SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

NSS COLLEGE

N.S.S. COLLEGE, PANDALAM PANDALAM P.O., PATHANAMTHITTA DISTRICT, KERALA STATE
689501
www.nsscollegepandalam.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

NSS College, Pandalam is one of the prestigious educational institutions run by the Nair Service Society, a defined social organization which aims to render selfless service primarily in educational and medical fields. The society was founded by the great visionary late   Sri. Mannathu Padmanabhan Nair, who played a poignant role in shaping the values and ethos of modern Kerala. NSS College, Pandalam was established in 1950 with an aim to fulfill his noble aim- to educate and reform the masses. Located in the heart of Pandalam, the college started functioning as a second grade college, offering intermediate courses of the University of Travancore. The college was accredited by NAAC with B++ grade in 2007 and was upgraded to **A** grade in 2014. Currently there are sixteen undergraduate courses, seven postgraduate courses and research programmes in Zoology and Botany. The college successfully upholds its identity and tradition in the higher education scenario with its dedicated and sincere endeavour in rendering value based education that leads to the holistic development of students. The college offers diverse courses in Arts, Science, Humanities and Commerce. Quality, being the watch word in the field of higher education, the college strives to make its faculty up to date and efficient through various academic programmes introduced internally and also enables them to participate in the Faculty Development Programmes initiated by UGC and other academic monitoring bodies. The institution conducts national seminars and workshops frequently to familiarize the students and teachers with the recent trends in their respective streams and also to provide exposure to their talents. A strong IQAC exists in the college. The college has to its credit many innovative practices such as PG interdisciplinary seminars, synopsis evaluation, bridge courses, collegiums, value added programmes, Readers' Forum, yoga classes, peer teaching and refereed journal publications. It also offers several extension services to the outside community especially in socially relevant matters. The college faculty is well represented in the University bodies as members of Senate, Academic Council, Faculty and Board of Studies.

Vision

VISION : Imparting knowledge to gain wisdom and to liberate the individual from all bondages to build up a better world. The college emblem bears its great vision- "**Sreyohi Njanam Abhyasath**" -*Knowledge indeed is superior to constant practice.*

Mission

Mission : To educate and illuminate the young generation to build up a strong and progressive nation where the rich values and traditions are upheld.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

INSTITUTION

- One of the Pioneer Higher Education Institutions (HEI)
- Quality academic Programmes and student services
- Ideal location, regional vicinity and convenient public commute systems
- Quality assurance strategies
- Positive Campus Climate
- Strong and committed Management
- Safe and secure ladies' hostel accessible from the campus

TEACHING LEARNING

- Resourceful, academically brilliant, socially committed and compassionate academia carry various recognitions, achievements and hold positions in academic bodies and boards as faculty members
- Increasing flow of publications and research activities
- E Classes aided with Google Classroom, Social media networks and groups
- Qualified Guest Faculty members in every discipline
- Good amount of funded research projects

RESOURCES

- Good and large General library and department libraries
- Computer and Science Laboratories equipped with all facilities
- Strong NCC, NSS, Sports activities and various other club activities
- An extensively wide and large play ground
- A volleyball court in the courtyard
- Green canopy campus
- Air conditioned Seminar Hall

CUTTING EDGE ACTIVITIES

- Environment protection activities
- Social responsibility through synergise academia for social welfare
- MoUs and collaborations
- Maintaining a fully developed website with all details about the College
- Every Department maintains exclusive Social Media pages to propagate its activities and programmes
- Student Social Media pages and sites to highlight college activitiesAuditorium

Institutional Weakness

INSTITUTION

- Lack of New Generation courses especially ICT

- Inadequate Financial resources
- Inadequate Smart Classrooms
- Lack of modern amenities in the Canteen

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- Absence of Common Dining hall
- Lack of Fire and Safety measures
- Inadequate facilities for Indoor games

TEACHING LEARNING

- Lack of Faculty Development Programmes
- Lack of appropriate fund for research and allied activities
- Lack of Guest Faculty retention
- Lack of Interdisciplinary research and IPR

RESOURCES

- More IT related reference materials and research books needed
- Inadequate IT training
- Clubs lack producing achievements nationally or internationally
- Labs shall be equipped with modern amenities

CUTTING EDGE ACTIVITIES

- Lack of associations with international agencies, organisations or institutions
- Inadequate collaborative partnerships for academics and research
- Placement service with Corporate

Institutional Opportunity

- Expanded Global Focus/Partnerships – opportunities for international collaborations and partnerships in support of academic and research initiatives and programmes
- Involved alumni may help to network and strengthen with empowerment programmes

- Community Engagement
- Engagement of Local Self Government Institution

- Prospects of Foreign and Funding
- Professional Development
- Prospective avenues for job opportunities for Sports persons
- E Governance system
- Extension to International academic scenario
- Scope for Clustering of colleges for sharing facilities and knowledge
- Tap the potential of the available resources to empower the campus with Funds, Resources and Service
- Internship for students to get real time experience
- International and national fellowships for faculty members
- International scholarships for meritorious students

Institutional Challenge

- Exam timing
- Delay in Result

- Numerous Holidays and strikes affect working days
- Entrepreneurship
- Lack of Public Library in the near vicinity
- Socio Economic disparity of the locality

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

NSS College, Pandalam is a pioneer academic institution imparting quality education enriched with values and social commitment. It aims to evolve ordinary students to exemplary achievers empowering them to become contributors in the nation building process and to become responsible citizens of India. It also attempts to chisel the mettle of extraordinary students to enunciate their numerous talents to strengthen the country. Capacitated with efficient and experienced faculty members, the institution is actively involved with academic, administrative and research activities of various Universities as members of PG and UG Board of Studies, Academic Council and Senate. The departments in the college are keen on upgrading and updating the curriculum and syllabus annually or periodically adding with contemporary topics associated with the discipline to equip the scholars according to the innovative trends in the subjects. These enhancements in the discipline are done in accordance with the skill development of the students. The courses have been introduced within the purview of Choice Based Credit System and Elective Course System. Some departments provide Certificate/Diploma courses too as additional programmes, beneficial for the scholars. A spectrum of value added courses which come under the genre of new generation topics are also offered by the departments varying from computer skills, Film appreciation, Travel and tourism, Horticulture, Investment and Portfolio Management, Spoken Hindi, C Programming, Molecular Quantum Mechanics & Molecular Modeling etc building enthusiasm and creative talents among students pursuing these courses. All departments promote students to pursue field projects based on primary data as part of their final year projects. This enables the students to connect the relevance of their discipline with contemporary issues and areas which will strengthen them to identify problems in the society and ultimately lead them to invent innovative ideas to create solutions so as to involve themselves in the nation development process.

Teaching-learning and Evaluation

The College conducts induction programme for newly enrolled students to familiarize them with their courses. Bridge courses are also designed to facilitate their entry into chosen core subject. **Peer Teaching, Walk with a Scholar, ARANI, NACS Civil Service Club, Translation Centre** etc elicit the creative and academic excellence of learners. Programmes for those students who face problems in learning are initiated by the institution. Remedial Coaching and Academic Counselling given by tutors and mentors, Scholar Support Programme and Peer-teaching Programmes to enrich the learning competencies of slow learners are other initiatives. After the fruitful transfer of knowledge within the stipulated period of time, each department conducts internal assessment programme every semester for the students based on Attendance, Assignment/Seminar and Internal Test-Papers.

PG students can select the elective courses and for UG students in the fifth semester, an Open Course is offered

by the college. Each Department has a Department Level Monitoring Committee (DLMC) which scrutinizes the implementation of the continuous evaluation system. The CLMC if necessary actively involves in re-working the schedule for CA after consulting all the Departments, IQAC and College Council. CA marks are displayed and the students can raise their grievances if any to the DLMC/CLMC before it is uploaded. After uploading the marks a hard copy of the same is circulated among the students to be signed. It is countersigned by the tutors, subject teachers, HoD and the Principal and is forwarded to the University within the time specified by the CLMC.

The different outcomes discussed with reference to each programme and course is Programme Outcomes, Programme Specific Outcomes and Course Outcomes. The strategies for efficacy are formulated by both IQAC and CLMC. The grade/mark obtained by the students is the yardstick for evaluating the attainment of the outcomes. The results of semester examinations are collected and analyzed by the tutors. The results are discussed individually with the students. PTS meetings are conducted with an aim to improve the results. Corrective measures are discussed in such forums. Progression to higher studies or professional courses is also taken as an indicator for the successful attainment of outcomes.

Research, Innovations and Extension

NSS College Pandalam carved its niche in the research field with 23 funded research projects conducted by various departments of the institution like Botany, Biochemistry, Sanskrit, Malayalam, Zoology, Chemistry and Commerce since 2014. It's noteworthy to highlight some of the significant topics of these researches which are concentrated on a spectrum of innovative areas aimed to contribute to the development of the disciplines concerned. Ecology, Biodiversity, Health Education, Literature, Language, Soil, Natural Resource, Environment, Population Studies, characterization of Transition metal complexes of dye, removal of heavy metal pollutants, organic inorganic hybrid nanoparticles, Finance, Tourism, Unemployment, Agriculture and rituals and culture are also coming under the prospectus of the research carried out by the college in the past five years. Central and State government agencies like Kerala State Council for Science, Technology & Environment, UGC, Kerala State Biodiversity Board, Directorate of Environment and climate change, Science and Engineering Research Board were the financial supporters of these research studies and thereby enriched the institution with an amount of Rs 9832500/-. The enterprising faculty members of the institution brought numerable laurels by producing 12 PhDs, publishing 107 books/chapters and 162 research publications in reputed national and international research journals. This eminent academic institution achieved recognitions and awards for conducting 22 extension activities as well as outreach programmes in collaboration with community, focused to extend academia for society. Prominent departments of the institution implemented research linkages with advanced institutions like ISRO, University of Massachusetts (Boston), Rajiv Gandhi Centre for Biotechnology etc for various academic activities including Post Doctoral work. Its imperative to enunciate the MOU signed between the Department of Commerce and Hedge School of Applied Economics to conduct a Certificate Course in Foundation Programme in Banking and Financial Services for the students.

Infrastructure and Learning Resources

Interspersed with multi-hued gardens and orchards, the campus sprawls splendidly over twenty seven acres of land. The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms, playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. Facilities for curricular, co-curricular and extra-curricular activities are available and are managed in such a way that they are accessible to all the students. The prevailing facilities include five major blocks comprising of

adequate number of classrooms, a library, an auditorium, a seminar hall, laboratories, a computer lab, play grounds, etc. The college auditorium with a good seating capacity is ideal for organizing academic and cultural events. All the Departments have facilities for photocopying, scanning and printing and are also provided with an LCD projector creating smart classrooms. They are interconnected by LAN and it's a Wi-Fi campus. The seminar hall possesses a smart board and an LCD projector. Class rooms are spacious, amply facilitated and have LED lights and fans. A diesel generator guarantees uninterrupted power supply.

The partially automated General Library has 61082 books, several journals and e-resources. It also provides sources for e-learning through INFLIBNET, N-LIST, NPTEL, Shodhaganga, SWAYAM and MOOC. The Web Online Public Access Catalog (OPAC) facility enables the users to search and locate books and other materials available in the library. The interaction and animation software like PhET, Celestia, Geogebra, Arguslab, etc are made available to students.

The College has a vast playground where major sports like cricket, football, track and field, Softball, Baseball, etc. are practiced. Facilities for handball, volleyball, basketball, etc. are also provided. The significance given to both sports and cultural activities leads to the comprehensive development of students. Various committees and systems are responsible for the optimum use and upkeep of the physical, academic and support facilities. The needs of the differently abled are addressed by providing ramps, rails and other facilities. Restrooms and other amenities are made available to girls. CCTV surveillance in the key positions of the main building and in some classrooms which serve as examination halls ensures more transparency and security.

Student Support and Progression

Celebrating over seven decades of service to the society and nation, N.S.S. College, Pandalam is located on the side of MC Road with a splendid vista of hills in the background. The College has the distinction of being one of the oldest institutions in the state with more than 2700 students pursuing their studies every year. N.S.S. College, Pandalam offers its students unique experiences and they are ably guided by a support system of faculty members and other stakeholders. The students of the college are provided with multiple educational practices on and off the campus, both academic and extra-curricular. The system followed by the institution is always innovative and on par with the latest advancements in the field of learning. As a result, the college produces excellent results every year and our students are well-placed in numerous premier positions. Students acquire scholarships funded by the Government and they are also provided with numerous free-ships, awards and commendations. The PTA and Alumni conduct different programmes every year to felicitate the meritorious students. The college offers several capability enhancement programmes for the overall development of the students such as guidance for competitive examinations, career counselling, programmes for soft-skill development, induction programmes, bridge courses, yoga and meditation and personal counselling. Besides, the college also regularly conducts courses as part of vocational education and training. All these programmes are conducted in collaboration with external agencies. An anti-ragging cell too functions in the college and it strictly monitors the activities of the students on the campus. All the Departments have a counselling wing to address the grievances of the students immediately. The college has a wonderful conversion rate regarding the progression of the students to higher degrees and positions. Many students have represented the college and brought laurels at both state and national level in sports and cultural activities every year. The college has an active student union elected by the students and they are dynamically involved in all the activities of the college. The institution also has an active alumni contributing to the welfare and progress of their alma mater.

