man and environment and population ecology.It also inculcates an environmental awareness among students and enables them to adopt environment friendly activities in their lives.BA History offers a course titled Gender studies (HIS6B14). The course discusses sexuality, gender issues, parenting, domestic violence, rape, trafficking, prostitution, women as property of men, women as creators of life, cast and gender. This course highlights the role of women in house hold affairs and gender discrimination in the society. In the Common Course in English, compulsorily taken by all first year students, a course titled ZEITGEIST-Readings on Contemporary Culture (ENG2A04) is introduced. The course discusses social issues, environmental sustainability, gender and human rights. This course creates awareness among learners on the diverse problems faced by women and the sexual minorities and it promotes a culture of inclusion and mutual respect. It familiarizes the learners with concepts such as conservation, environmental sustainability and the life of the marginalized and their inter relationships. The fifth semester B. A. Functional English students are enlightened with a course titled Contemporary Literary and Cultural Theory (FEN5B10) which discusses feminisms, eco-criticism, Dalit studies and Queer theory. Third semester MA English students are to learn a course titled Advanced Literary Theory (EN3E13) which highlights on socially relevant areas like feminism and eco-criticism.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 2.83

1.3.3.1 Number of students undertaking field projects or internships

Response: 33

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.02

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1	0	0

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 96.03

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
357	425	395	312	300

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
394	439	344	344	344

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 94.21

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
71	81	67	58	61

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

During the online admission procedure as per the Government/University norms, the head of the department, along with the tutor of the first year UG/PG class interacts with the students and their parents to identify the potential of the students. Based on this interaction, and on the marks of qualifying examination, advanced and slow learners are identified. Students are further identified accordingly based on their attentiveness in class, performance in different activities assigned to them, tutorial sessions and results of internal examinations. Institutional and department level orientation and induction programmes are organized after the completion of the admission to help the students get a comprehensive idea about the curriculum and syllabus. Tutors diary, which is a periodic informal method of evaluating the holistic growth of the student, also provides a measure of identifying the learning capabilities of students.

Slow learners and those who need extra support, such as first generation learners and students from disadvantaged sections are identified by the corresponding tutor and are offered remedial classes after the regular working hours. Moreover UGC funded special remedial classes were conducted for students during the year 2015-2016. Apart from this, every year non-funded remedial classes are conducted by most of the departments. Scholar Support Programme (2014-2017) of Higher Education Department, Government of Kerala also supports students from disadvantaged sections. Peer learning groups and group activities are organized to enhance their confidence. They are motivated to actively participate in alternate methods of learning like co-curricular and extracurricular activities that would further augment their learning skills. Advanced learners are given special assignments and projects, and are prescribed additional textbooks and online study materials. Programmes like Walk With a Scholar (WWS) is a privilege for advanced learners as it nurtures their potential by providing them theoretical/practical knowledge beyond the curriculum. These students get opportunity to visit various research labs and prestigious academic institutions. From 2016, they are attending Government run programmes like Additional Skill Acquisition Programme (ASAP). The institution has successfully introduced career counseling programmes and coaching for competitive exams.

Advanced learners at PG level are provided with ample opportunities to augment their research acumen. They are also given GATE, NET/JRF coaching and mock tests. They are motivated to attend and present papers in seminars and workshops. They are also trained to use INFLIBNET facilities. In 2016-17, the "Research Forum" of the institution provided special coaching in research methodology for the students of all PG departments.

Interactive sessions with resource persons from various walks of life are also conducted in the institution. Students are motivated to make the best use of library facilities and most of them have membership in local public libraries as well. The institution believes that these diversified activities cater to the needs of the heterogeneous student population of the institution.

2.2.2 Student - Full time teacher ratio

Response: 22.44

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.2

2.2.3.1 Number of differently abled students on rolls

Response: 14

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

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

Response:

The paradigm shift to ICT enabled class rooms from the conventional lecture classes has opened up infinite possibilities of active learning and knowledge acquisition to the present generation. All curricular, co-curricular and extracurricular activities of the institution are aimed at the holistic development of the student by providing them varied learning experiences. Participatory and multisensory approach to learning ensures active involvement of the student in teaching-learning process which provides them a deeper understanding of the subject.

IQAC has given thrust to student centric learning, which promotes a proper ambience for better transfer of knowledge.The techniques employed are: (1) direct learning in which students answer and solve problems, ask questions and conduct active discussions (2) cooperative learning in which student's active participation ensures in group assignments, case studies, projects, problem solving activities and (3)

reverse order learning in which students get most possible freedom to question and address the problem and learn the course material in the context of resolving the problem.

The common student centric methods followed by various departments are listed below:

Experiential Methods: Field trips, industry visits, demonstrations, poster exhibitions, practicals, workshops, survey, language lab, visit to research labs and academic institutions, study tours, community interaction programmes etc.

Participative Methods: Debates, group discussions, active learning using e-resources, manuscript magazines, department-wise club activities, association activities, students' activities in various clubs like film club, literary club, science forum etc.

Problem Solving Methods: Quiz, projects, assignments, organizing and participating in national/college level seminars

Projects are mandatory in the curriculum. Group projects for UG students' help them to learn how to behave and work in a group. Individual projects are given to PG students. Interaction with eminent academicians and civil service officers are arranged to instil a sense of confidence and inspiration among students.

Improvement in personal attributes such as mental ability, experimentation with new situations, concentration, self-motivation, appreciation, eagerness and quick response along with values such as scientific temper, collaboration and righteousness are achieved by the various student centric activities of the institution.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 67.31

2.3.2.1 Number of teachers using ICT

Response: 35

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 38.9

2.3.3.1 Number of mentors

Response: 30

2.3.4 Innovation and creativity in teaching-learning

Response:

The decisive function of teaching-learning process is to realise and nourish cognitive, affective and psycho motor skills of students. The college aims to acquire and produces knowledge through multisensory and vibrant learning experience and disseminate the same for the larger benefits of the society. The curriculum imparts value-added learning as well as attainment of life skills such as interpersonal, intrapersonal, time and stress management, language and computer skills. For this, we offer students formal modes within the curriculum like assignments, seminars and projects. Lecture method now been supported by ICT enabled learning which provides an active learning experience to the students. Besides lectures, other learner centric methods such as peer teaching, lectures by subject experts, practical sessions, mock sessions in the class, group discussions, film /documentary shows ensure the active participation of students in the learning process. Various interdepartmental competitions such as subject based quiz, science and literature exhibitions, poster making and cartoon competitions, are held every year which fosters communicative, presentation, creative reading and writing skills, critical thinking and logic reasoning.

Various departments have organized food festival in order to create awareness among students regarding the plurality of food culture and the social readings related to it. The fest jointly organized by boys and girls tend to break the established gender role plays thereby consciously making the students gender sensitive.

Interdepartmental lecture series and expert lectures by eminent personalities are regularly conducted by the institution. Lecture by Mr. T. P. Srinivasan IFS, MGS Narayanan, C.R. Neelakandan ,Prof. Rajan Gurukkal, Dr. Marcel Holyoak (University of California) are some of the eminent personalities who interacted with the students. Industrial visits, study tours, field level survey, site visits, industrial training and project works, participation in seminars and workshops and presenting papers in inter and intra institutional level seminars nurture the talent of students and make them aware that learning is an initiative that upholds all the possible ways of knowledge experience.

Students of this institution actively take part in various humanitarian services rendered to various disadvantaged sections of society. Such visits make the students socially sensitive and responsible. (visit to nearby geriatric centers, palliative care units and mental health clinics).

