YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	NSS COLLEGE, MANJERI
• Name of the Head of the institution	Dr. S. Vijayakumar
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0483 2766136
• Mobile no	9447342497
• Registered e-mail	nsscollegemji@gmail.com
• Alternate e-mail	iqacnsscollegemji@gmail.com
• Address	NSS COLLEGE MANJERI MANJERI COLLEGE (po),
• City/Town	MANJERI
• State/UT	KERALA
• Pin Code	676122
2.Institutional status	
• Affiliated /Constituent	UNIVERSITY OF CALICUT
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**	
• Name of the Affiliating University	**UNIVERSITY OF CALICUT**	
• Name of the IQAC Coordinator	**Dr. Yamuna K.M.**	
• Phone No.	**9605517140**	
• Alternate phone No.		
• Mobile	**9605517140**	
• IQAC e-mail address	**iqacnsscollegemji@gmail.com**	
• Alternate Email address	**nsscollegemji@gmail.com**	

3.Website address (Web link of the AQAR (Previous Academic Year)	http://nsscollegemanjeri.ac.in/
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.60**	**2021**	**30/03/2021**	**30/03/2026**

6.Date of Establishment of IQAC	**18/03/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	6	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
1. Prepared the institution for accreditation process 2. Performed academic and administrative audit 3. Conducted workshops on NAAC accreditation process 4. Conducted workshop on Online Teaching Methodologies, in the wake of Covid-19 5. Infrastructure expansion

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
1. Prepare for NAAC Peer team visit, as part of Re-accreditation, Cycle 2	1. NAAC Peer team visit was conducted successfully and the institution is re-accredited with B+ grade
2. To equip all the faculty with ICT enabled teaching methodology. Workshops were organised	2. During the pandemic period, all the teaching-learning activities were shifted to online platforms, including examinations, viva-voce, etc.

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

Name	Date of meeting(s)
College Staff Council	14/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	19/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1   **422**

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1   **1003**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **244**

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

File Description	Documents
Data Template	View File

2.3   **331**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1   **39**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2   **53**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**422**

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	**1003**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**244**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**331**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	**39**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**53**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**27**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2268313**
4.3 Total number of computers on campus for academic purposes	**54**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

NSS College, Manjeri is affiliated to the University of Calicut and therefore, we are following the curriculum prescribed by the University, for all the eight UG programmes an three PG programmes. The effective delivery of the curriculum is ensured through various measures as follows:

1. Student-centered teachinf methods: Peer-teaching and remedial teaching sessions are conducted.

2. Practice of Maintainng work diary: All the teaching faculty maintains work diary in which detils of daily academic activities are recorded.

3. Internal examinations: Centralised internal examinations are conducted.

4. Academic calender: Academic calender is designed in par with

the one given by the University of Calicut and is strictly
followed.

5. Feedback system: Feedback from stuents, parents and alumni are
collocted and analysed and the reports made available to every
concenerned person, for improvement, if needed.

6. Department councils: Department council meetings are held in th
begennig of each semester, exclusively to decide upon topic
division between teachers and to prepare semester plans, according
to the academic calender.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

Our institution is affiliated to the University of Calicut and
therefore, we are following the curriculum prescribed by the
University, for all the eight UG programmes an three PG
programmes. Academic calender is preapred in the beginning of the
academic year, in par with the academic calender provided by the
University of Calicut. During 2021-21, clases and other activites
were shifted to online mode, due to Pandemic lockdown. The plans
were interrupted by timely restrictions. Although, we managed to
conduct all the activities such as theory and practical classes,
examinations and other internal assessment activities, projects.
Industry visits and other field visits were completed on time, in
the online mode.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the	C. Any 2 of the above

following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

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 takeup 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 ZEITGEISTReadings 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.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

340

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	E. None of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

351

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

184

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

2.2 - Catering to Student Diversity

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

To address the learning level of students, we conduct bridge courses in the beginning of all first semester classes. At the end of the course, an exam is conducted. Based on the performance, students are categorised and will be given special attention accordingly.

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

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

Number of Students	Number of Teachers
1003	**39**

File Description	Documents
Any additional information	**No File Uploaded**

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

Most of the classes were conducted in the online mode during 2020-21. Assignments were given to students to ensure their effective participarion in the learning process. Students' seminars were conucted.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Especially because classes were shifted to online mode, a major part of the curriculum delivery was achieved with the help of ICT. Online live classes and recorded audio and video classes were conducted. Live sessions were conducted on Google Meet platform. All teachers used LMS faiclities like Google Classroom, Schoology, etc. to share e-contents with the students. Examinations and viva voce sessions were also condcted online.

Apart from the curricular activities, sevreal co-curricular programmes were organised in online mode, such as webinars, online workshops, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

39

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

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

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

18

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

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

2.4.3.1 - Total experience of full-time teachers

1065

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

2.5 - Evaluation Process and Reforms

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

Internal assessment was conducted via online examinations, online viva voce, assignemnts and seminars. The internal marks were published to all the students before uploading to the university. Grievances, if any, were addressed by th respective teacher.