Governance, Leadership and Management

Padmabhushan Sri. Mannathu Padmanabhan, a great visionary and a social reformer who founded the Nair Service Society, started Academic institutions under NSS to empower the youth to liberate from ignorance and lead them to knowledge and wisdom. The college started functioning as a second grade college in the year 1950. At present it is recognized as a special grade Post graduate college with two prestigious research Departments, Botany and Zoology. The college has adopted a transparent, decentralized administrative structure in association with all the stakeholders like teaching and non-teaching staff and students who are entrusted with assigned responsibilities. The College Council is the apex administrative Committee with the Principal as the President and all the Heads of the Departments as ex officio members. The office superintendent, the NCC officer and the College Union Chairman, and an elected representative of the students are also part of the College Council. A College Level Monitoring Committee (CLMC) and Department Level Monitoring Committees (DLMC) are also functioning in the college to carry out the administrative affairs. IQAC plays an important role in ensuring the quality of the academic and non academic activities of the college. The college has facilitated the departments with high speed internet (65 mbps) connected via LAN to update teaching resources as well as the institution has been successful in igniting the research interest of the faculty members through various promotional activities. There are about 25 professional development/administrative training programmes which have been conducted by the college since 2014. The quality enhancement of faculty members are continuously rated through rigorous evaluation processes by students, the course evaluation by the parents, the course evaluation by the alumni etc. The performance of each department is assessed by conducting a survey among the batch of passing out students. The Women's Study Unit has been formed to address the issues of women and girls and to identify feasible remedies to tackle them effectively.

Institutional Values and Best Practices

NSS College, Pandalam established in 1950 has evolved as the most prestigious higher education institution imparting quality education in a spectrum of disciplines. This has inculcated values and social responsibilities in students enabling them to transform the world following the *Bhagavat Gita smriti* "Sreyohi Njanam Abhyasath." The institution pledges to disseminate knowledge for holistic development of the students. It ensures gender sensitive facilities to the girl students through different methods thus creating a congenial atmosphere for them. Student life has been strengthened with multidimensional activities through various centres like Campus Patrolling Squad, Human Rights Forum, Anti-Ragging Cell etc. Proper/systematic waste management and disposal systems have been evolved by the institution.

The college management and academia endorse green initiatives in the campus and discourage the use of plastic encouraging environment friendly approaches. The institution upholds the policy of rain harvesting and encourages the use of zero carbon emitting transport systems.

The celebration and observance of Independence Day, Flag Day, Republic Day etc and the commemoration of days associated with national leaders and freedom fighters inculcate a feeling of nationalism and constitutional awareness among students. It is significant to highlight the instantaneous response of the Department of Political Science to conduct a signing campaign titled 'Slogan for Solidarity with Soldiers' among the academia expressing condolences over the heinous terror attack on soldiers at Pulwama. The initiative caused the campus to reverberate with patriotism and it received acknowledgement and recognition from the Ministry of Defence, Government of India.

All National festivals and International Days like Yoga Day, Earth Day, etc are observed with fervour to ignite human values, ethics, cultural heritage, nonviolence, national integration, cultural harmony and peace. The institution takes pride in organising unique programmes like "Vidyanidhi" and "Experimental Farming", which indirectly guides the students to a path of promising nature.

The institution attempts to maintain transparency in its financial, academic and administrative spheres. It strictly follows the norms and conditions of UGC, Kerala State Government, Education Department, Ministry of Human Resource Development and Kerala University. It adheres to government norms in admissions, employment, administration and exhibits transparency in the evaluation process.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NSS COLLEGE
Address	N.S.S. COLLEGE, PANDALAM PANDALAM P.O., PATHANAMTHITTA DISTRICT, KERALA STATE
City	Pandalam
State	Kerala
Pin	689501
Website	www.nsscollegepandalam.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	B. GOPAKU MAR	04734-252221	9495793791	04734-252240	nsscollegepandalam@gmail.com
IQAC / CIQA coordinator	S. NANDAK UMAR	-	9446912487	-	nandakumar78@gmail.com

Status of the Institution	
Institution Status	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	25-01-1950

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 Kerala	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	25-01-1950	View Document
12B of UGC	25-01-1950	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	N.S.S. COLLEGE, PANDALAM PANDALAM P.O., PATHANAMTHITTA DISTRICT, KERALA STATE	Semi-urban	27	12524.5

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	BA,English	36	plus two	English	59	58
UG	BA,Malayalam	36	plus two	Malayalam	48	44
UG	BA,Hindi	36	plus two	Hindi	48	43
UG	BA,Sanskrit	36	plus two	Sanskrit	48	39
UG	BA,Economics	36	plus two	English	130	127
UG	BA,Political Science	36	plus two	English	60	57
UG	BA,History	36	plus two	English	73	72
UG	BSc,Mathematics	36	plus two	English	53	44
UG	BSc,Biochemistry	36	plus two	English	36	32
UG	BSc,Geography	36	plus two	English	38	35
UG	BSc,Physics	36	plus two	English	53	47
UG	BSc,Chemistry	36	plus two	English	53	47
UG	BSc,Zoology	36	plus two	English	38	35

UG	BSc,Botany	36	plus two	English	40	36
UG	BCom,Commerce	36	plus two	English	67	67
UG	BCom,Commerce	36	plus two	English	38	38
PG	MA,English	24	UG	English	18	17
PG	MA,Economics	24	UG	English	23	21
PG	MSc,Physics	24	UG	English	15	14
PG	MSc,Chemistry	24	UG	English	18	18
PG	MSc,Zoology	24	UG	English	16	15
PG	MSc,Botany	324	UG	English	16	15
PG	MCom,Commerce	24	UG	English	17	17
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	PG	English	12	2
Doctoral (Ph.D)	PhD or DPhil,Botany	36	PG	English	10	0

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				19				88
Recruited	0	0	0	0	13	6	0	19	26	49	0	75
Yet to Recruit				0				0				13
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				38
Recruited	23	5	0	28
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	1	0	0	1
Yet to Recruit				1
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	10	4	0	12	23	0	49
M.Phil.	0	0	0	2	1	0	3	6	0	12
PG	0	0	0	1	1	0	11	20	0	33

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	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	5	8	0	13

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
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	4	0	0	0	4
	Others	0	0	0	0	0
PG	Male	25	0	0	0	25
	Female	197	0	0	0	197
	Others	0	0	0	0	0
UG	Male	701	0	0	0	701
	Female	1773	0	0	0	1773
	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	37	43	60	50
	Female	117	138	116	128
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	1	1	2	3
	Others	0	0	0	0
OBC	Male	30	22	38	39
	Female	125	140	138	114
	Others	0	0	0	0
General	Male	159	165	165	160
	Female	412	423	417	446
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		881	933	936	940

3. Extended Profile

3.1 Program

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

Response: 565

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	24	24	24	23

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2563	2596	2451	2292	2164

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

2017-18	2016-17	2015-16	2014-15	2013-14
198	195	193	189	180

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
856	807	769	754	741

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

2017-18	2016-17	2015-16	2014-15	2013-14
94	98	101	104	104

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
107	107	107	107	106

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 62

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

2017-18	2016-17	2015-16	2014-15	2013-14
51.00	114.22	44.56	56.87	42.75

Number of computers

Response: 126

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 affiliated to the University of Kerala and thus the curriculum development process is undertaken by duly constituted academic bodies like the Academic Council, the Board of Studies and Faculty. The college takes active interest in sending the faculty to represent in such academic bodies. Hence the College has a fair representation and dynamic contribution in curriculum planning and implementation at the University level. During the implementation of the Choice Based Credit Semester System by the University, teachers of the have made a remarkable contribution in designing the courses.

The college provides sufficient and optimum academic flexibility for its students to enrich their skills based on aptitude. A student is free to take any core subject and associated combination of Complementary Courses offered by the College on the basis of eligibility criteria at the time of admission. A student is also free to select any Elective Course offered by the parent department during 6th semester and any open course offered by other departments of the college during the 5thsemester.

The institution offers fifteen value added programmes which are aimed at apt placement for its outgoing students in a globally competing career environment. Further, the students are encouraged to learn the core concepts through 'learning by doing', through these value added courses, for self sustaining purposes and to focus on the pre-requisites of the companies offering jobs after the course. The college has fourteen clubs as part of social and extension curricular activity of students. To broaden the educational experience and bridge the gap between theory and practice, field trips and internships are made an indispensable part of the curriculum.Invited talks and lectures are organized on frontier areas of knowledge. In the arena of extra-curricular activities too there are 11 clubs functioning to promote the same.

The academic calendar and the master time table help in the effective and systematic implementation of the curriculum. Records of teaching and other curricular activities of teachers are maintained in the 'Teacher's Diary' and audited periodically. The college has an effective centralized internal examination system which is monitored by the College Level Monitoring Committee &the Department Level Monitoring Committee. Continuous evaluation is done through class tests, class-seminars, assignments and projects. The tutors maintain a tutor's diary which helps to assess the progress of the students. Remedial classes are arranged for the slow learners whereas the advanced learners are imparted special coaching sessions to meet their academic and career prospects. In addition to that, to cater to the demands of the slow learners and the advanced learners, two new programmes – SSP (Scholar Support Programme) and WWS (Walk With a Scholar) – are conducted with the support of the Govt. of Kerala.

The institution gives special attention to review programme, course and programme specific outcomes with reference to the syllabus. The College IQAC has a formal mechanism of obtaining feedback from the students, parents, alumni and teachers. After analyzing the feedback, appropriate and necessary remedial measures are taken by the college council.

File Description	Document
Link for Additional Information	[View Document]

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**

2017-18	2016-17	2015-16	2014-15	2013-14
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: 16.97

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	4	2	5	6

File Description	Document
Details of participation of teachers in various bodies	[View Document]
Any additional information	[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: 26.9

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

Response: 152

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	
Details of the new courses introduced	

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

Response: 95.83

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

Response: 23

File Description	Document
Name of the programs in which CBCS is implemented	
Minutes of relevant Academic Council/BOS meetings.	

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	

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:

All the undergraduate/ Postgraduate programmes in the Humanities, Arts, Commerce , and Science streams of B A, B Sc, and B Com, M A, M Sc and M Com have courses / modules which address issues related to gender, environment, sustainability, human values and professional ethics.

'Perspectives on Contemporary Issues'(EN 1121) is a course on socio-political issues of contemporary relevance included as foundational course for students of all disciplines.The first unit deals with Human Rights. The second unit deals with gender. The fourth unit deals with alcohol and drug abuse. The unit spreads awareness among students regarding the adverse effects of alcoholism.

'**Environmental Studies'**(EN 1221.1),another foundational course related to potential threats on environment and sustainability. The objectives of this course are to createanawareness about environmental problems among students, impart basic knowledge about the environment and its allied problems, develop an attitude of concern for the environment, motivate the students to participate in environment protection and environment improvement, help students acquire skills to help the concerned individuals in identifying and solving environmental problems and to strive to attain harmony with Nature.

Environment and Sustainability(ZO 241) offers knowledge of how environment functions,and it also addressed water management policies related to watershed development, remote sensing system, waste disposal practices and impact of pollution on local, regional and global level.

Two courses – **ParisthidhiSidhanthavumAvishkaravum** (**ML133)**, and **DalitEzhuthumPennezhuthum: SidhanthavumAvishkaravum** (**ML1431**)- offered in Malayalam create an awareness in students about gender issues and environmental problems.

Social sector and Environmentprepares students to apply tools of economics to address environmental problems and also helps the students to undertake a more pluralistic approach to environmental problems and focuses on long term environmental sustainability and issues of scale.

The inclusion of multifaceted concepts like sustainable development, quality of life approach, responsible well being, development ethics etc. incorporated in the course on **Economics of Growth and Development** orient students to the diverse horizon of dynamic development themes.

Environmental Studies (CC1141) offered for the B.Com students, develop knowledge and understandings of the environment and enable the students to contribute towards maintaining and improving the quality of the environment. A course for M.Com students titled **'Business Ethics and Corporate Governance' (MC-316)** impart knowledge on Business Ethics and Social Responsibility of Business

The common courses in English, Malayalam and Hindi have literary modules that foster human values and social ethics. **Methodology and Perspectives of Social Sciences** (EC1141) deals with academic and ethical issues like plagiarism and value judgments.

All UG courses in Hindi have been designed with a view to sensitizing the students to gender issues, environmental degradation, social alienation and various other topics of contemporary relevance.

The Women's Study Unit (WSU) of the college plays a pivotal role in the overall development of girl students. WSU initiated a variety of themes such as creating awareness, sensitization, counseling and cultural programmes. The unit also addresses the need of the girl students and ensured the growing demands of the day.

File Description	Document
Any Additional Information	[View Document](#)

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

Response: 18

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

Response: 18

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 12.17

1.3.3.1 Number of students undertaking field projects or internships

Response: 312

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	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

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document

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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: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	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: 91.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
940	936	933	881	813

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

2017-18	2016-17	2015-16	2014-15	2013-14
1015	990	990	975	973

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: 86.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
181	178	183	155	135

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

The levels of achievement and the needs of newly enrolled students differ considerably. Screening of their basic knowledge in the chosen subject is a matter of concern as the higher principles can be built only on a strong base of basic conceptual knowledge. The college conducts an assessment programme for newly admitted students in the beginning of the academic year, to find out the learning levels of students by considering two factors-Performance in the entry level test and marks secured in the Higher Secondary Examination.

An entry level test is conducted by all the departments, mechanisms of which may vary with regard to different subjects. Assessment in Science subjects includes assessment of practical skills. Scores obtained by the students in the entry level test and the marks obtained in the HSE are given separate weightage to identify advanced learners and slow learners.

Various programmes are designed to cater to the specific needs of different categories of learners and to sharpen knowledge and skills. Bridge course is designed to facilitate their entry into chosen core subject.

The strategies for advanced learners:

- Students are encouraged to involve in peer teaching for theory as well as practical sessions to boost

confidence.

- They are encouraged to take lead roles in exhibitions and programmes in college.
- Enrolment in the Walk With the Scholar Programme is ensured to enhance their overall development.
- Talented students are given platform to present topics of relevance during interdisciplinary seminars.
- They areguided to publish research articles in journals.
  - They are encouraged to do Internship in reputed research institutes.
  - Study materials for competititive examinations such as NET, GATE, SET,etc. are provided.
  - They are encouraged to participate in the college level career advanced programme NACS Civil Service Club
- "ARANI" – an internal mentoring system for advanced learners is implemented in the college.
- They are encouraged to visit premier scientific and research organizations such as ISRO-VSSC, IISER, NIIST, TBGRI etc.