Involvement in activities like environmental awareness programmes, gender sensitization programmes, yoga and other value-oriented programmes enhance the abilities and confidence of the students. Various courses offered by departments also help in instilling life skill values in students.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.11

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 41.92

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	23	22	21	21

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 28.4

2.4.3.1 Total experience of full-time teachers

Response: 1477

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 40.38

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	2	3	6	2

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college follows the norms and policies of continuous evaluation as prescribed by the CUCBCSS Regulation of the University. The college strictly adheres to the philosophy of continuous evaluation and provides further betterment chances to students even while conducting a minimum of two internal test. Formal method of internal evaluation is as per the University norms. In addition to marks for written exams (80% weightage), internal evaluation assessment mode includes marks for attendance and assignments (20% weightage) for UG programmes. For PG programme, 80% weightage is given to marks for written examination and 20% weightage for attendance, assignment and seminars altogether. Internal examination question papers are prepared as per university question paper pattern.

Since the aptitudes of the students are heterogeneous, preconditioned parameters are not sufficient to assess and identify the scholastic and co-scholastic potential of the student. College has taken special care to design various strategies to evaluate students depending on their curricular and co-curricular and extracurricular activities. Tutors play a significant role in identifying students' scholastic and co-scholastic potential abilities. Collaborative learning groups are formed in classes and they are given special assignments/activities and they are asked to present the same as seminars, charts and posters. Advanced learners are given innovative assignments outside the prescribed syllabus, yet those that complement the syllabus concerned. This inculcates a self-learning culture which is very crucial in the methodology and philosophy of higher education. Slow learners are also given assignments They are specially monitored and

supported to gain confidence.

Pre-submission presentations of the PG dissertation are organized. The presentations organized as a major event creates an academic milieu where in students grasp the methodologies of research work and the importance of creative/critical endeavours in the realm of higher education.. Tutors diary is a collective record of the performance of the student in each semester. Students who are first generation learners are given special attention to improve their academic, interpersonal and social skills. They are given regular tests during the remedial classes to improve their performance in University examinations. Subject based quiz, open book exams and surprise tests are some of innovative initiatives to enable the students to face the contemporary challenges and to evaluate the student informally.

Previous year question papers are made available to the students and model examinations are conducted before the commencement of end semester examination. Retest is permitted for students who are unable to attend the internal exams due to genuine reasons.. Analysis of end semester exam result is carried out at department level.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The CUCBCSS regulation approved by the University is student centric in nature. The methods of evaluation followed by the college stick to this aspect and uphold the philosophy of continuous evaluation. A regular, transparent and healthy mechanism is in place to ensure the wide student friendly possibilities of the system. The internal evaluation process of UG and PG courses of the college are carried out with strict adherence to CUCBCSS regulations of the university. Internal examinations are conducted as per the academic calendar of the college, which is in tune with the university academic calendar. The academic calendar is made available to the students so as to enable them to prepare their portions in advance so that they can perform well for the internal examinations.

Performances of students are assessed through internal (internal examination, attendance, assignments and seminars) and external methods (end semester examination by the University). Internal exams are properly valued and further chances are given for absentees and those who need improvement. Monthly attendance is displayed on the notice board by the tutor and marks are awarded based on the consolidated attendance of the students for a course as prescribed by the rules and regulations of the University. Assignments/seminars are given to the students and marks are awarded according to the content and their innovative presentation skills.

. A centralized internal examination schedule is prepared by the Internal Exam Committee. The arrangements made as per university exam pattern ensure fair conduct of the internal exams. Internal assessment for practical's is also done based on lab discipline, attendance, timely execution of practical records and skill in performance.

Once the answer scripts are handed over to the faculty it is ensured that evaluation is carried out in a stipulated time period. Answer scripts are distributed to the students after evaluation and ample time is given to raise concerns and clarifications regarding their performance output. The student centered approach followed by the faculty is democratic in nature and gives space for the students to rise their.

concern if any on valuation

Slow learners are given a chance to improve their marks. Continuous Evaluation (CE) marks are displayed on the notice board and students are given enough time to raise their grievances. College level Grievance Redressal Committee takes special care to address and rectify these grievances. The CE marks are forwarded to the university only after getting the signature of the students and rectifying the grievances, if any. Departments take adequate measures to improve the quality and performance of those students who haven't performed well in the internal evaluation process and takes extra vigil to prepare them for the end semester examination. Student/parental/alumni feedback is sought in order to incorporate the needful reforms.

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

Response:

Higher Education as an arena of knowledge production, implementation and circulation is bound to be open-ended and democratic in its theoretical as well as everyday affairs. The value system as followed by the stream is not hierarchal. The teacher-student duo is not placed or read as a binary where the teacher has unquestioned power over the students. Rather, active learning is a give and take process where both the parties are bound to be creative and critical of the system and its function. The learner centric method of educational system as followed within the institution has a three tier grievance redressal mechanism for the students. The rights of the students to convey their concerns and grievances are aptly addressed and resolved through this system.

Of the three tier system, two functions at the college level and one at the university level. The college has constituted a grievance redressal cell to initiate and rectify the enquiry related to student grievances.. If the department fails to find a solution, the grievance is forwarded to the College Level grievance redressal cell which comprises of principal and selected senior faculty members, as appointed by the staff council. In rare cases, where the grievance cannot be solved at college in, it is forwarded to the University. Special care is taken to address the issues raised by the students in a time bound manner. External grievances regarding the schedule of University examinations, nature of question paper etc. are also forwarded to the University for redressal.

In addition to the prescribed grievance redressal mechanisms, the college has deliberated democratized methods of maneuvering the concerns raised by the students. A grievance box is placed near the Principal's office where the students are free to post their grievances. The complaints are collected and properly taken care of to resolve the concerns raised.. The committee takes in to consideration the issues raised, constitute an enquiry and attempt to vigilantly solve the matter concerned. Confidentiality of students' grievances is ensured and the grievance cell confirms that these grievances are properly addressed and resolved, guaranteeing the right of the students. Very seldom students submit written complaints.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The curricular, co-curricular and extracurricular activities of an academic year are planned and announced in the beginning of each academic year. The Academic calendar, which gives a wholesome picture of the activities of the entire year, is discussed and finalized in a joint meeting of the group tutors and head of departments, internal exam committee convener, academic committee convener, Club Activities convener, college council secretary and IQAC coordinator, presided by the Principal. Plan of action of various clubs and forums are also collected and taken into consideration. Based on the general academic calendar, departments prepare a schedule of their activities which is then forwarded to the Academic Committee. The academic committee reviews the same and prepares the final draft of college academic calendar.

Schedule of internal examinations, display of CE marks, submission of projects and assignments etc. are formulated in tune with the University academic calendar. Dates for conducting different scholastic and co-scholastic activities are also included in the academic calendar. Tentative dates for Arts day, College day, Sports day, NSS/NCC and club activities etc. are also mentioned. Academic calendar is circulated to the students so that they can prepare well in advance for their internal and University examinations. The Internal Examination Committee, Academic committee, heads of departments, club coordinators, NSS/NCC officers, College council and the IQAC ensures that all activities of the college are conducted systematically as per the academic calendar.