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

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

Internal assessment was condcted via online examinations, online viva voce, assignemnts and seminars. The internal marks were published to all the students before uploading to the university. Grievances, if any, were addressed by th respective teacher.

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

2.6 - Student Performance and Learning Outcomes

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

PO and CO were well-defined for each programme and course. They are displayed in the official webpage of the college.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://nsscollegemanjeri.ac.in/co-po-pso-analysis/
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

Attainment of PO was assessed in detailed manner, in the form of result analysis.

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

2.6.3 - Pass percentage of Students during the year

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

279

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

http://nsscollegemanjeri.ac.in/wp-content/uploads/2022/03/Feedback-report.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

7

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

Our College has been in the forefront to create knowledge about

various innovations related to their discipline and upcoming trends to our students. 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. Several webinars and online workshops were conducted.

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

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

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

1

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

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

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

10

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

Three extension activties were conduted during the year on various topics:

1. 'Corona virus- second wave and consequences' organised by the Department of Zoology inassociation with Zoology Alumni on 23/05/2021. 90 people from the neighbouring community participated.

2. 'Effect of Black fungus on human health'organised by the Department of Zoology inassociation with Zoology Alumni on 23/05/2021. 80 people from the neighbouring community participated.

3. 'Trends in food frauds in the market'organised by the Department of Chemistryon 16/10/2020. 65people from the neighbouring community participated.

4. 'Covid -19 Challenges Faced by Media', organised by the Department of English in association with English Alumni on 01/10/2020. 40 people participated.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

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

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

160

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

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

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

1

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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.

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

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

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 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.

Arts Festivals, 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.

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

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

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

22.68

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	No File Uploaded

4.2 - Library as a Learning Resource

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

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.

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

1.11

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

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.

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

4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

39.00544

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

The 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.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

478

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

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

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

11

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

C. 2 of the above

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

10

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

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

B. Any 3 of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

76

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	**No File Uploaded**

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

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

12

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

5.3 - Student Participation and Activities

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

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

0

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

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

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. Due to lockdown during pademic period, no such election procedure was undertaken by te Uiversity of Calicut in the particular academic year. Asma Sherin, M.Com. final year student, is the student representative to IQAC duing 2020-21. 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, 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	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

With more than 50 years of functioning, our college havepaved 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. A number of weinars and extension activities were held by alumni associations. Many alumni memebres served as resource persons for various other programmes, organised by departments. 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	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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.

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.

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has a robust decision making and procurement process .College receives funds from various agencies like UGC, State Government, RUSA, and KSHEC and 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.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The 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.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**E. None of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

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.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

0

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

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

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

22

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

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

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.

Self appraisal report from teachers were collected by iqac at the year end in a common format.

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

6.4 - Financial Management and Resource Mobilization

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

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.

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

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

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.

Fund from RUSAis received and utilization is done according to the norms laid by goverment.

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

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

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-ordinator for the academic year 2020-21. IQAC further constitutes, NAAC Co-ordinator 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.

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

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

The 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.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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 justicefor 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.

2.Awareness classes:Seminars are conducted time to time addressing

issues such as ragging, women security and cyber securityby Women Cell and Anti-ragging Cell.

A webinar, 'Samakalika Inthyayile Sthree Munnettangal' was organised by the Department of History onInternational Women's Day.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution	B. Any 3 of the above

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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

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

Our institution is dedicated to the concept of inclusiveness. We have Equal Opportunity Cell, functioning towards this. Due the pandemic lockdown, no significant activty was possile. However, marginalised categories were specially addressed during mentoring sessions.

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

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

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. All the programmes were conducted on Online platforms, during this year, due to Covid lockdown.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	C. Any 2 of the above

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

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

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

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. All

the programmes were conducted on Online platforms, during this year, due to Covid lockdown.

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

7.2 - Best Practices

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

1. Ensuring effective curriculum elivery through online platforms: Due to covid pandemic all the classes were shifted to online mode. During this time, to ensure that curriculum delivery is effectiveley done, all teachers were adviced to prepare and submit weekly work report to the Principal.

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

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. 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 . College supports all the students in exploring their full potential though they are coming from poor socio economic backgrounds.

We ensured that all the students have facities to attend online classes. Mentoring sessionsspecially focused on the challanges faced by the students to attend online classes.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The following focal areas will be addressed in the next academic year

1. To organise time plan and actvities tocompensate the hurdles due to covid time.

2. To organise programmes which can enhance students' participation in learning as well as co-curriculr and extra-curricuar activties.

3. To organise extension activities based on the theme, 'Challengng Covid 19'

4. To promote various skills in students

5. To support more stdents with scholarships