Strategies adopted for slow learners:

- Bridge course is conducted at the commencement of the course which helps to refresh the back lessons.
- Remedial classes are arranged for slow learners as means of filling up the knowledge gaps and improving their skills, both for theory and practical.
- Group learning is encouraged with the assistance of advanced learners in the class.
- Academic counselling is given by the tutor and mentor, as and when necessary.
- Question banks are provided in advance.
- Slow learners are guided to participate in the Scholar Support Programme of the College.
- Peer learning is also a strategy to enhance learning as well as confidence in slow learners.

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

2.2.2 Student - Full time teacher ratio

Response: 28.72

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.47

2.2.3.1 Number of differently abled students on rolls

Response: 12

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	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:

NSS College, Pandalam is committed to ensuring the holistic development of the students through a student-centric learning process and suitable curriculum design. The college adopts the following strategies in varying degrees to make learning more student-centric and ensure the holistic development of the students:

1.**Mandatory modes in the curriculum**

1. Field Visits/ Industrial Visits are a part of the curriculum, during which students visit Research Institutes, Universities and Companies or places of historical importance and get an insight into the internal working environment of these organizations. Site visits contextualize or enhance historical or scientific data; interviews with participants or observation of species, phenomena, or events often become an important part both of course content and the study of a discipline's methodology.

2. Assignments, seminars, group projects for UG students to help them learn to behave in and work as a group; individual projects to PG students.

3. Learning through experiments: For UG and PG Programmes, the college conducts experimental methods for the teaching-learning process. The experiments are selected from the syllabus and the students are divided into groups under the supervision of faculty. The students have the opportunity to acquaint with the facts through direct experience individually.

B.   Informal modes (Curricular and extra-curricular)

1. Peer teaching: Peer tutoring is the process between two or more students in a group where one of the students acts as a tutor for the other group mates. Students understood easily when fellow beings teach. Different topics related to the curriculum are assigned to the members of each group. Needed assistance is provided by the teaching faculty.

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2. Interactive learning methods like debates, group discussions, brainstorming sessions, Quiz etc.

3. Interactive learning using ICT enabled tools like Celestia, PhET, Virtual labs etc.

4. Community interaction programmes by NSS, NCC and WSU, effective interferences during the time of natural calamities, participation in extension activities and environmental programmes, organizing and observation of important events like, National Science Day, National Environmental Day, National Wetland day, World No Tobacco Day, International Day Against Drug Abuse and Illicit Trafficking, World Blood Donor day etc.

5. Publication of magazines, Wall magazines and newsletters like Kaleidoscope, Tharang, Meraki, Reminiscence, Srishty, HERBS etc. (where the students are editors, designers and contributors) increases the reading habit and creativity of students.

6. Students organize conferences, exhibition and department events such as PRAYAAN, SAMANUYAYA, TALENTA, LUMINA LITERATI, SWASTIKA etc.

7. Formal and informal interaction with eminent personalities from various institutions helps to increase their participative nature.

8. The students of PG departments have given freedom to select the elective courses from the list of elective courses prescribed by the University. In the fifth semester of the UG courses, each student can select an Open Course offered by the college.

9. The college encourages to enact plays based on their subject, directed and performed by the students.

10. Experimental Organic Farming by departments of Geography, Botany and Zoology

File Description	Document
Any additional information	View Document

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 94

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

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

Response: 29.03

2.3.3.1 Number of mentors

Response: 93

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

2.3.4 Innovation and creativity in teaching-learning

Response:

The major challenge for teachers in present scenario is the capturing of each student's attention and to convey ideas effectively to create a lasting impression in his life. To tackle, this challenge, the college had followed innovative and creative   ideas that make the classroom experience much more enriching. The institution through its teaching -learning process aims to provide able, self-directed learners that are independent and confident, and will go out into society and give to society through leadership or through civic duties. To achieve this purpose, in addition to the formal modes prescribed by the curriculum (seminars, assignments, projects, field trips, etc.), the institution provides ICT enabled teaching -learning process, peer teaching, experimental learning, experiential learning, group discussions, film/documentary screening, etc. Some of the major initiatives taken by our college in the sphere of creativity and innovation in teaching learning process are given below:

Collegium: The domain of debate and Discourse is a programme organized by the Human Resources Development Cell where a pool of resource persons from our faculty volunteered to commit themselves in the "Knowledge Saga of teaching, learning and sharing". Both interdepartmental and intercollegiate lectures are given by the resource persons of the collegium.

Learning through simulation: With simulation, students are given the opportunity to improve both theoretical and practical knowledge. With the experiences that simulation creates, critical thinking and better care are developed. The UG students of science departments (Physics, Chemistry, Zoology and Biochemistry) use Amrita Virtual Labs and simulate the experiments prescribed by their curriculum aforehand. The PG students of Physics uses pHET software for simulation and that of Zoology uses dissection software.

Learning through experience: Experiential learning immerses learners in an experience and then encourages reflection about the experience to develop new skills, new attitudes, or new ways of thinking. The students of commerce department formed a Student Co-Operative Society on the campus, which is conceived as a tool for experiential learning. Through, Links of Life program by the Department of Zoology, FDP students are introduced to the world of animal diversity through the zoology museum with a variety of preserved biological specimens. They are given the task of arranging an exhibition with the objectives that they themselves understand the collection properly and arrange them in the correct taxonomic position and sequence. To open the eyes to the wonders of nature, the college has envisaged a program "Imprints" based on photography. Group tasks are given to capture the natures' frames on

camera. Presentation and appreciation sessions are done as follow up. The students of English department enact plays based on classic novels or Shakespearean plays annually. Important days are commemorated by organizing quiz competitions, poster presentations, powerpoint presentations, exhibition, etc which helps in nurturing their interpersonal and soft skills.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 93.83

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
Any additional information	View Document

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

Response: 49.78

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

2017-18	2016-17	2015-16	2014-15	2013-14
49	52	50	54	44

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.06

2.4.3.1 Total experience of full-time teachers

Response: 946

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: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	01	0	1

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

2017-18	2016-17	2015-16	2014-15	2013-14
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:

Under the university guidelines, the institution carries out the CBCSS system for UG and the PG students follow the semester system. In these systems there are both Continuous Evaluations and End Semester

Evaluations. Each department gives an orientation to first year UG students about the syllabus and evaluation procedures. The entire internal evaluation process involves class room evaluation, internal tests and assignments or projects. There is a department level monitoring committee and a convener who monitors the implementation and frequency, of continuous assessment methods. The periodic instructions issued by university are communicated to the students. As part of continuous evaluations seminars, assignments and internal examinations are conducted.

As part of Choice Based Credit and Semester System, the UNDER-GRADUATE student has to take part in at least one club/forum activity. Each club has one teacher convener who evaluates the activities of the student member and records it for further assessment.

After the conduct of internal examinations the answer scripts are evaluated within the stipulated time and the scheme of evaluation is made transparent to the students. After the internal examination, the faculty discusses the common mistakes made by the students and helps them overcome such errors. Suitable remedial coaching provided to make slow learners better.

The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal examination. Re-examinations are conducted for students who fail to attend the internal examination as per the time table due to unforeseen reasons and for the students who have scored less mark. Mark sheets of CA are prepared with utmost care and are handed over to the students for verification and also grievances, if any, are addressed by the faculty.

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

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

Response:

Guidelines for the continuous and comprehensive evaluation are decided by the University at the time of preparing the syllabus. The yardstick of the evaluation includes

1. Attendance

2. Assignment/Seminar/Viva

3. The score secured in the internal exam.

- At the beginning of each semester the students are directed to collect topics for preparing assignments from the teachers concerned. The students are asked to submit the assignments to the teachers concerned within the stipulated time.
- Assignments will be properly examined and evaluated by the concerned teachers and the mark lists will be submitted to the tutors concerned.

- The uniform internal exam time table for all the UG and PG programmes is published one month before the exam. Exam is arranged on a common schedule and supervised by the faculty of department.
- The syllabus for the internal exam is announced in advance by the teacher concerned. The question paper for the internal exam is prepared in a uniform pattern fixed by the College.

- The verified marks are uploaded to the University website within the stipulated time after the three-tier verification at the Tutor, HOD and Principal levels respectively.
- The scores obtained in internal examinations and presentations (assignments/seminars) are considered for consolidating the final score of internal assessment, which is to be submitted to the University.
- DLMC monitors all the activities related to internal examinations and proper online submission of mark-lists.
- Summative assessment is done by the University at the end of each semester. The time table is published in the website of the University. The Departments inform the same to the students.
- In the end semester, Projects and dissertation of the students under the valuable guidance of the teachers assigned will be evaluated by external examiners.

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

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

Response:

Formative and summative assessments are done for each semester. Formative assessment is done at the department/college level. Summative assessment is done by the University. Before the conduct of internal examination the HOD call for department meeting for the smooth and transparent carrying out of the examinations. The College Council decides the dates for the conduct of internal examinations and timetable is generated accordingly. Attendance registers are maintained in the department and Monthly attendance statement is published on the notice board.

- The Heads of the departments concerned allocate faculty to set the question papers in a confidential manner. The teachers carry out their invigilation duties in a fair way. The invigilators are directed to record the attendance.
- The time schedule for internal examinations is given in the academic hand book. Time table is published in the department notice board.
- Answer scripts are internally evaluated and discussion on personal grounds is carried out by teachers and students after the distribution of answer scripts.
- Valued answer scripts are distributed to the students individually pointing out the fallacies and pitfalls. The students should give proper and corrective suggestions if any, within 7 days.
- Students are permitted to appear for retest if he/she needs performance improvement.

- The consolidated CA mark sheet is given to students for verification. Students' grievances are taken care of and redressed in a timely manner. They are asked to put their signature against the marks obtained if they are satisfied.
- Evaluated answer sheets are preserved and documented.
- Marks are entered in internal assessment register and kept duly signed by the tutor, head of the department and the students.
- Parents are informed of the performance of their children through class wise PTAs. Consolidated internal mark sheet is published in the department and uploaded to the University promptly per semester.
- The institution communicates to the parents regarding the evaluation outcome by conducting PTS meetings in each semester. The report of internal exams and the outcome of the examinations will be given to the parents for verification.

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

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

Response:

The institution recognizes that achieving the pinnacles of excellence can happen only by adhering to an organized plan for curricular, co-curricular and extra-curricular activities. The process of Continuous Internal Evaluation (CIE) is carried out at the institution level in different phases by employing tools like test papers, assignments, seminar presentations, group discussions, etc. These methods enable the students to attain the objectives of each course within the stipulated time-frame. The process of internal evaluation strictly follows the academic calendar issued by the University of Kerala at the beginning of every academic year to which the institution is affiliated. This helps both the students and teachers to have a specific plan regarding the plan of action and to accomplish the desired outcomes.

Besides the University academic calendar, all the Departments of the college also create a calendar incorporating various activities scheduled for that year and is sent to the IQAC for evaluation. The Departments integrate several programs/modes of continuous evaluation in a chronological sequence along with the schedule for internal examinations. The teachers of the department are given charge of internal evaluation for each course and the details of the continuous internal evaluation process are included in the Students' handbook for information and transparency. The IQAC and the College Level Monitoring Committee (CLMC) reviews and monitors the execution of these Department-level activities on a regular basis in order to assure quality programs for the students. Moreover, each Department has a Department Level Monitoring Committee (DLMC) which works as an immediate link between the students and the higher authorities. The DLMC scrutinizes the implementation of the continuous evaluation system as it has direct contact with the students. At times, due to unprecedented circumstances, it becomes difficult to strictly follow the time-schedule given in the academic calendar issued by the University. In such situations, the CLMC actively involves in re-working the schedule for continuous assessment and it is done after consulting all the Departments, IQAC and College Council. DLMC also ensures the implementation of the revised plan.

As part of this evaluation, assignments, and seminars are given well in advance so that students have ample time for preparation, execution, and perfection for the same. The documents submitted by the students are valued and returned so that they can use them in their preparations for the exams. Internal examinations are also conducted as per the schedule and the papers corrected and returned letting the students know the areas they should improve. The internal marks are displayed on the notice board and the students can raise their grievances if any to the DLMC/CLMC before it is uploaded to the University. After uploading the marks to the University, a hard copy of the same is circulated among the students to be signed and confirm their marks. It is countersigned by the tutors, subject teachers, HoD and the Principal and forwarded to the University within the time specified by the CLMC.

File Description	Document
Link for Additional Information	View Document

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:

The Programme Outcomes, Program Specific Outcomes and Course Outcomes are on the college website so that the stakeholders get an in-depth view. These are provided in printed form in the Students' handbook. At the beginning of each academic year an induction programme is conducted at college level by which the students are communicated about the features of various programmes offered by the college and the expected broad outcomes. Each of the departments conduct orientation programme at the departmental level so that the specific expected outcomes are explained to students in detail. The broad outcomes are discussed at PTS meetings also. At the beginning of each course, the expected course outcomes are made explicit by the concerned teacher. Tutorial meetings also act as an official platform to discuss the expected outcomes. Photocopies of the prescribed curriculum, as well as programme/course outcomes, are maintained in the department and circulated among all the faculty members.

File Description	Document
COs for all courses (exemplars from Glossary)	View 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 effectiveness of the various programmes/courses offered by the institution is taken into account in

accordance with the outcomes of learning different courses and the proper comprehension of the set PO, PSO and CO as stipulated by the University. The different outcomes discussed with reference to each programme and course by the university are Programme Outcomes, Programme Specific Outcomes and Course Outcomes. The expected outcomes are discussed in detail among stakeholders at different levels. The strategies for effective attainment are chalked out by the combined efforts of IQAC and CLMC. Evaluation of the attainment of the stated outcomes is mainly done through the end semester examinations conducted by the university. The grade/mark obtained by the students is the major yardstick of assessing the attainment of the outcomes. The results of semester examinations are collected and analyzed by the tutors. The results are discussed individually with the students. PTS meetings are conducted for communicating with the parents about the results and regarding the scope for improvement. Corrective measures are discussed in such forums. Continuous monitoring of the results throughout the programme is done to improve the performance at the department level as well as the individual level. Result analysis is done at department meetings as well as in the college council.