If classes are lost due to some unavoidable circumstances, college academic committee regulates the work by scheduling extra classes with special time table on regular days, holidays and even during week days after the regular working hours. Academic calendar provides a sense of direction and discipline to the activities as well as to the students who participate in organizing the activities of the college.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Institutions of higher education are not mere centre of knowledge disseminate. It's a bridge way between attaining education/skill development on one hand and converting it as one's livelihood/survival means on the other. Moreover, it also tends to initiate an overall development of the students which would further furnish the socio-political and general fabric of the nation. Within the stream of higher education, along with its manifold anticipated outcomes, the most crucial one expected of any programme is the integral and comprehensive growth of all its students. Apart from the course, programme and programme specific outcomes, the institution, as its exclusive agenda, aims to instill in students social consciousness, righteousness, emotional intelligence, self-reliance, development of cognitive abilities, critical thinking and human values through its varied everyday activities.

Each course has its specific, expected outcomes which include the fundamental and in-depth knowledge on the subject, promoting analytic and observational skills, developing aptitude for higher studies, setting a stage for employment and making use of the knowledge gained in the readings of everyday. Connecting theoretical knowledge to practical life skills and the capability to manifest the same is an integral part of

any expected course outcome. Once the University introduces the new syllabus, discussions are conducted at the department level to identify and consolidate the programme outcome(PO), course outcome (CO) and program specific outcomes (PSO). The report is assessed and reviewed by the IQAC.

After admissions to first year programme, IQAC organizes a full day induction programme, attended by all the faculty members and first year students of the institution and their parents, with the objective of giving the freshers an orientation about the programmes for which they have been enrolled, vision and mission of the college, college timings, anti-ragging rules, facilities available in the college, examination system, weightage given to the different courses and criterion for internal assessment. Next level of orientation is conducted at the department level. The faculty handling each course introduces the students to the course, its outcome and the methods to attain it. Students are also made aware of various academic avenues available for them after the successful completion of the courses. Students are facilitated with e-resources, supplementary study materials and other resources which enable them to achieve these outcomes. All the curricular, co-curricular and extra-curricular activities conducted in the institution by various departments, clubs and forums and by NCC/NSS wings are designed in such a way that the students achieve the expected learning outcomes at par with the standards of other reputed higher education institutions.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The success of any course or program can be evaluated only by taking into consideration the range of its outcomes at various levels. Course outcome, program outcome, and program specific outcome with reference to the syllabus laid down by the affiliating university is carefully reviewed, discussed and practically planned by the institution. Realization of these intended learning outcomes is important to evaluate the academic progress of the students. College academic committee and IQAC play an active role in critically evaluating the achievement of the prescribed/expected learning outcomes. The participatory level of the students in academic and other activities of the college, assessment of the ways in which they have utilized the exposure to alternate methods of learning, marks scored for internal examinations and end semester examinations are some ways of assessing whether course outcomes have been achieved by students. For examinations, a detailed result analysis –is done by the tutor and is submitted to the academic committee and the IQAC after the declaration of semester exam results. The programme outcomes are assessed in a similar pattern after the declaration of final year examination results. The general development of the students is assessed by the improvement and enthusiasm they show in their fields of study and also by their growth as a responsible social citizen aware of the world around them, which is reflected by their performance and involvement in other co-curricular and extracurricular activities organized by the institution.

Class tests, different learning methodologies employed in class such as debates, quizzes, group discussions and seminars gives the course teacher an opportunity to evaluate the extent to which the student has acquired and imbibed specific course outcome. This also helps them to identify students who have learning

difficulties. Learning outcomes of science students are assessed by monitoring their performances during experiments/activities carried out in the laboratory/field /research projects. Students' feedback collected periodically acts as key component in assessing whether the students are facilitated in attainment of course outcome and programme outcome and it also helps the institution to implement effective methods to attain these goals.

Programme specific outcomes are often assessed based on indicators such as analysis of students progression to higher studies and employment which includes admission to prestigious institutes for higher education, performance in UGC-NET/JRF, GATE, JAM, Civil Services and other competitive examinations.

2.6.3 Average pass percentage of Students

Response: 79.7

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 263

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 330

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 13.3

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	13.3

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 7.69

3.1.2.1 Number of teachers recognised as research guides

Response: 4

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1.28

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 11

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 43

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Our College has been in the forefront to create knowledge about various innovations related to their discipline and upcoming trends to our pupils. We have been diligent in not being purely syllabus oriented and opening the wide horizons of knowledge to our learners by imparting continuous advancement in their areas of interest and also to conserve and preserve nature in all probable ways.

The following are some fields where our faculties have shared their expertise to inspire the students

Mushroom cultivation: We conducted workshops and hands on training programmes in mushroom cultivation every year. Local people and parents participated in this programme and they started Mushroom cultivation for their domestic uses. Our students have also done Mushroom cultivation as part of their project work in different sub stratums and they earn approximately 35 Kg per year.

Better Management of Soil and Water: Water pollution is a major hazard to humanity and new approaches to achieve sustainable utilization of water resources are explored. Collected samples of soil and water from surrounding houses are analysed. Testing of nearby public water recourses are also done.

THANIMA: Conducted an ethnic exhibition known as 'thanima' for preservation and transmission of culture

e filing : Students have undertaken e filing of income tax returns of teachers of nearby schools and conducted classes on e filing.

Workshop on digitalization of banking services: Students conducted workshop on e banking services for parents in association with SBI Manjeri.

National Robotic Championship: Our students conducted National Robotic workshop for various students in association with IIT Madras.

Campus Radio: College campus radio is a platform for the students to familiarize and practice current affairs and general awareness and cultural programmes.

Conservation of Biodiversity and Birds : Efforts have been taken to conserve swift colonies in campus, butterfly diversity Faunal diverity and documented diversity of various insect orders in the campus.

Open debate Forum : Mathrubumi daily in association with Federal bank conducted open debate at coll_ge on the topic speake for Kerala. As part of Vigilence week , Airport authority of India conducted debate on students initiatives to curb curruption. National Service Schemeconducted an open forum on the topic role of youth in rebuilding our Nation. Many students participated in these programmes.

Brahmi, Tamil Brahmi script and Vattezhuth script :College provided knowledge and skills to the students for deciphering the ancient Indian scripts like Brahmi, Timil Brahmi and Vattezhuthu. Series of practical sessions has been conducted which enabled the students to attain additional skills and knowledge about ancient cultural heritage of India.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during the last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1.5

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 3

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 1.75

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	26	22	12	17

File Description	Document
List of research papers by title, author, department, name and year of publication	

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

Response: 0.71

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	8	6	9	7

File Description	Document
List books and chapters in edited volumes / books published	

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

NSS College Manjeri follows the major programmes that various departments organised to instill egalitarian values in students and to enable them to be socially concerned for the less fortunate.

Awareness programmes

Conducted various awareness programs among local communities in connection with soil and water management and safe living methods. Plastic wastes are collected from public places and recycled. Antidrug campaign , awareness programmes, street plays on AIDS, and other epidemics were conducted

Feel at home: Visited orphanages, Old Age Homes, Palliative Care Centre and distributed clothes. Medicines, food and needy articles.

Care and share: Provide home-cooked meals to families of patients in Medical College manjeri

Life is precious- The NSS/NCC volunteers and students regularly donate blood to various hospitals. Their exemplary service was much appreciated by Govt. Medical College hospital manjeri.

Vocational trainings: Classes on umbrella, ornaments and soap making, embroidery works, fashion designing etc are organized to equip the students to be self reliant.