The institution employs both direct and indirect methods to assess the attainment of COs. Various tools like internal examinations, seminar presentations, assignments, viva-voce and practical examinations, the nature of tool being characteristic of nature of a particular course, are used to ensure that the stated outcomes are manifested as fruitful results. Internal examinations which are specifically designed to evaluate the attainment level of students with respect to the stated outcomes is also a means to assess the level of attainment as well as providing a chance for better attainment at the end semester examinations. Progression to higher studies as well as to professional courses is also taken as an indicator for the successful attainment of outcomes. The detailed tutor's diary helps the teachers to evaluate the progress of the learner through his or her participation in different programmes. The holistic progression of the students through improvement in their analytical, communicative, theoretical and application level skills is all thus carefully monitored so that all outcomes are realized.

2.6.3 Average pass percentage of Students

Response: 56.96

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

Response: 495

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

Response: 869

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: 3.46

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: 67.04

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)

2017-18	2016-17	2015-16	2014-15	2013-14
22.5	31.59	00	0	12.95

File Description	Document
List of project and grant details	[View Document](#)
e-copies of the grant award letters for research projects sponsored by non-government	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 6.38

3.1.2.1 Number of teachers recognised as research guides

Response: 6

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

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

Response: 0.54

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

Response: 18

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

Response: 166

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:

Institution has created an ecosystem for innovations including

Incubation centre and other initiatives for creation and transfer of knowledge

NSS College Pandalam is conscious in sharing its academic excellence to the neary by community by extention activities through NSS /NCC and through various departments.

Students of the Department of Biochemistry gave an awareness programme to the public against communal disease especially in Manzoon season.The department also conducted medical awareness programme especially for Obesity and Metabolic Syndrome in Girls at Puberty Stage.

The students of dept of Malayalam conducted Literary survey in connection with Jilla Saksharatha mission Pathanamthitta and it was greately appreciated.

Walk With a Scholar Programme was a specialized mentoring programme for meritorious students, where in addition to internal mentoring sessions, they got classes from external mentors, who were expert in their area.

In connection with the Walk With a Scholar (WWS) Programme, a merry teaching campaign was organized where the WWS Scholar students was the teachers for the school students on that day.

"Beat Plastic Campaign" was an awareness programme conducted by WWS where students gave an awareness to the public against plastic pollution by giving them cotton carry bags.

"Sasthrajalakam" a three day science worksop for school students was organized with the help of SIET , govt of Kerala. Twenty two students from various schools participated in this programme. In addition to the theory classes , they got practical sessions of science laboratories guided by our PG and UG students.

The students of History department participated a collection survey of heritage artefacts from Pathanamthitta district with the help of Archaeology department in connection with the setting up of Heritage Museum at Konni Pathanamthitta.

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The students of English department visited nearby Govt LP School and gave communicative English orientation programme with the help of games and activities.

The NSS and NCC unt got awards such as university best unit and best volunteer, Represented Republic Day camp during the five years.

The NSS unit promote a luminating programme, which constructs houses for poor peoples, palliative care Programme through which the students gave mental and physical support in their sorrows and pain, the students also gave special tuition for specially disabled children. The NSS/NCC units actively organizing programmes such as bicycle rally, Group Walk, campaigns etc relating to Blood Donation, AIDS awareness, Health awareness etc.

The students are also conscious about the pollution of air and water. Conservation of Achankovil river and "Beat Plastic Campaign", "Health awareness Programmes" etc. are some of the programmes initiated by our college.

The National Service Scheme, PG Department of Physics promote Energy management programme, through which students give orientations to the people to save electricity. Workshops and seminar are organized with the help of Energy Management Centre , Dept. of power, govt of Kerala.

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

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

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	

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: 1.4

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 07

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

Response: 05

File Description	Document
URL to the research page on HEI web site	
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	
Any additional information	

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

Response: 0.55

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	04	13	14	14

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

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: 0.68

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	18	16	12	05

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

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:

Extension activities in the neighborhood community in terms of

Impact and sensitizing students to social issues and holistic

Development

On 3rd October 2015, the HOME FOR HOMELESS program organized by the NSS unit of our college handed over the keys of the houses they built for two families, one of Lakshmikuttiamma and the other Thevi.Another house was built and handed over to a poor cancer patient on 24.12.2016.the palliative care unit has wiped many a tears away through their old age home visits and programs like "Snehavidhu".Our NSS units visited the "Mahatma JanasevanaKendram" on 5/09/2016 to lovingly gift the inmates there with meals prepared from the unit members'home. The "Swanthanam" project sponsors economically backward students in every possible way. Donating monetary help for cancer treatment free tuition and quality food for poor students are the things which they do to name a few

The units' village adoption projects include home for homeless project, clean pandalam project, road construction, free painting for poor people's home, private bus stand cleaning,Puniyampookavanam was a herculean task, in which the unit cleaned the pandalam ValiacoicalSree Dharma Shastha temple,etc. Again, the project was involved in giving monetary donation to the needy students and other people.

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	01

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

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: 32

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	14	15	0

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

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: 12

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

2017-18	2016-17	2015-16	2014-15	2013-14
181	297	78	860	60

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

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: 18

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

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2017-18	2016-17	2015-16	2014-15	2013-14
05	4	5	4	0

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document]
Copies of collaboration	[View Document]

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)

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	1	0

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

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:

The college is situated in the heart of Pandalam at an elevation that provides a spectacular view of the college ground and is located on the side of MC road which connects Adoor and Chengannur. Interspersed with multi-hued gardens and orchards, the campus sprawls splendidly over fifty acres of land. The entire area of the campus is 1,09,265 m² and is divided into five blocks, namely Main block, Economics block, Chemistry block, Commerce block and Geography block.

Name of Block	Area	Associated Departments / Classrooms / Laboratories / Other
Main Block	7250 m²	• Principal's Office, Administrative Office, Guest Room, Conf Room, Reprographic Centre, General Library, A/C Seminar l Auditorium, Zoology Museum, Computer lab, Examination / IQAC Rooms • 11 Departments - English, Mathematics, Zoology, Malayalan Biochemistry, Botany, Sanskrit, Physics, Political Science an Education • 28 Classrooms • 14 Laboratories • 2 Research Centers • 2 Seminar halls • Media Centre • Learning Resource Centre
Economics Block	720 m²	• 7 Classrooms • Seminar hall • Faculty Room
Chemistry Block	1970 m²	• 7 Classrooms • 6 Laboratories • FIST Project Room • Faculty Room
Commerce Block	1114 m²	• 12 Classrooms • 2 Faculty Rooms (Commerce & History) • 1 Seminar Hall • Fitness Centre
Geography Block	560 m²	• Geography Department • 4 Classrooms • 1 Laboratory • NCC Office

All classrooms are well-furnished with writing boards, LED lights and fans. Each department has smart

classroom facilities. The departments are provided with sufficient number of computers with more than one computer having broadband connectivity and restricted Wi-Fi facility. In addition to this, the 40 computers in the Computer lab provide a common platform for e-learning process. A diesel generator guarantees uninterrupted power supply.

The College possesses a spacious, well equipped and ventilated Auditorium with balcony and an ICT enabled air conditioned Seminar hall having seating capacities of 1000 and 75 respectively. There are a total of 21 well-equipped laboratories for science departments to facilitate the conduct of experiments. The Science departments are DST / FIST supported. Department of Zoology received SARD funding for infrastructure development. The well equipped instrumentation facilities provide ample opportunities to research scholars and UG / PG projects. Departments of Zoology and Botany are recognized as research centers.

 A full-fledged library with 61082 books is partially automated with Grandha software. Apart from this, the college extends enough opportunities for e-learning through INFLIBNET, N-LIST, NPTEL, Shodhaganga, SWAYAM and MOOC.

Apart from these the amenities such as Reference Room, Departmental Libraries, Visitors Launch, Play areas for all major and minor games with a standard 400 meters Athletic Track, NSS Office, Students' Store, Canteen, Ladies washrooms cum rest rooms, Girls Hostel, Ramp facility for physically challenged students, Wheel Chair, Electrical Maintenance Room, Store Rooms, Drinking Water Purifier, Vehicle Parking Area (Staff, Students and Visitors), Security Office, CCTV Surveillance System, Bio-gas Plant, Incinerator, Rain water Harvesting system, Solar Panel, Public Address System, LCD Projectors, Smart Boards, LAN, Computer UPS and Inverters are also added to facilitate teaching-learning process.

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

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

Response:

The Department of Physical Education has always strived to spot the students with fine sporting gifts since the establishment of the college in 1950. Many students of the college have emerged achievers at the National, All India Inter-University, State, University and District levels.

Sports Facilities

Football / Cricket / Track & field	Handball Court	Basketball Court	Volleyball Court	Kabbadi Court	Badminton Court	Fitness centre

12000 m²	800 m²	125 m²	50 m²	95 m²	84 m²	121 m²

- Table Tennis and Chess - Multipurpose Auditorium
- A well maintained Fitness Centre is located at the lower level of the Commerce block which focuses mainly to alleviate the stress related problems among students and employees. The centre possesses facilities for Cardio, Strength training, Meditation and Yoga. The centre also provides training for Taekwondo, Judo, Power lifting, Weight-lifting and Body Building partakers.

Sports Activities

1. **Intramural Competitions** are conducted by the Department for different sporting events with students divided on the basis of different Houses both as participants and officials to promote healthy competitive spirit and fun.
2. **Coaching Camps** are organised for the College teams before the Inter-Collegiate competitions to improve their skill levels, make them realize the actual match situations, to develop self-confidence, self-control and positive self-image.
3. **Participation of College teams in University Inter-Collegiate Competitions** enable the students to explore their sporting talents at University level and thereafter at Inter University level. Sports Equipment and Garments are provided for the students.
4. **Conduct of University Inter-Collegiate Tournaments:** As the Department had the facilities, the College was able to host University Inter-Collegiate Cricket and Judo Competitions.
5. **Other Programmes** such as Quiz Competitions, Lectures, Campaigns, Poster Exhibition and observation of important days are organised. Yoga and Taekwondo training for girls were arranged as gender-equity programme.

Cultural Activities and Facilities:

The College also offers numerous platforms for the students to develop and showcase their multiple talents. The Cultural Club, consists of both teachers and student executives, works as the apex body to coordinate all the cultural activities of the college. The club kicks off its activities every year with the celebration of our national festival, Onam. The club functions round the year with numerous activities organised both at the College-level and Department-level with the auditorium and seminar hall as venues. The College arranges experts to train the students and provide all sorts of possible facilities to those who participate in cultural competitions. The programmes include the Music Fest, Arts Festival, Film Festival, Literary Festival and College Day Celebration. The college is proud to have produced quite a few winners in the University competitions. The college encourages the students with artistic talents and provided with cash awards and trophies.

Honouring the Achievers: The winners of Inter-Collegiate Competitions in arts and sports and those who participated in the All India Inter-University competitions are honoured through PTA / Student Support Scheme. The College takes necessary steps for helping the students to get the eligible grace marks from the University.

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

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

Response: 33.87

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 21

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

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

Response: 27.7

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

2017-18	2016-17	2015-16	2014-15	2013-14
11.36	07.85	21.24	16.7	13.82

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

4.2 Library as a Learning Resource

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

Response:

The College library is the key resource of information for the academic community. It was established

along with the College in 1956. The Library Block Consists of (1) General Reference Section (2) Periodical Section (3) Stock Room (4) Post Graduate Section (5) Reprography Corner (6) Reading Room. Special sections are maintained for Career Guidance, Gandhian Studies, Heritage Section, Rare Books Collection and Kerala History. Reprographic facilities are also available. At present there are books and magazines in the library. For convenience, PG Department Libraries are maintained. The Library is open from **9 am. to 4 pm**. on all working days. The built up area spans 1040 m2. The Library has a good collection of books, periodicals and newspapers. The Reading room has a seating capacity of 150 students. Latest book additions are displayed in the reception of the library. The reading room is well arranged to accommodate a good number of students at a time and provides fine environment for reference.

The Web Online Public Access Catalog (OPAC) facility enables the users to search and locate books and other materials available in the library. The library is partially automated with Grandhasoft (Version 2.0). Grandhasoft is a Windows based built-in bar-coding environment, has 15 modules to provide a complete library management system. Data entry process can be made both in English and Malayalam languages. Search Library information can be accessible from anywhere through online. English and Malayalam classification as per DDC 23rd edition and document searching both in Malayalam and English languages are other features of the system. Malayalam documents can be searched using Malayalam alphabets itself. The registered user can access e-journals, e-books and other electronic resources using N-LIST of INFLIBNET. The library conducts Orientation classes to the users every year to make them aware of various services and e-resources available in the institution. The institution takes earnest efforts to collect and maintain rare books in the library. Safe drinking water facility is also available in the library. The library provides training to CLISC students of neighboring institutions for their academic dissertation on request. Annual stock verification and maintenance of books are carried out well in time.

A study area has been developed for Career guidance aspirants in the Library with exclusive study materials for Career guidance Examinations. Reprographic facility is available at nominal cost.

Assistance in searching the database is provided through the web portal of the library. The library has the membership in N-LIST program of the INFLIBNET.

The details of ILMS for the last five years are mentioned here:

Year	2013-14	2014-15	2015-16	2016-17	2017-18
Name of ILMS Software	Grandhasoft	Grandhasoft	Grandhasoft	Grandhasoft	Grandhasoft
Automatio n	Partially	Partially	Partially	Partially	Partially

n					
Ve rsi on	2	2	2.0	2.0	2.0

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

Rare books: Library has a collection of rare books and encyclopedia with archival values, and regional importance, Indian Culture and History. "Rare" or "Special" Collections of books have been identified and kept separately from the Library stacks. It also has an exclusive collection of books published before 1970. Collection Rare Books includes 180 printed books ranging in date from the 15th to 20th centuries. Like many other institutional collections, much of our stock is in the form of smaller collections of individuals or groups who had purchased, given or donated books with higher archival value. 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.