Abhayam Housing Project: Students under the National Service Scheme planned for constructing two houses for poor and deprived families of neighbourhood area of college campus. The slogan of the project is *"home for homeless"* the first home under this project has been completed and handed over in the year 2018-19.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	

3.4.3 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 last five years

Response: 30

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	4	3	2	1

File Description	Document
Reports of the event organized	
Number of extension and outreach programs conducted with industry,community etc for the last five years	

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.23

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non- Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	2	2	4

File Description	Document
Report of the event	<u>View Document</u>
Average percentage of students participating in extension activities with Govt or NGO etc	<u>View Document</u>

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<u>View Document</u>

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<u>View Document</u>
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

NSS College, Manjeri campus stretches over an area of 19 Hecters at the heart of Manjeri municipality. The entire built in area is divided into three blocks namely the Main block, PG Block and the Silver jubilee Block.

The main block is a two storied building. The Main Block that spans over an area of 3500 square meter houses nine major departments, class rooms, seminar halls, Zoology Museum, Principal's Chamber, seminar hall, administrative office, computer lab, Physics lab, Chemistry lab, Botany lab, Zoology lab and IQAC office. Rooms in the main block are having the standard size as stipulated by the statutory bodies. Separate permanent rooms adjacent to the concerned departments, are allotted for all final semester UG classes. There is a virtual lab associated with the Zoology Department, mushroom cultivation facility associated with the Botany Department, a fitness center associated with Physical Education Department and a Computer lab associated with the Commerce Department.

Adequate toilet facilities have been provided for both boys and girls. Girls' restroom consists of a waiting area, ten toilets along with sanitary pad venting machine and an incinerator.

A well-furnished canteen runs in a separate building within the college campus.

The seminar hall is ICT enabled with a seating capacity of 100. The PG block, adjacent to the Main block has three classrooms which are bigger in area where common classes are usually held. The silver jubilee block consists of many classrooms mostly of history department. Oriental language department and History museum is housed in this block. The College Co-operative society as well as the NCC/NSS room is also in this block. A well-equipped library is also in the first floor of this block. A well-furnished auditorium, with a seating capacity of 300 and a good public address system, is also in the silver jubilee block building, the second floor of which also houses a History research room. Each department has ICT enabled class rooms effectively used for academic purposes at UG and PG levels. All the departments are provided with computers which enable the teachers to augment their e-sharing resources. The computer lab which forms a common platform for all the students to use it for various purposes. We also provide Wi-Fi facility to all. A strict vigil is taken to avoid the misuse of these facilities by the students. The college updates the UG labs in accordance with the syllabus revisions by the university and regular addition of equipment are done every year using the allotted UGC and PD funds.

The general library, which consists of more than 65000 books, is automated withCoha Software. In addition to this, some department maintains department library to cater to the needs of students. The whole process of examination is under CCTV surveillance.

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

Response:

The Physical Education Department, which caters to the diverse sporting needs of the College, started functioning in the year 1965. The stadium and other material facilities of the college are suited for athletics, football, hand ball and volleyball, . Department of Physical education, render special training to students. The Department of Physical Education includes one Associate Professor. There is a Fitness and Yoga Center associated with the Physical Education Department, which is useful to students as well as teachers. Our College is a regular winner of Calicut univercity sports championships. At the University level, we lead in major events like football, and basketball. A large number of students participate in the intercollegiate, university, district, State, national and international level competitions, and win laurels. The College has very often been represented at sports camps held outside. We offer an open Course titled "Health Education" to our Fifth Semester undergraduate students.

Two-day Arts Festival, National festival celebrations such as Onam, and College Day at the end of every academic year have always been part of the college calendar. The College has always secured a commendable position at the University Arts festival. Movies are screened occasionally familiarizing the students with world movies and personalities by the Film Club, Theatre and Cultural clubs.

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

Response: 14.29

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	3	10	15

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The general library has more than 65,000 books which fall into multifarious echelons likeFiction, reference, contemporary, standard textbooks, study aids for competitive examinations .The library keeps possession of a rack of major dailies, periodicals and journals. It is partially automated .COHA software is used here.The library welcomes the students with INFLIBNET-enabled computers. They can explore the widevariety of books, journals, theses, articles, research papers and audio-visual academic resources available on the Internet.A study area has been developed for Career guidance aspirants in the Library with exclusive study materials for Career guidance Examinations.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The centralized library of the college has been a pool of academic resources. The long tradition of knowledge sharing has enriched the outputs of the library making it beneficial for the student community.Library tries to build its collection of rare books. The works of great Malayalam poets Ulloor, Sankara Kurup and Unnai Warrier are included in the collection.By collecting and preserving books in Malayalam which are rare and out of print, the College is acting as an information centre for traditional knowledge.

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 18.49

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.71	25.82	24.23	21.69	19.99

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 8.61

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 105

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

A Computer lab with a full time instructor is functioning in the college. It aims at 100% computer literacy to all the students and staff of the college. As a part of this a General class on Informatics is conducted for interested students of first year after their admission. Broadband Internet as well as DTP facilities are available to students and staff. Broadband speed is increased from 5Mbps to 100 Mbps for fast access. All departments have got Internet connection .Networking of departments is also done.Department of Plant science conducts bio-informatics classes for students in the college.Some of the departments have computer labs having wifi facility to help students to do their project works, assignment, seminar,etc. The computer lab in the college provides updated IT facilities including wifi to students and to teachers. A Technical Assistant post was created by the government in 2015 June to monitor and maintain all the IT facilities in the campus.Final year classes of all the departments are smart classrooms. Every department is equipped with LCD projectors at its disposal. KOHA software was installed for library management.The Department of Computer Science has been playing a pivotal role in upgrading and maintaining IT facilities and conducting IT oriented activities in the campus.

4.3.2 Student - Computer ratio

Response: 21.61

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

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

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support

facilities excluding salary component, as a percentage during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.62	5.07	2.64	9.50	21.31

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

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.

Response:

The health and fitness club of the College is maintained by the Physical Education Department in accordance with the guidelines of the health and hygiene committee. The committees regularly inspect the working conditions of the equipments in the club and take necessary measures to maintain them. Adequate measures are taken by the Department of Physical Education for the effective maintenance of sports facilities. All the activities of physical education are coordinated by the physical education director.

There are five laboratories functioning in the college-department of zoology, plant science, chemistry, physics, and computer science. The Heads of the department concerned is responsible for taking care of their labs. A teacher is appointed as lab in charge and he is responsible for maintaining the laboratories, in concurrence with the Head of the department and Principal. The department council will propose and review all the major woks pertaining to maintenance of the lab. The lab assistant in the laboratory assists teachers and students effectively; and is responsible for taking care of the cleaning and arrangement of labs and its equipments.

The librarian in the college facilitates the effective functioning of the Library and proper maintenance of the books and other equipments in the library. The Librarian will inspect and monitor all the maintenance works in the library. The College Council discusses and review all the major renovation and maintenance works.

The Technical Assistant appointed in the College against the sanctioned post by the Govt. of Kerala is responsible for all the IT related maintenance activities in the campus including computer lab. The head of the computer science department co-ordinate all the IT related matters in the college. Their suggestions and recommendations pertaining to the purchase and maintenance of computers and accessories are considered by the College Council while taking decision to the effect.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 70.55

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
935	713	743	731	474

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.79

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
54	39	40	36	25

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

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**

5.Language lab

6.Bridge courses

7.Yoga and meditation

8.Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<u>View Document</u>
Any additional information	<u>View Document</u>

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 32.74

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
271	229	413	368	333

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<u>View Document</u>

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 7.43

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	19	16	40	19

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 27.53

5.2.2.1 Number of outgoing students progressing to higher education

Response: 106

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60.26

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	25	9	2	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
25	54	18	4	4

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 20

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	8	1	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

NSS College, Manjeri is among the oldest higher education institutions in Malabar area, owned by Nair Service Society. It is a govt. aided college affiliated to University of Calicut. The admission procedures and other academic activities of the college strictly follow the rules and regulations of the government, university and UGC. Students, being the active stake holders in the realm of higher education, are given active representation and role plays in the day to day activities of the college. A statutory representative body of students is constituted every year through election system in parliamentary mode on the basis of competency, merit and attendance. Students elect two representatives from each class, out of which an executive committee is formed. This committee plan, coordinate and regulate various co-curricular and extracurricular activities of the college.