Heritage Books:

Culture and its heritage replicate and shape values, beliefs, and aspirations, thereby defining the people's national identity. The integrity and unity of the nation heavily depend on our cultural heritage. The viewpoints from the distant past to the digital age take an interdisciplinary approach towards the subject of heritage, preservation and cultural heritage. Indian literature is as rich as its culture. 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. Many of our books are being translated to other languages to provide access to greater number of readers so that more and people can benefit from the knowledge shared through them. A few number of Tamil books related to '**Kamba Ramayanam'** 2nd by Aiyyar VVS published by Delhi Tamil sangam published in 1950, **'Mahammadam'**is a mahakavyam by Sayed Muhammed which specify the islamic history of Muhammed Nabi, **'Kunchante Sesham'** by Madankari which shows the growth and development of Malayalam sahityam, etc. are in the library.

In total there are 103 Rare Books in the Library and the details with regard to them are shown in the College website.

List of Heritage Books (One Copy each) - 28 Nos

Access no	Booktitle	Author

00244	Amruthapulinam (m)	Palathu		
01212	Sarada (m)			
02159	Akbar (m)	Keralavarma Valiyakoi Thampuran		
02212	Kathayilla (m)	Neelakanda Pillai, Karoor		
02660	Kunchante sesham (m)	Madhava Warrior, Madassery		
04057	Jeevithasamaram (m)	Kesavan, C		
08571	Narayaniya, Part1 (m)	Laksmivilasa		
09989	Keralakatha (m)	Attoor		
15842	C V Raman Pillai (m)	Parameswaran Nair, P K		
15863	Malayala hasya sahitya charitam (m)	Parameswaran Pillai, Mekkolla		
AM00732	Mahabharatam Vol I	Krishna Warrior, S Kannampuzha		
AM00733	Sreekrishnavilasam kavyam	Karunakara panicker, T		
AM00734	Aadarkalam(m)	Vijayalayam Jayakumar		
AM00736	Mahabharatam Vol I	Krishna Warrior, S Kannampuzha		
AM00737	Srimad valmikiramayanam (s)	Ramakrishna Pillai		
AM00738	Aadinayude Kathukal(m)	Ingraham, J H		
AM00739	Harischandran(m)	Kumara Pillai, Kainikkara M		
AM00740	Desa sevini Part II (m)	Madhavan Pillai, C		
AM00741	Bhautika sastram Padyam(m)	Govindan Nampoothiri, Horakkodu		
AM00743	Bhavanikuttiyude Bhagyodayam(m)	Velupillai, C R		
AM00744	KambaRamayanam- A Study	Aiyar,VVS		
AM00745	Chandramohini(m)	Narayanan Nair, C K		
AM00746	Mahabharatam Vol I	Krishna Warrior, S Kannampuzha		
AM00747	Kalpakasseriyile Ratnamala	Neelakandavar		
AM00748	Kambaramayanam	Ramakrishna Pillai, G		
AM00749	Mahammadam	Syed Muhamud		
AM00750	Ramaraja Bahadur(m)	Raman Pillai, C V		
AM00751	Panchavadi(m)	Kunjuraman, C V		

File Description	Document
Link for Additional Information	View Document

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: A. Any 4 of the above

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

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

Response: 2.98

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

2017-18	2016-17	2015-16	2014-15	2013-14
2.623	3.295	2.755	2.575	3.64

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

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

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.05

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

Response: 28

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

All departments and seminar hall have adequate IT facilities. The core strategy of the College is the creation of an e-managed campus with smart class rooms and high speed internet access. IT cell consists of a group of faculty members, frequently monitor and update facilities to the state of art. The College has a well equipped computer lab with 40 computers. All departments are interconnected by LAN facility. Each department has smart class rooms equipped with projectors, white board and computers. A restricted wi-fi is available to students inside the campus. Over the years the college has consistently updated its IT facilities, the
details of which are given below:

Details of IT Facility Particulars	Details	
Computers	135 Desktops Computers and 90 Personal Lapto	
Laser Printers	21	
3 in 1 A4 Printers	16	
Photostat Machine	4	
UPS	137	
DLP and Short Throw Projectors	21	
Television	3	
Server	2	
General Configuration of Computers	Processor-intel dual core processor, RAM-2GB, Hard Dis 18" LCD/LED Display Processor-Intel Pentium ,RAM 512/1 GB, Hard Disk- Processor-Intel Core i3, RAM-4 GB, Hard Disk-500 GB	
LAN Facility	Optical Fibre, Interconnect Arts and Science Departments	
Wi-Fi Facility	Restricted Wi-Fi Campus	
Propriety Software / Open Source Software	Microsoft Windows 7, 8 and 10, Office Automation s Antivirus programme	

	Open Source Software: Ubundu, Libre Office, Latex, Python.
Office Automation	e-College Solutions [GJ INFOTECH (P) LTD.
Plagiarism Software	Viper, Small SEO Tools

The LAN facility is upgraded to interconnect arts and science departments to computer lab. There are two servers in the campus, one at computer room and other one at the Department of Physics. Students can access e-learning resources inside campus through restricted wifi. The interaction and animation softwares like PhET, Celestia, Geogebra, Arguslab, etc. are made available to students. Demonstration and training classes were conducted for the Teachers to update their knowledge regarding the use of advanced technology as an aid for better teaching. Faculty and students have free high speed internet access on their personal laptops, smart phones or on LAN connected desktops in their Department / Computer Centre / Library and also remote access to INFLIBNET and Moodle resource centre.

Details of Updation of IT facilities

- Purchase of Multimedia DLP Projector
- Purchase of Desktop Computers
- Purchase of Computer Equipments
- Purchase of Multimedia projectors
- Purchase of Printers
- Purchase of Heavy Duty Photostat machine
- Purchase of Ultra Short Throw Projectors and White board
- High Speed Internet Optical Fiber Connection (65 mbps)
- Purchase of Computers and Laptop for Office
- LAN Upgradation
- Purchase of High speed Printers and computer UPS
- Installation of Moodle
- 3 in 1 A4 printers for Office
- College Automation Software
- Plagiarism Software
- Braille Software
- Grandha Software Web OPAC

The constant updation of IT Facilities in the College is carried out by utilizing a sizeable portion of funds from the UGC, FIST, PTA and Management funds.

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

4.3.2 Student - Computer ratio

Response: 21.43

File Description	Document
Any additional information	

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: 20-35 MBPS

File Description	Document
Any additional information	

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	
Link to photographs	

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: 84.21

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)

2017-18	2016-17	2015-16	2014-15	2013-14
33.20	87.23	43.47	54.06	37.17

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[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 college has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. Principal looks after the facilities and he exercises his authority through various Heads of the Departments, faculty, administrative staff, lab attendants, librarian, library assistants, etc. The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities.

The Classrooms are spacious, well built and amply facilitated. Facilities for curricular, co-curricular and extra-curricular activities are available and often maintained and managed in such a way that they are freely accessible to all the students. The activities are strictly monitored by a member of the faculty, who is in charge of the particular class and designated as their Tutor.

The prevailing facilities include five major blocks comprising of adequate number of classrooms, a library, an auditorium, a seminar hall, laboratories, a computer lab, play grounds, etc. The college auditorium can accommodate a good number of students and staff for organizing academic and cultural events.

All the Departments have facilities for photocopying, scanning and printing and are also provided with an LCD projector. The seminar hall possesses a smart board and an LCD projector.

Heads of the Departments and faculty are in charge of their respective department laboratory and they keep the stock register and monitor the use of labs. There are attendants who are given the responsibility to assist the activities at the lab and they perform duties like opening and closing the laboratories, collecting the specimen needed for experiments, maintaining instruments and equipment, preparing solutions / materials, etc. Lab assistants are present during all sessions to provide the necessary support. The labs are maintained in clean and hygienic manner.

The library of the college has a huge collection of books, which includes the ones for reference, journals, and e-books. The standard infrastructure includes the wooden tables and chairs with appropriate ventilation, fans, lights, etc. There are separate reading rooms for faculty, graduate and post-graduate students. Computers with wifi accessibility and other reprographic facilities are provided at the library to support the students. It is the Librarian who is in charge of the proceedings and he/she works with the assistance of the library support staff. A Library Advisory Committee which comprises of teachers and students is constituted to give needed guidance and suggestions. The library extends its services to support research and conduct awareness programmes for accessing digital information.

The books are indexed and categorized according to the content and subjects and they are arranged alphabetically. The software employed in the library contains details about the author's name, title and

publishing house and it helps the students to locate the book easily. Library is partially automated with the Grandha software. Apart from this, the college extends enough opportunities for e-learning through INFLIBNET, N-LIST, NPTEL, Shodhganga, SWAYAM and MOOC. Apart from the main library almost all the departments have their separate libraries enabling the students for a quick reference.

The sports activities of the college are managed by the Physical Education Department. The college has adequate sports facilities and play grounds which are utilized by the staff and students to the maximum. In addition to the master stadium, which has provision for playing the major games / sports, there are demarcated areas for Volleyball, Kabaddi, Badminton, Handball, etc. College also provides facilities for indoor games like Badminton, Table Tennis, Chess, etc. The institution has a well-equipped gymnasium with a good number of modern equipment.

Regular training is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. They are trained and encouraged to participate in various competitions including intra-college events, inter-university events, national and international events. Intra-college events are also organized by the college to encourage the students to participate in sports activites.

Computer lab is available to all staff and students. Internet / intranet / LAN facilities are fully functional and are properly maintained and monitored. The college has enough class rooms / seminar halls and the same are used effusively. Optimal use of electric lights / fans / projectors, etc. are ensured. Apart from this all the departments, library, IQAC office and the College office also have computing facilities. All departments of the college are connected through LAN and are provided with WiFi access.

The sufficient number of classrooms, seminar halls, library amenities, canteen, playground, etc. is found to be effectively utilized in teaching learning process. Campus is well maintained and plastic free. Rainwater harvesting is carried out. The college has adequate power backup and drinking water with purifier.

There are security personnel round the clock in the campus who ensure the safety and security of all estate, infrastructure, entry points, etc. CCTV surveillance in the key positions of the main building and in some classrooms which serve as examination halls ensures more transparency and security.

The major funds which aid in the enrichment and maintenance of infrastructural facilities are from the Management, the PTA, the government (PD, UGC, CPE, CSIR, FIST, etc.), Minor Research Projects and Major Research Projects. The college ensures optimum utilization of existing funds for infrastructure development through Planning Forum and IQAC. Budget allocation for augmentation and maintenance of physical and technical infrastructure are made available by the college.

The PTA, a statutory body of the college, supplements the maintenance of the facilities to a great extent. The IQAC monitors the totality of the modus operandi related to the optimal use and maintenance of the whole system. The bodies like Academic committee, Library committee, ICT committee, etc. ensure absolute use of the classrooms, library, IT tools, etc. The Planning Board, Purchase Committee, PTA and the College Council play vital roles in the efficacious functioning of the system. The enhancement of infrastructure and reinforcement of the existing infrastructure on a continuous basis according to the growing need of the institution are our basic priorities.

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

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: 71.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
2048	2114	1866	1517	1483

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[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: 1.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
18	24	30	25	34

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	[View Document]
Any additional information	[View Document]

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: 10.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
584	246	195	159	120

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]
Any additional information	[View Document]

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

Response: 4.62

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

2017-18	2016-17	2015-16	2014-15	2013-14
25	40	154	166	175

File Description	Document
Details of the students benifitted by VET	[View Document](#)
Any additional information	[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: 8.76

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

2017-18	2016-17	2015-16	2014-15	2013-14
61	76	77	100	47

File Description	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: 19.59

5.2.2.1 Number of outgoing students progressing to higher education

Response: 182

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education	[View Document](#)
Any additional information	[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: 36.52

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

2017-18	2016-17	2015-16	2014-15	2013-14
13	9	14	20	9

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	28	30	60	27

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	0	0

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

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

Response:

N.S.S. College, Pandalam has an active Student Union who is the representatives of the whole student community. The elections are conducted following the Parliamentary mode an in strict accordance with the Lyngdoh Committee report. The office bearers are the Chairman, Vice-Chairman. General Secretary, two University Union Councilors, Arts Club Secretary, Magazine Editor, two Lady Representatives, Sports Secretary and a class representative from all batches including the UG and PG. As per the Lyngdoh Committee report, only those students with adequate attendance, who does not have an examination arrears and a person on whom no disciplinary issues are charged are eligible to contest for the election. The election follows a two-tier process. In the morning session, the students of all classes elect their

representatives and in the second phase which is scheduled in the afternoon, these elected representatives choose the office bearers among them by once again casting the vote. The Students' Union formally takes charge after the oath taking ceremony and it exists as an official student body on the campus. The Union actively engages itself in the college as the voice of the students and they organize various activities both curricular and extra-curricular. One of the teachers is nominated as the College Union advisor who monitors all the activities. The College Union of N.S.S. College, Pandalam conducts programmes round the year like the College Youth Festival, Music Day, Sports Day, Cultural Fest, Arts Day, various sports events competitions and College Day. The Union undertakes the task of preparing the students for University Youth Festival. Two students from the Union are also part of the IQAC. The financial source for the activities of the Council is taken from the Union fund allotted by the Government and also from the PTA.