Asma Sherin, M.Com. final year student, is the student representative to IQAC. Students representation in the academic bodies of the college include department associations, clubs, committees and other forums that regulate and coordinate various academic deliberations like expert lectures, seminars, department fests etc. Apart from having two general class representatives from each class, students of each class also elect students to regulate and administer various co curricular and extracurricular activities. Department level programmes are conducted under the leadership of class representatives of the UG and PG classes of the concerned departments under the leadership of association secretaries. General programmes meant for the whole community of the college are organized together by the teacher coordinators and the elected students' representatives of the college. Students are also active members or coordinators of various committees like women cell, equal opportunity cell. NSS and NCC units of the college are yet another arena where student representation and interaction and committees are manifested.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)	

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 31.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
30	31	31	31	35

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

NSS College Manjeri was established in the year 1965. It is more than 50 years of functioning paved the way for making alumni of various categories like teachers, scientists traders, entrepreneurs, officials, politicians etc. Large number of NRIs also forms the part of our alumni. The institution has been following a policy to organize department level alumni for effective functioning. It is known as "Compact" for commerce alumni, "Carbon" for chemistry and Pansy for "Botany". Alumni meeting have a common component of felicitating the academic achievement of the students in the running batches and also get an opportunity to interact with the forerunners of each department. Former students of each department help the students who are studying in the college in different ways. Classes and interactive sessions with the competent and trained former students enrich the experience of the students. The institution remembers with much affection that during the first cycle of NAAC team visit when alumni turned up for interaction and the way in which they express their deep love and affection to their parent institution.

File Description	Document
Link for Additional Information	[View Document]()

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 4 Lakhs - 5 Lakhs

File Description	Document
Alumni association audited statements	[View Document]()

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 28

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	5	4	3

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document]()
Report of the event	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

NSS College Manjeri owned and managed by Nair Service Society considers education as a social service .It is governed in a manner that upholds the true spirit of democracy. It is sincerely engaged in providing free and fair education to all without any consideration of class, creed and community with due consideration of the economically backward sections of the society The vision of the institution "AmruthamTuVidhya" aims at eternal wisdom through hard work and commitment. The governance of the institution reflects an effective leadership in tune with the vision and mission of the institution. The college is led by a Principal assisted by the College Council, a statutory body that advices the Principal on all important decision matters. It is mandatory for all affiliated colleges under the Calicut University to have a college council. The college council of this college has two elected representatives from among the teachers, all Heads of departments, the Head of the College office, the IQAC Coordinator and librarian as its members. The council secretary will be elected by the council. The College council convenes meeting as and when the need arises. The IQAC holds the pride of place among the various academic and non–academic bodies functioning in the college. At the very outset of the academic year the IQAC sets out a well-defined perspective plan of action for the upcoming year and periodically reviews and modifies it appropriately. Department councils are held regularly to discuss department affairs. Monthly report on attendance of students were sent to NSS Head quarters. The college has a very active student's council with representatives from various classes and also a student union The cultural and sports events in an academic year are initiated, planned and organized by the students union. The class representatives as well as individual students are encouraged to interact optimally with the class tutors. The PTA also has a very important role in the college administration. Parent Teacher Student meetings are held once in every semester and they are encouraged to interact. This helps in strengthening the bond between faculty and students. Through regular meetings the members of the college council and the members of the different academic and non-academic bodies reviews and monitors the overall functioning of the college. All these reflect the true participatory and decentralized nature of governance practiced in the college administration

6.1.2 The institution practices decentralization and participative management

Response:

The college promotes a culture of participatory management. Faculty members and students council play a significant role in planning and implementing development programmes for the college. The Department Level Staff meet every month to discuss matters including the conduct of internal examinations and seminars, evaluation of students' progress, university practical examinations, over all discipline and students welfare in the college campus, workload, timetable, and work ethics. The periodic review of all these activities, discussions with the respective committees are carried out. Student's club committees and the college union are granted autonomy to ensure their whole-hearted participation. In addition to all this, PTS meeting are held regularly. Valuable suggestions and feedback from parents and other stakeholders help us to understand ourselves better and improvise upon the existing system. New initiatives such as

WWS (Walk With the Scholars), FLAIR(Fostering linkages in Academic Innovation and Research), ASAP (Additional Skill Acquisition Programme), SSP (Scholar Support Programme) etc. are also conducted to increase the students and teachers potentials

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The college has a robust decision making and procurement process .College receives funds from various agencies like UGC, State Government, RUSA, and KSHECand Management. The major decision making process is decentralized. We have college council, planning board, IQAC, purchase committee and department level committees mostly constituted by department heads, teachers and shall be presided over by the Principal. These committees are responsible for overseeing and implementing various proposal invitations announced by University Grants Commission and other funding agencies.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Institution is governed by NSS Colleges central committee in accordance with rules and regulations of UGC, University of Calicut, Directorate of Collegiate Education, Kerala, KSHEC and. Director of Collegiate Education .The management monitors the overall development in pursuing excellence in every aspect. The College Council constituted as per the University Statute formulate strategies for executing the decisions taken by governing body. The Principal, as the head of the institution, has a very important role in coordinating the different activities of the college and monitoring the functions of different administrative sections and academic departments. He is assisted by the college council. Thus the college council and the department meetings help the transmission of information from the principal to the teachers and from the teachers to the students. The IQAC is the body that permits the reverse transmission of information. The IQAC is the coordinating and monitoring body for the curricular and co-curricular activities. The first step in its functioning is the formulation of the academic calendar during the beginning of the academic year. The calendar lists all the activities of the college and fixes the time schedule. This is communicated to all Departments and each department is asked to draw up its academic plan for the year in accordance with the calendar. Various academic and non- academic clubs NSS, NCC, and the College Union involve in the decision making process. The non-teaching staff comprises of the Junior Superintetant the Head Accountant, UD clerks, LD clerks, Attenders and Peons. The librarian also is an integral part of the organization. The PTA of the college functions with the Principal as its President, a parent elected as the Vice President, a teacher elected to act as the Teacher Secretary. The PTA is the back bone of the college that supports and assists all the students' welfare activities.

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Different committees and clubs in the college jointly undertake the task of improving quality and employability of students. They function for the efficient management and welfare of students. IQAC executes different programmes through various committees. The implementation of the action plan is keenly monitored in every aspect by the relevant committees. Admission Committee of the college monitors and supervises the part of the admission processes that has to be performed at the college level as per the University norms. Committees like Anti-Ragging committee, Grievance Redressal cell, look after the various issues of students and finds prompt solutions. General discipline in the campus is ensured by the discipline committee. Career guidance and Placement cell in the college offers career counseling and guidance to students. The college has separate committees for the Internal and University examinations New initiatives such as walk with the scholar, Flair, additional skill acquisition Programme, Scholar Support Programme are conducted for increasing the student and teacher potentials. Ethics Committee inculcate values and moral sense among students.