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

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

Response: 27

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

2017-18	2016-17	2015-16	2014-15	2013-14
32	31	26	26	20

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[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:

Contribution of alumni association to the institution

Alumni of N.S.S. College, Pandalam attempts to establish a close contact among the old students and they also undertake various social, cultural and academic activities. The Alumni association contributes significantly to the development of the institution through different means. The Alumni of the college comprises of many eminent personalities including academicians, politicians, professors, film stars, advocates, sports personalities, businessmen, etc. The Alumni has undertaken many activities which have proved beneficial for the society. They contributed to the Chief Minister's Relief Fund last year and they provide scholarships and endowments for the students every year. The notable alumni of the college are the renowned filmmaker and Phalke award winner, Adoor Gopalakrishnan, Prof. V.N. Rajasekharan Pillai, Former Vice Chancellor, IGNOU and Former Vice Chairman of UGC), Dr. N. Radha Krishnan, Sri. Mohan Das IAS, Sri. K.S. Premachandra Kurup, Pandalam Sudhakaran, Prof. Narendra Prasad and so on. More than the centralized alumni, the College is keener to have Department alumni also. The Department of English has a full-fledged alumni association since 2000 but it achieved a formal structure only last year when it was registered under the society and charity act. The association has been named as '*Casa* Litearti' and it has around 220 members at present actively participating in various activities. The members of the alumni have been contributing to the welfare of the College since many years. Many of the students who are well-placed regularly visit to deliver lectures and take classes for our students; they have established a Placement Cell to guide the current students to various novel avenues. The Alumni has also started a new venture with the PG batch of 2018 titled as 'Book Bank' in which every student who successfully completes the course donates at least two books to the Department Library. They've also initiated a 'Scholarship' for meritorious PG student in the coming years. The Alumni also is part of English Department's annual literary festival 'Lumina Literati' as they render their whole-hearted support to the venture.

Main Points – Alumni Contribution

- Lecture Series
- Book Bank
- Placement Cell
- Scholarships
- Assistance and guidance in various forms

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: <1 Lakh

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

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

Response: 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	00	0	0	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Any additional information	[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:

"Sreyohi Jnanam Abhyasath" Bhagavat Gita Smriti, which means knowledge, indeed is superior to constant practice is the vision of the institution

The Mission of the College is to educate and illuminate the young generations to build a strong and progressive nation where the rich values and traditions are upheld. The vision and mission statement of this institution justifies the belief of our founder, the legend **Padmabhushan Sri. Mannathu Padmanabhan,** that the education is the most effective means of social reforms. The College could keep its culture by adhering this vision and mission all the years.

The College keeps its tradition and identity in the higher education scenario through its vision "Sreyohi Jnanam Abhyasath". The college was established in the month of February 1949 and started functioning as a second grade college in the year 1950. Now it is recognized as a special grade Post graduate college. In its long history that spans over 70 years, the college has been trying to cater to the academic needs of the student community along with its social and cultural warmth. The institution has an impeccable record of providing value added and value based education displaying sensitivity to the changing educational, social and market demands.

We are striving to achieve our vision through certain specific goals which are unambiguously and emphatically stated in the college hand book cum calendar. The well established induction programmes, the bridge courses, the PTS meetings and the common address of the Principal are the means to make all the participants aware of the vision and mission of the Institution.

Goals

- Provide quality education to the young men and women irrespective of religion caste or creed
- Provide integral personality development oriented education and training.
- Create a generation to think freely and to be firm on principles who preserve and encourage noble values.
- To develop good character and personality and make citizens who are assets to society.
- To build and inspire young men and women with a holistic approach to life.

We adhere on the following Institutional strategies to achieve our Goals

- Quality education through rigorous curricular transaction, obligatory Value Added Programmes, EHV modules, talent search, soft skill development and placement services.
- Mandatory, systematic and scientific initiation into the respective discipline at entry level.
- Synergy of curricular and co-curricular activities and flexibility in transactional strategies.
- Horizontal mobility through Value Added Programmes.
- Programmes for advanced learners to promote their pursuit of excellence.

- Promotion of Research, consultancy and extension.
- Symbiotic relationship with outside academic community
- Remedial coaching for slow learners and under achievers.
- Academic and administrative accountability.

Research being the most potential area of higher education, the college takes maximum care and attention to promote a research culture among the faculty and students. Total quality through a holistic approach is its academic pursuit. It also provides quality education by assuring a peaceful, learner-friendly, progressive and democratic ambience to fulfill its noble vision, mission and goal.

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

6.1.2 The institution practices decentralization and participative management

Response:

One of the Organizational strategies that we follow in our institutional management is 'decentralization'. This decentralized administrative system functioning with transparency and cooperation of all the stakeholders in the system like teachers, support staff and students who all are entrust with responsibilities. Delegation of authority is implemented in various stages of college administration.

The College Council stands as the apex administrative Committee of the college, comprising the Principal and all the Heads of the Department as the President and ex officio members respectively. The office superintendent and the NCC officer are also part of the College Council. The College Union Chairman, who is chosen by the students to voice their concerns, is also a member of the College Council.

When we look in to the composition of the College council, the apex body, it has complete decentralized system of functioning. The Council Secretary who organises the meetings of the Council is elected from among the five elected representatives of the College Council. These five members to this apex body are chosen from the teaching crew of the college via an election based on Proportional representation, i.e. through a single transferrable vote system. The single transferrable vote system allows even the representation of minority views in the College Council.

All important activities of the College are conducted as per the decision of the College Council. The College Council meets as and when there arises a necessity or when the Principal calls for a meeting or by memorandum from any Head of the Department or teachers related to administrative, academic or other matters.

All other important bodies of the college function under the direct supervision of the College Council. There is a College Level Monitoring Committee (CLMC) to look after the entire affairs related to the grievances of students in matters of internal examination, attendance etc. Other functions of the CLMC include the uploading of the students' attendance and Continuous Evaluation marks in the University Examination Portal. Under the CLMC, there is DLMC – Department Level Monitoring Committee- which is the grass root level organizational system that ensures participatory management.

Another important role of the College Council is to appoint members to important cells or bodies. The appointments to all important bodies, cells, clubs etc are ratified by the college Council. The college council thus acts as a significant authority in the administration of the college.

An institution can successfully thrive only with the combined endeavour of all its faculties. Institutional bodies like the College Council, CLMC etc. not only helps to maintain the democratic nature of our institution but also helps to come up with innovative ideas that will help as to realize the vision and mission of our college.

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

6.2 Strategy Development and Deployment

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

Response:

NSS College Pandalam has always aspired to come up with innovative and ingenious initiations which would inculcate in students not only a learning culture, but also an urge to become strong and responsible individuals. Putting into perspective the holistic development of students, to evolve them as empowered leaders, to fill the gaps in their personality and to illuminate their creativity and academic brilliance, NSS College, Pandalam has launched a programmed named ARANI.

It is the need of the hour to enhance and empower students in higher education sector to capacitate and strengthen their employability skills so as to overcome the challenges awaiting them in an extremely competitive world. It is an embarrassing situation that students who are graduated with good marks still have to join institutions which specialize in soft skills and personality development to polish their inherent skills. The students often have to pay a huge fee to gain such skills from outside.

Our College has launched ARANI in order to tackle this problem by providing with students the support and training to build up their personality, along with their academic pursuit. This is an arduous yet rewarding process which encompasses a wide range of activities that focuses to enhance students' talents, to mould them into Leadership, Administration and Management (LAM) skills. **A**dvanced Learners **R**epository - **A**n **N**SS College **I**nitiative **(ARANI)** is an innovative system to empower the Advanced Learners with different expertise so that they can extend their skills to train the rest of the students. This is an innovative capacitating mechanism that functions through Advanced Learners, identified via exclusive methods, from different departments.

Vision

Holistic development of the students to evolve them as empowered Leaders

Mission

Strengthen the student population to meet challenges with an effective futuristic approach

Objectives

Enable the students to

- conduct Peer teaching
- Arrange Extension and outreach activities as per department directions
- Assist and associate with the department in every initiative to enrich and empower the department.
- Promote, inspire and render assistance in conducting Workshops, Seminars and Conferences
- Empower them as responsible citizens.
- Develop Leadership skills
- Develop administrative capability
- Be self disciplined, ethical, self reliant and empathic
- Imbibe the values of coordination, integration, team work and responsibility
- a role model for every student
- Adhere with the noble values and principles of NSS College Pandalam and be a Goodwill Ambassador of the institution
- Extend every possible assistance to different levels of students in the class to improve their academic level
- identify mental stress, personal problem, family problem or depression among students and be a personal counsellor to him/her and report to the department if the problem is beyond your ambit of control

This programme is divided in three different sections - Select, Support and Empower. Selection of students for this empowerment programme shall be based on rigorous screening process due to its significance. Emancipation of students from all restraints which lay hurdle in their empowerment process is the fundamental aim of this programme.

File Description	Document
Any additional information	View Document

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 organizational set up of the college is well knit and runs like a machine that is properly greased because it is run and managed by one of the prestigious organizations in Kerala; that is the *Nair Service Society*. The Honourable General Secretary to Nair Service Society by his munificence is the highest authority on the organizational structure of the institution. To carry out the institutional development and other activities of the College there is a full –fledged Secretary to the NSS College's Central Committee,

who is a well qualified senior Professor. The Central committee Secretary by his frequent visits takes the stockpile of the situation prevalent in the College and gives corrective references as and when necessary.

The College Principal by virtue of his authority is the executive head which acts as the implementing body of the college stipulating the norms and guidelines of the Government, University Grants Commission and other related agencies. The Principal acts simultaneously the head of both the administration and academics.

The College Council stands as the apex administrative Committee of the college, comprising the Principal as the President with five elected members and all the Heads of the Departments as ex-officio members. The office superintendent, NCC officer are also members of the College Council. The College Union Chairman is also an invitee of the Council meeting if there arise any necessity which required the students' representation. The Principal ensures a frequent support of the College Council in administering all the activities of the College. As a statutory organ the Council stands at the apex of all other organs of the college.

The CLMC (College Level Monitoring Committee) is another important organ of the college which monitors the examination related activities. It consists of a Convener and other members nominated by the Principal with the advice of the College Council. It acts as an intermediary between the College and the University. The student grievances related to their CE marks, attendance and ESE (End Semester Examination) are resolved by CLMC.

The Principal ensures the homogeneous link between various other bodies and units of the College including the IQAC (Internal Quality Assuarance Cell), Planning Board, Researchers forum, Internal Examination Committee, Purchase Committee, Library Advisory Committee, Canteen Advisory Committee, Anti Ragging Cell, Placement Cell, the Staff Club etc. The appointments of the teaching and non teaching staff of the college are done by the Manager as per the rules stipulated by the Government, the UGC and the University of Kerala. The IQAC plays an important role in promoting the teaching staff of the college by constituting a screening committee to administer the promotions.

There is a Grievances Redressal Cell in the college to solve the complaints and problems of the students. The Grievances Redressal Cell meets at the commencement of every academic year and also when complaints arise from students.

The Principal's office is the administrative organ (other than academics) of the College. It monitors the day today organizational and housekeeping activities of the college responsibly.

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

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: C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<u>View Document</u>

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

Response:

The governance of the institution is carried out through various bodies, cells and committees. They take right decisions at the right time and monitor its implementation. To cater the all round development and well being of girl students, a Women's Study Unit (WSU) is at work. All over the world various programmes are being initiated to empower and enhance the condition of women. In an institution where girl students outnumber boy students, WSU can do wonders. It can give the young women mental and physical support to become independent and assertive. It can also bring to light the hidden talents of the students.

To empower and equip the girls with confidence and strength of character, plans and programmes are chopped out and effectively implemented. Issues, if any, are redressed at the earliest. The Women's Study Unit provides a forum to the girl students to come together and discuss their problems.

Women's Study Unit of NSS College Pandalam is a body consisting of teaching and non teaching staff along with the students, formed for the pursuit of learning with a direct concern for women's equality and empowerment. The unit activities are organised by a group of selected faculty members of different departments along with student coordinators every year. The unit in contemporary practice has enlarged its scope to promote gender sensitization of men- women and communities through the various programmes organised. Main objectives are

- To promote and instil in our students a better and balanced understanding of our societies
- To assist students in recognising and giving due importance to the roles actually played by them as both men and women
- To empower students in their struggle for equality and for an effective presence in all areas of

society

- To expand the knowledge of students in their social concerns against injustice, marginalisation and oppression of women
- To raise the student fraternity as "Men And Women For Others"
- To conduct seminars and workshops to explore and open up new possibilities.
- Training sessions in soft skills.
- To conduct programmes organised by students.

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

6.3 Faculty Empowerment Strategies

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

Response:

A satisfactory environment is highly necessary for the good performance of the teaching and non teaching staff in every educational institution. The college management has a great role in creating an ambience which would enhance the personal and academic life of its employees. Happy, healthy and satisfied staff can lead their institution to great heights.

In our college such an atmosphere is provided. To ensure their job satisfaction, certain welfare schemes are adopted. Apart from the welfare measures of the state government like pension, gratuity, Provident Fund, State Life Insurance Scheme, Group Insurance Scheme, Family Benefit Scheme, Medical Expenses Reimbursement Scheme and the Personal Accident Insurance Scheme, the management and college provide the following facilities for the well-being of faculty and staff. The College promotes academic and research activities by granting leave on duty as and when the need arises and also provides the infrastructure facilities for such work. Further, there is a staff club for the teaching staff of the college that supports them during times of personal emergency. The faculty members are encouraged to attend staff development programmes, such as Orientation Programmes, Refresher Courses, seminars, workshops, conferences, etc. conducted by other colleges and Universities. The teachers are encouraged and motivated to submit research projects to various funding agencies. They are also motivated to join research leading to M.Phil./Ph.D. degree. The members of the non-teaching staffs are encouraged to attend the staff development programmes such as training programme on the functioning and management of library, training on use of free and open source software in libraries etc. There are celebrations and cultural programmes of teachers during festivals which would strengthen the bonding among them. The staff club arranges cultural programmes at the end of the year to promote extracurricular activities of the college staff.

Hostel Facility for teaching and non teaching lady staff are provided on demand. All staff rooms are equipped with sufficient number of chairs, tables, electric fans, tube lights and internet accessible computers.

'Nammude Aarogyam'

A comprehensive Health Awareness Programme for Teaching and Non-Teaching Staff named **'Nammude Aarogyam'** regularly conducts medical check up camps and classes for the staff. The said programme helps the staff members to detect lifestyle diseases and helps them to control and prevent such lifestyle diseases. This is an innovative programme started in this academic year.