6.3 Faculty Empowerment Strategies

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

Response:

As the College is a Government aided college, all Government initiated welfare scheme stipulated for Government employees are enjoyed by the staff of this college. They are

1.Family Benefit Scheme

2.Group Insurance Scheme

3.State Life Insurance

4.Provident Fund

5.Medical Reimbursement

6.Accident Insurance

The Institution is having a staff club where all teaching and non-teaching staff are members. It functions by utilizing the fund of all staff for welfare activities. Apart from these, there is a Co-Operative Society which caters to the needs of the staff of this college. The administration of the society is performed through a democratically elected body, which ensures that the prices of the items are rationally fixed. The members of the staff can become the members of the Co-operative society upon application. They are the shareholders of the society. The society is working under the Department of Co-operation, Government of Kerala. It is directly controlled by the Registrar of Co-operative societies.

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

Response: 11.92

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

2018-19	2017-18	2016-17	2015-16	2014-15
7	9	8	7	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 18.46

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	14	11	4	10

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Self- Appraisal system or Performance Based Appraisal System (PBAS) is a formal process of evaluation which is mandatory for the promotion of teaching staff to higher posts. The primary responsibility for assessing staff performance is with the IQAC. Involvement at higher levels includes ratification and approval by the Management, the University Screening Committee and the Government.

The Self- Appraisal reports based on the Academic Performance Indicators in standardized proforma are collected annually at the end of the academic year. Teachers are evaluated based on their performance under three categories. The Committee comprises of two subject experts selected by the University and also the HOD and the Principal. The Screering Committee evaluates the API score of the concerned teacher and this evaluation is essential for granting academic grade pay to teachers. The teacher aspirants for the post of Professor and Associate Professor will also have to present themselves for an interview. The report has to be approved by the University and ratified by the Government.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

There is an efficient institutional mechanism for internal and external auditing.

Internal audit: Financial resources of the institution are managed by various committees. Each and every fund expenditure is audited and report is submitted to the concerned authority. Every fund transaction and utilization is done in an efficient and transparent manner. Besides this, management itself will do auditing in frequent intervals.

External Audit: External audit is done by the office of Collegiate Education Deputy Director and the office of the Accountant General.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

College utilizes the funds allotted by the UGC and other funding agencies. College regularly applies for funds for various developmental schemes under UGC. Contribution to PTA collected at the time of admission to various UG and PG courses are one of the major sources of acquiring funds for the functioning of the college. The college utilizes these funds only for college developmental activities. various committees like purchase committee UGC committee etc. ensure the effective fund utilization.

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

Response:

IQAC is formulated as per the guidelines NAAC in order to execute, evaluate and redefine the academic and administrative activities of the college. The Principal is the Chairperson of the Committee. Dr.Santhosh Kumar Vallikkat Department of Malayalam is the Co-ordinate. IQAC further constitutes, NAAC Co-ordinate and 4 teachers, one member from management, one member from the locality and a student representative. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

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

Response:

The academic programs of our college are monitored by the IQAC. An Academic Monitoring Committee having representations from the different departments coordinates the various academic programmes conducted at the college. The IQAC frames academic calendar at the beginning of each academic year in tune with the academic calendar of the University. All the departments of the college prepare departmental academic calendar in consonance with that of the college academic calendar. The IQAC, through the academic monitoring committee, ensure the adherence of all the academic programmes with the calendar and thereby ensuring the timely completion of portions, internal exams, execution of various club activities and other extra curricular programmes. The teaching learning process of our college mainly comprises of Lecture method (both ICT enabled and with chalk and board),demonstrations in the laboratories peer teaching, seminar, Quiz, assignments, field trips, group discussions and remedial teaching, In addition to above various add on programmes are also conducted to acquire some more employable skills to make them equipped for employment. The IQAC effectively intervenes in this process through various measures like the tutors hand book, which contains the review of the students by the class tutors. Each department has to submit annual reports of the activities to the IQAC and this helps the head of the institution to analyze the performance of the various departments and overall performance and learning outcome of the students at the end of each year. IQAC conducts the feedback of the students, teachers and parents

regarding the performance of teachers, curriculum and institution through a feedback committee. A consolidated feedback report is posted in the website after the ratification of the College Council.

IQAC collects course and programme outcomes of all programmes and also the results of semester end examinations to overview the progress. Seminars, inter – programme students interactions and discussions etc provides value addition to the education. IQAC through it Research forum makes presentations of the teachers on different topics of interest have been conducted in alternate Fridays. With the involvement of external experts, we have started an AAA (academic and Administrative Audit) under the chair of Secretary, NSS Colleges Central Committee with effect from 2018-19. After the completion of the audit, the audit report and comments are submitted to the IQAC which in turn hands it over to the respective Departments to take necessary measures for improvement, if any.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Immediately after the first cycle of accreditation, IQAC was formed on 18/03/2013. This has brought considerable changes in the academic environment of the campus.

IQAC initiated procedures to participate in National Institutional Ranking Framework (NIRF) of MHRD and successfully participating in it since 2017-18

The Department of Botany implemented an "Experimental Organic Farming" in the campus

New initiatives like ASAP, Walk with a Scholar (WWS), The Scholar Support Program (SSP) of the Higher Education Council of Kerala were launched successfully.

Faculty of the college has availed 11 minor projects from funding agencies such as UGC with a total outlay of Rs. 13lakh during this cycle.

Library was automated with COHA software and purchased Rs. 597227/- worth books during this period and many magazines and journals amounted around Rs. 1lakh.

IQAC took initiative to apply for RUSA scheme fund for enhancement of infrastructure facilities. The college submitted a detailed budgetary plan of Rs.2 Crore to RUSA funding agency and the final authorization was obtained on 18-1-2020 by order no. 149/RUSA-SPD/2018.

The IQAC with the concurrence of the College Council constitutes various academic and statutory bodies for the smooth functioning of the institution. This includes the Grievance Redressal Cell, the Anti-Ragging Cell, and Internal Complaints Committee (ICC) etc. An Admission Committee is constituted at the beginning which manages the entire admission process fruitfully. With a view to streamlining the examination process, the Internal Examination system has been centralized. The college calendar/handbook issued to the students at the beginning of the academic year highlights the Vision and

Mission of the institution, in addition to this, details of courses, fees, and faculty profiles, the rules and regulations of the institution and the various facilities in the campus are also included.

The Department of History is elevated in to a Research Department by the University of Calicut on 18.05.2019.

File Description	Document
Any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 13

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	5	1	2

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

    1.Institution shows gender sensitivity in providing facilities such as:
        1.Safety and Security
        2.Counselling
        3.Common Room

Response:

One of the main objectives of the Institution is to produce socially committed and intellectually competent, independent men and women to confront the challenges of the twenty first century. To promote gender justice and the sense of harmony the girl students of the College are provided with various facilities and special attention.

1. Safety and Security

Women Cell

The Women Cell has been functioning in the College since 2000 and it provides a common platform for the girl students in the campus to come together and share their views

Grievance Redressel and Anti-Sexual Harassment Cell

It is a mechanism for redressing the grievances of its stakeholders and to ensure gender equity and justice

for both the genders.

Canteen

The College canteen stands for socialization and mingling of both genders.

Surveillance Cameras

Surveillance cameras are placed at various vantage points to ensure safety

Security personnel

The security personnel at the entrance restrict the entry of intruders
and the Police Station (1km away) offers all security measures during strikes and harthals

Awareness classes

Seminars are conducted time to time addressing issues such as ragging, women security and cyber security

2. Counseling

To offer assistance in fostering students with a healthy mindset, the counseling cell provides expert counseling on personal and academic matters. Counseling is open to all in need. The class teachers/mentors are assigned with the task of identifying the students who need counseling and he/she is directed to the counselor at the earliest. The Counseling Cell of the College under the leadership of a senior teacher gives special care in imparting mental health awareness to students and is available for Counseling on all days.

3. Common Room

The College has provided common spaces for socialization along with the requisite facilities.

The Ladies Retiring Room, provisioned in the ground floor of the main block ensures a space of their own. It is well ventilated with washrooms, mirrors, sanitary napkin vending machine, first aid box, provisions to take rest and the service of a lady attendant.

7.1.3 Alternate Energy initiatives such as:

    1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 87.36

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 304

7.1.3.2 Total annual power requirement (in KWH)

Response: 348

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<u>View Document</u>

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 84.95

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 3.67

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4.32

File Description	Document
Details of lighting power requirements met through LED bulbs	<u>View Document</u>

7.1.5 Waste Management steps including:
• **Solid waste management**
• **Liquid waste management**
• **E-waste management**

Response:

Generation of waste is an unavoidable process in the daily functioning of the Institution. Curtailing the generation of waste and the proper disposal or recycling of the waste material is among the focal concerns of the College. The College Management along with clubs like Bhoomithrasena, NCC and NSS accomplish the mission of reducing the generation of waste material in the campus. The methods adopted by the Institution to handle waste material graded as solid, liquid and e-waste are as follows:

Solid Waste

The Institution practices smart initiatives like 3Rs- Reduce, Reuse and Recycle- to enhance the current green efforts to maintain cleanliness and eco-balance. Emphasis on paperless office and consistent efforts to reduce the use of plastic carry bags on campus preserve the campus as "plastic free zone". Coaching is given to students to make paper carry bags using trash paper. "Zero Flex" is another policy which imposes absolute restriction on the use of flex boards in the campus.

Separate bins for non-degradable/ biodegradable/ recyclable/ other solid waste are kept at prominent places in the campus. The Institution also placed bins to collect the remnants of food in the noon time. The leftover of the food collected will be procured by the farmers who run piggeries in the nearby villages. The biodegradable waste materials are dumped only in the eco-friendly waste containers and vermi composting has been adopted to manage the organic waste generated in the campus and the organic manure obtained is used for growing medicinal plants and for the maintenance of the green cover on the campus. The College insists the students to bring their lunch in lunch boxes so that the piling up of waste paper and plastic can be minimized. In order to materialize the vision of e-learning and to reduce the generation of paper waste, the departments promote the submission of assignments on-line. Wastes like plastic and paper are also sold to scrap dealers.

Liquid Waste

The students are instructed and provided with a manual for minimum use of hazardous chemicals. The glass wares in laboratory are washed with minimum water and the acidic and alkaline chemical wastes from the lab are safely disposed or buried deeply in an underground tank after neutralization.

e-Waste

Electronic goods are put to optimum use and the life of the electronic items are extended by proper up gradation and maintenance.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College has a well- maintained well in the campus which is the prime source of clean potable water. In addition, the College has installed a rain water harvesting unit adjacent to the new block in the campus with the storage of 4000 liters. This unit collects rain water from the new block which is then routed to the toilet in the new block. This facility offered dual advantages to the College as it became a perpetual source of water in the toilet and it minimized the use of electricity in pumping water from the well. The land near the well is kept barren so that the well is properly recharged. Sufficient number of pits has been made in the campus in order to collect rain water and to preserve it in the soil. There by it is ensured that water is available in the nearby area of the campus as water is very scarce especially during summer.

7.1.7 Green Practices
* **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
* **Plastic-free campus**
* **Paperless office**
* **Green landscaping with trees and plants**

Response:

As the College is situated in a hillock, the use of bicycles is not feasible. Hence a sizeable number of students come to College by walk reducing Carbon Foot Print. The students are encouraged to use public transportation system and on an average only 5 percent of the students use motor bikes or cars as a means of conveyance. The teachers adopt car-pooling system favouring low carbon emission.

Pedestrian Friendly Roads

Vehicles are not permissible in the near vicinity of the College making the roads pedestrian friendly. Separate parking facilities are allotted for various types of vehicles. The security at the entrance monitors the smooth functioning of the pedestrian facility in the College. To keep this fact in mind students and other stakeholders are not allowed to park their vehicles on the road leading to the College. The roads leading to the main building is broad

Initiatives for Minimizing the Use of Paper

A Digital Display System is planned at the vestibule and Library to display the major activities to minimize the use of flex boards/banners. White Boards are used to write and display important information to the students most of the notices are announced through the Public-address system. Most of the internal and external communications from the office have been done through e sources.

Plastic free campus

Plastic bags, banners, boards and carriers are banned in the campus. Teachers and students are advised to use paper and cloth materials to the maximum possible extent. Awareness campaign has been conducted and display boards are exhibited at various locations in the campus. Baggage bines are available for waste disposal. Some installations have been made by students using plastics and other waste materials.

Green landscaping with trees and plants

College campus is a place of scenic beauty with trees and gardens. Entities like NSS , NCC, Nature Club, Bhoomithrasena etc are taking a number of steps to protect its natural beauty. The campus keeps a butterfly garden and a herbal garden as our own identity.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.52	0.54	0.24	0.44	0.36

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 3

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	1	0

File Description	Document
Report of the event	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other

constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document](#)

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 38

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	6	10	8	7

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

We commemorate the birth and death anniversary of our founder and great leader of Nair service society Padmabhushan Barathakesari Mannathu Padmanabhan. The college conducts various commemoration programmes on the birth and death anniversary of national heroes. The main aim in conducting these programmes is to light the spirit of nationalism and patriotism among the students. In order to remember the supreme sacrifices made by the great freedom fighter of the country on October 2, we observe Gandhi Jayanthi. The institution conducts talk on Gandhiji and freedom movements of India. The death of Gandhi is also observed. On October 31 the college observed Rashtriya Ekatha Divas, on the birth day of SardarVallabhai Pattel. Indira Gandhi's death day also remembered on the same day as National Integration day. The NSS unit in our college celebrates National Youth Day (birth day of Swami Vivekanda) with some programmes. On November 14, on the children's day, students conduct classes and special talk in Campus Radio. Similarly such events are also conducted on September 5 (Teachers' day) and June 5 (Environmental day).

Irrespective of their caste and religion, students conduct various events on national festivals like Onam, Deepavali, Holy, Ramadan, and Christmas.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Our institution ensures complete transparency in all the financial transactions. Salary dispersal of the academic, administrative and other staff is maintained properly by online submission and all the remittances and claims like PF etc made by the staff through "SPARK" online platform provided by Govt of Kerala. Students' scholarship is also online. Fee submitted by students is cross checked in the college and verified thoroughly. In obtaining e-grants for the students regulations are strictly followed and verified. For the purchases of the institution a purchases committee exists. On the purchases, regulations of UGC, store purchase manual of Government of Kerala and University are strictly adhered to. If the purchase is above Rs. 20000, it is done by calling the quotations. If the amount exceeds Rs. 1 lakh, E-tenders are called for and appropriate funds are used. Tender notifications are published in leading news papers. All of the above are audited by the NSS corporate management, Deputy Director of collegiate education and Accountant General.