File Description	Document
Any additional information	View Document

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	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: 3.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	3	4	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	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: 11.66

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

2017-18	2016-17	2015-16	2014-15	2013-14
27	07	12	08	3

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

The performance appraisal system exists to give proper direction to the teaching and non teaching staff of the college. The performance and quality of teachers and non teaching staff are ensured through the various feedback mechanisms entrusted by the IQAC of the College. The teacher evaluation by students, the course evaluation by the parents, the course evaluation by the alumini, and the exit survey by the final year students are some of the formal performance appraisal systems existing in the college.

Each department of the college conducts the so called feedback surveys as per the guidelines and questionnaire provided by the IQAC of the College. The teacher evaluation by the students is conducted for faculty assessment and improvement by every Department. The results so arrived at are handed to teachers for their indulgent and enforcing corrective measures. All these processes are undertaken by the Heads of the Department in consultation with the Principal of the College.

The Course evaluation by the alumni, the parents and the exit survey of the final year students are other tools used for the performance appraisal of the teaching and non teaching staff of the institution.

From the data collected and analyzed the higher authority will get an all round performance of the different organs of the college like the office, the library, the canteen etc. The Principal then takes corrective measures based on the feedback received from different stakeholders in consultation with the Secretary to the NSS College's Central Committee. The course evaluation and exit survey are also beneficial for the teachers to frame new scheme and syllabus for the UG and PG students. The data collected as such becomes a reference while framing new syllabus for the University.

The promotion related matters of the employee are done as per the norms and rules laid down by the UGC and Government in different times. But IQAC plays a vital role in Academic Performance Index based promotions of the teaching staffs of the college. The IQAC keeps all the relevant documents of each employee for its reference purposes and recommend to the University for giving promotions to those teachers who have matched all the promotional criteria as laid down by the UGC and the University of Kerala.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

There is a well defined financial management system existing in the college. Every rupee is spent according to the plan instituted by the planning board of the college. The planning board comprises the Principal as the head, and a few other teachers and the superintendent of the college as members. Every activity that deserves financial assistance is scrutinised by the College Council, the apex statutory body which oversees all organisational and administrative matters of the College. After receiving the approval from the College Council the matter is presented before the Manager for final approval, in case the money required exceeds more than Rs.25000/-(Twenty Five Thousand). The finance required for various developmental activities is extracted from different accounts. But the account managed by the Parents and Teachers Association is the largest contributor to major developmental activities of the College.

As a government aided institution, the accounts of the college are liable for different levels of scrutiny and auditing by different organisations entrusted by the Government as well as the College. The Parent Teachers Association managed accounts will undergo an audit in the first instance by an internal audit team constituted by the Principal every year. Thereafter these accounts will undergo an external audit by the Management of the College. The UGC related accounts are audited by charted accountants who are entrusted by the college for the purpose. In addition to that the auditors of the Directorate of Collegiate Education and the Audit Department of the Government of Kerala also conduct audit on accounts. The final audit on all the accounts is done by the Accountant General's Office. In all instances there arise some objections related to accounts, but they are all properly complied with

Eg.1. Department level audit carried out on 13-12-2017 to 15.-12-2017 for the period 1-6-2016 to 31 -5 2017.

Report- No serious flaws found

Objections- 1.The fee receipt book closed without adding receipt amount in the same day itself

2. Not writing the dates on fee receipt book

3. Not included the cash receipt of RS-3505/- in the cash book. Etc

All the objections were resolved through the reply given by the College office.

Eg.2- Audit by the office of the accountant general

Objections- Non submission of Utilisation certificate or report of the Major//Minor research project by some teachers

Objection resolved by giving the copy of UC and SE by the College office to the AG, through its letter dated 27-06-2018.

File Description	Document
Any additional information	View Document

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: 256.23

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

2017-18	2016-17	2015-16	2014-15	2013-14
50.53	56.30	57.23	47.18	44.99

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

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

Response:

This College is run and managed by one of the premier organisations in Kerala; the **Nair Service Society**. Being committed to obliteration of social disparity, the Nair Service Society gives opportunity to all the students to pursue a free and fare education in its institutions. Therefore the college is not collecting any capitation fee or donations for admissions. Instead it receives voluntary financial assistance from individual benefactors. The fund mobilisation and its utilisation policy are well defined and no money is allowed to spend in excess to meet a particular purpose. As one of the largest educational institutions under the University of Kerala, it requires a good amount of money to carry out its daily routines and the developmental activities. The responsibility of mobilising required financial resources are take on by the parents teachers association of the college. The proposals for developments thus come up for discussion in the College Council will forward to the parent teachers association to decide upon a strategy how to mobilise the required fund? The major strategy they adopt all these days is the voluntary donations from the benefactors. Such funds collected will be utilised for designated purposes only.

Apart from parent teachers association the college depends on government agencies like UGC, KSCSTE, NHRC, IPA, FIST, RUSA etc. for the Seminars, Projects, workshops and development initiatives of the college. These agencies grant funds for infrastructure, research projects and seminars etc. The salary component of teaching and non-teaching staff is met by the government. The auditing of the expenses met out of Govt. funding is done as and when the utilisation of the fund under the specific scheme is complete. The maintenance cost of the institution is met out of the fund generated by the parent teachers association. All expenses incurred under funds received from parents/ govt. agencies are properly audited and subjected to public scrutiny.

A resource sharing strategy is adopted by the college for the optimal utilization of the existing resources. The strategy which adopted by the college in this direction is the sharing of some resources like the computer lab, SMART class rooms, Softwares, Department libraries, seminar halls etc. Other resources like the Student management software, MOODLE etc are shared using the LAN facility initiated by the IQAC.

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

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:

The IQAC has made priceless contributions by enhancing quality in both educational and administrative areas of the College. Since its inception it has been acting as a conduit for change by introducing new knowledge and technology to the teachers and administrative staff of the college. As an authorized body it inspects the academic and other activities of the college through regular meetings and frequent visits to

different departments of the college. In its voyage, it has organized a hand full of programmes like seminars training programmes etc.

The IQAC has made several intercessions in enhancing quality in the educational tune-up of the college. One such measure is the installation of LAN (Local Area Network) and MOODLE (*dynamic*) – a learning Platform or Course Management System(CMS) and an open source software package to the students and teachers. With the **Moodle** app, the students can learn things wherever they are and whenever they want. With the help of this application the students and teachers can access course content, browse the content of their courses, even when offline. This plat form is further utilized to give assignments and online examinations to the students. The LAN facility which is instituted in the college utilizes the most modern technology called Fiber Optics*,* which allows high speed internet surfing (approximate speed of 65Mbps).

Along with the MOODLE the IQAC has introduced at college some paid software also. The office management system, student attendance management system and examination management system are the prominent among them. These programmes were installed by one of the leading venders of Kerala, the GJ Info Tech, Irinjalakkuda. The teaching and non teaching staffs of the college are now relieved from the burden of attendance calculation, TC writing, seating arrangements for examination etc.

Another important quality assurance strategy institutionalized by the IQAC is the **'Academic Green Room'** - a novel practice introduced to train the newly appointed teachers and the transferred teachers from distant colleges which are affiliated to Universities other than the University of Kerala. By this room training a new appointee or transferred teacher will get a thorough knowledge of the CBCS (Choice Based Credit and Semester system) which is followed in the University of Kerala.

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

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 **Internal Quality Assurance Cell (IQAC)** has facilitated many mechanisms to review the effectiveness of teaching learning process in the College. As per the directives of the second cycle of accreditation, the IQAC has given thrust to foster ICT enabled teaching and learning programmes in the College. The first step taken towards the implementation of the ICT was done by directing the various departments to create a purchase plan for the procurement of ICT equipment for teaching and learning necessities. The initiative started in April 2014 itself; that is soon after the remarks and suggestions given by the accreditation authority.

Three LCD ultra-short throw interactive projectors, **two** DLP projectors, **six** computers and **six** printers for ten departments were purchased utilizing UGC-GDA Scheme. IQAC initiated the establishment of broadband internet connection as leased line with optical fibre backbone in the college. Internet connectivity was successfully installed with a speed plan of 20Mbps, from **28/03/2017** onwards to all science Departments of the college. Subsequently in the **year 2018** the IQAC could establish LAN ((Local

Area Network) encompassing all the Departments of the College with an internet speed of 65 mbps. Along with the LAN, the IQAC could install MOODLE (*dynamic*) – a learning Platform or Course Management System (CMS) which acts an open source software package to the students and teachers in the year **2019**. With the **Moodle** app, the students can learn things wherever they are and whenever they want. With these app features: students and teachers access course content - browse the content of their courses, even when offline. This platform is further utilized to give assignments and online examinations to the students.

The IQAC in collaboration with the research forum of the college conducts a PG project presentation competition every year. This is one of the notable platforms for the PG students of the college to exhibit their talents in research related activities. As a programme this initiative has won laudable approbation from different colleges under the University of Kerala. This programme allows the PG students to present their research projects as part of the PG programme before a collective audience comprising the students, members of IQAC, members of Research Forum and other invited dignitaries from various institutions. This platform is another instance of the IQAC reviewing the teaching learning process.

 Every academic activities of the college are strictly in tune with the academic calendar initiated by the IQAC of the College. It also ensures the adherence of all academic and other activities with the calendar and thereby ensuring equal opportunities to all the departments to use the infrastructural facilities of the college diligently. The teaching learning process of our college mainly comprises classroom teaching, seminars, Quiz, assignments, peer teaching, field trips, group discussions, remedial teaching, in addition to the orientation given to the students through Bridge course, add on courses and various value added courses. Another important mechanism effectively used by the IQAC to intervene in this process is the tutors hand book, which contains the review of the students by the class tutors.

Each department of the college conducts feedback surveys as per the guidelines and questionnaire provided by the IQAC of the College. The teacher evaluation by the students is conducted for faculty assessment and improvement by every Department. The results so arrived at are handed to teachers for their indulgent and enforcing corrective measures. All these processes are undertaken by the Heads of the Department in consultation with the Principal of the College.

        The Course evaluation by the alumni, the parents and the exit survey of the final year students are other tools used for the performance appraisal of the teaching and non teaching staff of the institution. From the data collected and analyzed the higher authority will get an all round performance of the different organs of the college like the office, the library, the canteen etc. The Principal then takes corrective measures based on the feedback received from different stakeholders in consultation with the Secretary to the NSS College's Central Committee. The course evaluation and exit survey are also beneficial for the teachers to frame new scheme and syllabus for the UG and PG students. The data collected as such becomes a reference while framing new syllabus for the University.

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

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

Response: 2.4

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	2	3	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[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: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[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:

INFRASTRUCTURE

Imparted many infrastructural improvements during this cycle, a major share of the budget allocation was utilized to procure new infrastructure facilities including benches and desks to different class rooms, new toilet block to girls adjacent to the women's waiting room of the college; re- built the road to the north block of the college, Rain water harvesting facility near Botany Department, constructed laboratory facility to the newly introduced course- Geography, Instituted Generator facility having 65 KV capacity and various other repairing works for different departments.

A sum of rupees thirty six lakh three thousand six hundred and forty one (Rs.3603641/-) was utilized from the parent teachers account for these years. The management contribution during these time was about rupees five lakhs fifty thousand four hundred and fifty six (Rs. 550456/-). Further we could utilize rupees eighteen lakhs eighteen thousand six hundred and sixty seven from the UGC assistance for infrastructural improvements. 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 on 18 June, 2018 and got approval.

IT INFRASTRUCTURE

A good amount of improvements were made in this category during this cycle. They are the installation of high speed broad band internet connectivity through fiber optic LAN, Installation of Office automation software, CC TV surveillance system, WEB OPAC for the Library, Bar code reader for library, Braille software, Monitor signage, etc. ensured successful enrolment of the college in N-LIST college component of the UGC-INFONET Digital Library Consortium in March 2015.

LIBRARY

We could utilize an approximate sum rupees fifteen lakh and fifty thousand for the purchase of new books, Journals and E- journals during this cycle. WEB OPAC, Bar code reader etc. are newly implemented measures to the library.

RESEARCH PUBLICATION

To produce research publications from the institution, jointly with research forum, IQAC reviewed the papers from faculty and students of Science departments and published their works in the ISSN journal **Science Chronicle** published by the Zoology Department of the college. The University Board of Studies in Zoology also approved the journal during November, 2016. Upgraded the journal published by the department of English with ISSN status, print ISSN number 2454-8588.

RESEARCH DEPARTMENTS

The Department of Botany elevated in to a research Department by the University of Kerala. Now the total number of research departments is two.

RESEARCH PROJECTS

Faculty of the college has availed 24 major and minor projects from funding agencies such as UGC, KSCSTE, DST, etc. with a total outlay of Rs.96,67,500/- during this cycle.

OTHER ACHIEVEMENTS

IQAC initiated procedures to participate in National Institutional Ranking Framework **(NIRF)** programme of MHRD and successfully participating in it since November 2017.

The Department of Geography in association with departments of Zoology and Botany f 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 in the College.

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: 25

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	4	4	2

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

The institution ensures the safety and security of all its students through various gender justice forums. There is a specific code of conduct in the institution that clearly defines the behavioural norms for boys and girls. There is strict disciplinary action against any kind of misbehaviour as the college is under CCTV surveillance. The girl students of the college are instructed to report any kind of discrimination or harassment shown to them and they are given regular counselling sessions and self defence training so that they are equipped to face the challenges of life with ease and confidence.

The women study unit of the college ensures the conduct of regular programmes on gender sensitization and counselling sessions. The college also provides a ladies hall for the girl students with required amenities like vending machine, incinerator, facilities for recreation, reading materials etc. Regular cleaning and hygiene maintenance of the washrooms and hall is supervised by a lady staff so that all the requirements of the students are addressed immediately.

A Grievance Box has been placed in the ladies hall as well as in all departments so that the students are free to raise their suggestions and their complaints .The grievance redressal cell handles all the issues raised by students .The physical education department ensures the overall physical development of the students by taking initiatives to promote gender equity programmes for creating an egalitarian status among the student community.