Student progress is regularly maintained and kept in each department. All the activities of the departments are constantly evaluated and monitored by IQAC. Parent teacher student (PTS) association meetings are held in every semester for each class. It makes a good opportunity to sit together all vital stakeholders of education system. To ensure a good academic environment and maintain the higher education standards, staff meetings, department meetings are held regularly. All the internal examinations are conducted properly. Excellence in sports achieved by the college becomes sportsman from different parts of Kerala and the selected students are given systematic and scientific coaching in various sports and games. The

candidates are well informed by the authorities about the norms. The institution gives importance to international, national, and university level players. The list of the students is prepared and is sent to the University for verification and the verified list is published in the college and upon which the admission is done. To tap the talented students the institution conducts programmes every year whereby students from different streams are indentified and promoted. External judges evaluate the programmes and performance as it is stated in the University norms.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice: 1 Jeevamrutham

Objective of the practice:

To develop an awareness about value of life

To motivate the students to donate organs

To support poor people

To motivate the students to live a socially valuable life

To empower students to solve problems

To improve the performance of students' organizing capacity

To inculcate a sense of empathy

The Context:

The prominent stakeholder of the institution belongs to the lower socio-economical community. The socio economical barriers of the student may compel him/her for a grateful educational progress and continuation. Considering the fact, college union NSS, NCC and staff members of the college unanimously agreed to initiate a programme to boost the students to learn the values of the life. It also motivates the students to increase their performance in social life and it also helps them to know the value of empathy.

The Practice:

Conducted an Organ donation campaign named Jeevamrutham in association with Government Medical

College Manjeri. Organ donation awareness programmes , seminars, exhibitions, parental awareness programmes etc are conducted as part of this programme. Manjeri medical college doctors and staff actively guided this. 426 persons were willing to donate organs and they signed declaration for this and countersigned by medical college authorities.

Evidence of Success:

The practice had been initiated with a purpose to encourage our students to enhance social life performance. It was also considered that our students were from low socio-economical and educational background. 426 persons signed their consent for donating organs and handed over to Mediical college authorities. Media covered this programme with highlights. Such type of programme could play a significant role in providing a moral support for their future life.

Problem Encountered and Resource Required:

Unfavorable attitude of students and parents towards organ donation

Lack of awareness

Religious beliefs and restrictions

Financial constraints

Collaboration with Government Medical College Manjeri

Sponsors

Best Practice: 2 Urjakiran

Objective of the practice:

To make awareness on conservation of energy

To bring the knowledge of known traditional sources of energy

To understand renewable energy sources

To apply the knowledge acquired for the well being of the society

The Context:

As per the direction of Energy Management centre Kerala and centre for environment and development,

the college has decided to conduct an effective and elaborate programme titled as oorjakiran under the initiative of Department of Zoology and Physics.

The Practice:

The programme oorjakiran consists of two components namely awareness classes, Rallies and public place programmes to attract more people and to convey the message of energy conservation.

A walkathon was conducted with slogan save energy

KSEB officials took classes on energy conservation

Conducted surveys

Conducted home visit

Collected details of household energy consumption

Data analyses and charts prepared for exhibition

Evidence of Success:

It facilitated our students and local community about the conservation of energy recourses. Effective participation and involvement of students, faculties, governmental agencies, municipal authurities and locales. Successful conduct through posters, banners and rallies.

Problem Encountered and Resource Required:

Limited coverage of the programme

Fund provided by Governmental agencies

Resource provided by KSEB

Best practice. 3: **"Kaineettam"- A Support to neighbouring schools**

Objectives: Support neighbouring schools for easy education using college recourses

The context: The students of Government and public schools in and around of this college campus belong to less previlaged families. Hence our aime is to enlighten them in the scenario of education, as it is the responsibility of a higher education institution functioning there.

The practice (description): Teaches and students of this college visited our neighbouring schools namely GLPS Manjeri, GLP Vaypparappadi for academic support. Students and teachers were taken classes on various topics subjects like Maths, Science and English. Tasty English is one of the highlighted events. Day celebration is conducted in school by our team. Students interacted with their fellows, students groups were taken classes. Distributed books and study materials to them. Organised Parental training programmes. Our NCC team has under taken cleaning activities in these school campuses.

Evidence of success: Contributed books to school Library. Obtained a pleasant feedback from the respondents.

Problems encountered: Lack of sufficient meterials

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The college was established in 1965 which is peculiarly present in the rural area. The vision of the college is therefore to be a vibrant and innovative center for education to equip students with knowledge and skills in their chosen stream, inculcate values, identify latent talents, provide opportunities to realize their full potential and make them enlightened. In order to achieve this mission, college works at its best arranging different events and creating the platforms for the students.The college was sucessfull in publishing a series of Spectrum consisting of the articles of our faculty members. Reasearch and publication committee of the college published books. Some departments and IQAC published regularly news bulletins. Department of Chemistry had a special issue of scopus intexed journal in connection with their National Seminar.

As support to quality education the college management and the staff are always engaged in doing certain activity in the locality. N.S.S. units of college is one of the active department in the college, taking efforts to bring the rural students in education by arranging health awareness, women empowerment programmes, eradication of illiteracy by counseling the society, and making a platform available for the student which impart the confidence . ' Sahapadikkoru kaithang '(A helping hand to the fellow students) is one of the unique programme for supporting downtrodden students or marginalized people in having their own home. The awareness camp, symbolic rallies, National integration programme are arranged time to time to inculcate the national values among students. The intention is to make them inspired. A campus radio is functioning in the college campus. It telecast news, informations, important announcements and some cultural programmes on all working days at 1pm. A committee of students under the supervision and guidance of a teacher works behind its functioning.

We assist our students and give directions to them for improving their talents and performance in the field of sports and arts too. We enable them to perform well in various arts fest and sports events in University level and National level. College supports all the students in exploring their full potential though they are coming from poor socio economic backgrounds.

5. CONCLUSION

Additional Information :

The College is proactive in the protection and conservation of natural resources and the impact was assessed through a 'green audit' initiated by IQAC and executed by Chemistry and Botany Department. History Department is going to be the research department soon. A new academic block with 6 class room with all facilities will be setup in the coming year. Renovation of existing seminar hall and auditorium is expected to provide better opportunities in the days to come.

Concluding Remarks :

The college has been successful in meeting the expectations of all the stakeholders like students, alumni, parents to a great extent. We aim to uplift socially and educationally disadvantaged sections through inclusive practices which also extends to the disabled students and the marginalised. Holistic development of the students is envisioned. Along with these an awareness of larger social issues are generated in the minds of the students and they positively interfere with such issues that engulf and destroy the future of the youth. The institution tries to expand through academic activities that stretch to national and international scholars and academicians and their contributions which enable the students to widen their outlook and motivate them towards a productive future. Awareness of the history of the institution and its significance in the locality are given to the students which make them contribute towards it further on their own regard. Values for life are given to the students with the free interaction with the teachers who stand in the role of friends, philosophers, etc. They learn to understand others and have concern for their needs and develop tolerance towards differences. The students are also given opportunities to understand themselves, evaluate and make creative changes in their personality through their involvement in the various curricular, co-curricular, extra-curricular activities within the institution and the various extension activities. Thus they learn through the teachers, the peers, and themselves and leave the institution as individuals ready to act for the benefit of the society and project themselves as responsible citizens. The calm environment persisting within the institution acts as an added benefit for any knowledge thirsty individual, which, enable him/her to meditate on the input he/she gets and productively develop their personalities. The institution maintains its individuality and spirit for progress despite the challenges it has to meet as any profit-free institution. The light it has been shedding through all these years is also evidenced in the notable alumni it has to its credit. The institution with its humble prospects tries to reach itself towards its vision and mission.