The college offers equal emphasis to both boys and girls while offering space for participation in activities. Cultural fests, Film festivals, Sports day and days of international and national significance are such occasions that exhibits the wholesome participation , commitment and talents of the students

Following are the provisions arranged within the college premises for the safety security and well being of girl students and the lady staff

1. Women's Study unit and welfare committees
2. Clean and Safe hostel facility for girl students
3. Separate ladies hall with necessary amenities
4. Patrolling Squad in and around the campus
5. Human Rights Forum
6. Anti Ragging Cell
7. Students Grievance Redressal Cell and Suggestion Box
8. Career Guidance and Placement Cell
9. Counselling Centre
10. Ethics Committee
11. Anti narcotic cell
12. CCTV camera at vital places.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 73500

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 20

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

Response: 3200

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 16000

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

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

Response:

Solid Waste Management

There is efficient waste management system in the campus. It follows the "4R Policy- Reduce -Reuse- Recycle-Recover". Wherever possible, waste reduction is the most preferred option .To a greater extent all are instructed to reduce the use of plastic .The institution follows a green protocol where students and teachers are advised to use only those type of plastics which could be reused and all are asked to bring their lunch in steel boxes or Tiffin carriers so that the waste accumulation is minimised

If at all wastes are produced, every effort is made to reuse it. Recycling is the third option in the waste management hierarchy. Although recycling does help to conserve resources and reduce wastes, due to economic and environmental costs associated with waste collection and recycling; most probably we try to minimise the recycling method. For this reason, recycling is considered only for that waste which cannot be reduced or reused this procedure is mainly used in the Chemistry Department of the college. A Standard Operating Procedure has been evolved for handling the hazardous waste from the laboratory and for its disposal. Records are maintained at institutional Level for the compliance of the process Finally, the college has been constantly attempting to recover materials or energy from waste which cannot be reduced, reused or recycled."

 Waste is generated by all sorts of routine activities carried out in the campus that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. Compilation of waste is done in the dustbins provided at each floor. The floor dustbins are emptied in movable containers/dustbins provided for each block and is taken to the dumping yard provided by the college.

Strict instructions have been given to all departments to segregate waste into bio-degradable and non bio-degradable waste. Special collection bins have been given to the departments. Once the wastes are collected, the non bio-degradable wastes are taken to the incinerator for burning and degradable wastes are taken for vermin composting and used as organic manure for the vegetations grown in the campus. A bio-gas plant in the canteen provides enough energy for the cooking purposes and the left over's are used as manure

Liquid waste management

The college ensures the students realise the value of every drop of water that is used and hence tries to even use the waste water collected from canteen and from the wash area are utilised for irrigation purposes. Along with the help of our students and the contingent staff, the used water from kitchen and from the wash areas are channelized to be used for watering the nearby vegetations especially during summer seasons when water scarcity is severe.

E-Waste Management

The institution takes special care not to clutter the departments and offices with effective electronic waste management system. Special agencies have been hired for the timely collection of e waste and its disposal. Flip flops, memory chips, motherboard, and compact discs, cartridges etc generated by electronic equipments such as Computers, Phones, Printers, and Photocopy machines are recycled properly. Instead of buying a new machine buyback option is taken for technology up gradation. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally through government authorized vendors.

Waste management procedures of laboratories

Department makes use of the microscale method of analysis in the chemical laboratories for the students of all classes. Most of the solvents used for the analysis are redistilled / separated out and it is being reused.Minimum wastage of chemicals is assured and reusing and recycling of the same is carried out as far as possible.

Waste disposal:

Those chemicals that meet the criteria for trash disposal are allowed to go down the laboratory sink and an excess of water is allowed to run down the sink after disposing the chemical. Corrosive liquids, such as strong acids and bases are diluted to a pH between 5.5 and 10.5, and allowed to go down the drain. In order to dispose the used chemicals that should not go down the drain and other wastes generated in the laboratory, we first segregate them. Liquid wastes are segregated according to halogenated, non-halogenated and aqueous wastes. Solid wastes are segregated as silica waste, heavy metals wastes and miscellaneous other contaminated solids waste such as papers, cottons, gloves etc. Plastic chemical containers are collected separately. Broken glass pieces and chemically contaminated broken glass wares are separately collected in appropriate containers. The waste containers are labeled properly and disposed.

Disposal of Laboratory Wastes

Disposal Procedures

1. Wash Down Drains with Excess Water : After neutralising the acids and bases which were used in the laboratory are washed down into the drains with excess of water.Harmless soluble inorganic salts, alcohols containing salts eg. $CaCl_2$, $MgSO_4$, Na_2SO_4, P_2O_5 are also washed into the drains. Toxic chemicals are converted to nontoxic chemicals, if possible, by different chemical reactions and then may be discharged into the drains.

2. Laboratory Waste Bins and Controlled Waste: Dirty paper, plastic, rubber and wood, are generally placed in the waste bins available in each laboratory and will be collected by the cleaners.

All broken laboratory glassware, any sharp objects of metal or glass, all fine powders (preferably inside a bottle or jar) and dirty sample tubes or other items lightly contaminated with chemicals are placed in separate bins and are disposed to the waste collectors.

3. Bottles for bulk solvents : Empty reagent Glass bottles are being reused for storing solutions needed in the laboratory after thorough cleaning.

4. Biohazard/Sharps Disposal : Syringes and Needles are not used in our chemical laboratories .

5. Incineration of nontoxic and nonrecyclable combustibles using apppropriate methods to minimise atmospheric pollution.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution has taken special initiatives to preserve water in the campus. The students are strictly instructed not to waste water and display boards have been hung in all departments. Several rain harvesting methods have been successfully implemented in the college including tapping terrace water and are used for irrigation purposes, gardening etc. Rain pits have been designed in such a way that it could be converted to percolation tanks that ensures longer period of water storage.

The campus has a natural landscape very conducive to water shed management. The campus has an inbuilt catchment area where rain water is being collected during the monsoon. This helps to recharge the groundwater and thereby replenish the well that provides the campus with abundant water supply throughout the year. There are different methods employed to collect rain water. We collect the surface run off rainwater by creating rain pits , roof top rain water is collected using pipes and taken to percolation tanks. Recharging of Dug wells and recharging of ground water acquifiers are other techniques employed. Since the college is situated on the banks of river AchanKovil and studies show that the water levels are decreasing therefore immediate attention has to be given for water preservation. The college has taken special initiatives to create awareness about rain harvesting in the municipality and the nearby families too and they are all promoted to do the same.

Though the state receives an average annual rainfall of 3000 mm, Kerala faces severe water scarcity between the months of February and mid May every year. The Government of Kerala has taken many initiatives for promoting Rain Water Harvesting (RWH). Water shortages especially during scorching summer are often met to a large extent; by means of rainwater harvesting. In our college, rainwater is collected at the time of heavy downpour in tanks .There are four tanks with ample storage capacity;each of which has been installed in four different localities in the campus and are suitably utilized for various purposes.

The collected rain water from the roof top is channelized to the recharge pits which are created near the well through pipes ; so as to replenish the ground water . Water recharge pits are strategically placed in the campus for replenishing ground water which helps in maintaining adequate water level in the well even during summer. Excess rain water falling from the roof top near Botany Department are collected in pipes , filtered and then channelized to an underground water tank using pipes with a storage capacity of 12,500 litres and later used for the requirements of the students in Ladies hostel, Ladies hall , in wash rooms , and in laboratories . Ridges of soil are constructed to trap rainwater from running the slopes even if the rain fall is less. However, the results of these rain harvesting methods have been encouraging and the institution is looking forward for more viable methods

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

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:

The college has a lush green campus and believes in preserving the indigineous varieties of trees and plants .Various green initiative programmes like "Nattumavin thottam by PG Department of English", "Perma Culture" by P G Department of Botany, "Experimental farming" by the Department of Geography ,Planting of disease free coconut plantations are the most unique ones. All these programmes ensure lots of opportunities for student centered activities and action research to increase awareness among the students on the need and significance of making the campus eco-friendly. The college celebrates days of international significance like World Environment Day, World Wet Land day, Ozone day and several national seminars have also been conducted. Awareness programmes like Eco Literati, Eco Watch are also worth mentioning. Since most of the students of this campus are from rural backgrounds , they utilize the public transport system to a greater extent .The faculties use car pooling system so that the carbon neutrality is maintained.

Seminar on "Energy management – The crisis era", exhibition on renewable energy resources in

collaboration with Energy Management Centre, Thiruvananathapuram could create environmental awareness among students.. The college has taken special care to avoid synthetic flexi prints and banners in its premises for function.;Instead encourages the usage of cloth banners. The campus could also replace plastic cups and containers with paper cups throughout the year. Department of Botany and Zoology arranged field trips to botanical parks, wild life sanctuaries and different types of ecosystems as part of environmental awareness programmes to students. The department of physics replaced all incandescent lamps with CFL, for all the experiments.

An awareness rally focusing Environmental Protection on "World Environmental Day" was conducted and the NSS Volunteers planted around 300 trees in the local area outside the campus. The unit also conducted "Clean Pandalam Project" and actively participated in waste management at Sabarimala & Pamba region during the pilgrim season. The unit also completed Kadali Vanam & Thulasi Vanam projects as part of environmental conservation programmes. Department of Botany and Zoology arranged field trips to botanical parks, wild life sanctuaries and different types of ecosystems as part of environmental awareness programmes to students. All the departments took initiative for inculcating environmental values in students, through green campus programmes and awareness campaigns

Department of Geography in association with the College Nature Club and the other Departments conducted experimental organic farming to protect the natural profile of soil in the campus following scientific protocols. The NSS unit also organised a new project in the year 2017-18 by name "Muttathoru Nelli" for the public and distributed gooseberry saplings to several houses, and spread awareness on importance of medicinal plants.. "Punyam Poonkavanam" is yet another project by NSS every year in which all the NSS volunteers participate in cleaning programmes during pilgrimage season at temple and offers cloth bags to the devotees. Thus the institution ensures an eco friendly attitude and approach in all the activities of the students in the campus as well as in the immediate communities .

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

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	1	0	0

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

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

Response: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	6

File Description	Document
Report of the event	
Any additional information	

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

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

Response: No

File Description	Document
Any additional information	[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
Any additional information	[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: 6

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	0	1

27-08-2019 05:35:51

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

The institution takes special consideration in the preservation of our rich culture and heritage .As part of that the institution gives right guidance in celebrating national and international days of significance and in organising programmes commemorating the birth and death anniversaries of Great Indian personalities..It is not only a sign of paying homage to the motherland and the great masters but also an effort to inculcate in our students a flair for such generous and noble qualities of Dedication ,Determination and Diligence. It is also to kindle spirit of Nationalism and patriotism among our students. Every month is checked for special days of reverence and the tutors are made responsible to monitor the events organised under student leadership.

National festivals like Onam, Christmas, Holi, are the key festivals that students celebrate with competitions and games .Special reverence days like Gandhi Jayanthi, Dr.S Radhakrishnan's birthday , Reading Day, International day for the elderly ,World Environment day,National Youth day, Independence Day, Republic day ,Hiroshima Nagasakhi Day, are the days that are observed and it instils in them a patriotic fervour that helps them to dream of a new tomorrow

Students organize and participate in competitions, cultural events and Institutional fests through various Institutional Clubs/University Clubs. International Women's Day is celebrated to highlight the achievements of women. The day also marks a call to action for accelerating gender parity. The waves of industrialization and urbanization have visibly proven injurious to the ecological balance in terms of the mounting paucity of water and oxygen. To appraise students, faculty and staff of ways and means of sustaining ecological balance Environment Day, Earth Day, World Water Day ,National Science Day, Ozone Day International day of yoga, National sports day, International Literacy day are also celebrated every year.

File Description	Document
Any additional information	View Document

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

Response:

Our Institution ensures complete transparency in all financial transactions. There is an audit committee which does occasional audits both internal and external ensuring regulatory compliance of the college in matters related to institutional operations. All purchases of the college is done as per the rules and regulations of UGC, Government of Kerala and University. If purchases are above Rs.20000 it is done by calling quotations and if it exceeds one lakh then nation -wide tenders are called for and appropriate funds are only selected .Tenders are published in leading newspapers .All of these are then audited by the NSS corporate management and Accountant General. Faculty and staff appointments are also done in an ethical manner and in accordance to university regulations. There are effective and transparent mechanisms to determine remunerations given at all levels.

Transparency in evaluation process

- Defined assessment/examination scheme, Weightage of Continuous Assessment (CA) and End Semester Examination (ESE) of the respective course are all briefed to the students at the beginning of semester.
- The evaluated class tests, answer sheets, assignments and projects are shared with the students and feedback is given by the faculty for further improvement of student's performance.

Transparency in Admission process is ensured through:

- Admissions are purely on merit
- Transparency maintained with respect to the fees structure.
- Direct dealing of students with any agents/ consultants are not entertained
- Withdrawal and refund policies are strictly followed as per UGC norms.

- Random allocation of applicants are made for various interview boards during selection process
- Frequent Interaction Session between parents and Hod's are regularly conducted and are further monitored by corporate Management to improve the process .

Regular inputs are taken from faculty and staff through monthly meetings of the faculty / brain storming sessions for continuous improvement of the system. Further, an online system has been developed to foster transparency by inviting innovative ideas / suggestions for improvement in various functions such as Admission, Academics, Examination, Procurement, HR, Industry Interaction, Finance, Administration, Maintenance, etc. Periodic review meetings at various levels (Deans / Hod's) are conducted to ensure transparency, accountability and corrective measures: Monthly Faculty Meeting, Monthly Institutional IQAC, Monthly Research Review Meeting, Monthly Class Representatives (CRs) Meeting, Half-yearly Domain IQAC are also conducted for transparent and effective administration of the system.

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

7.2 Best Practices

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

Response:

Summary of Best Practise No: 1

VIDHYANIDHI

"*Charity is injurious unless it helps the recipient to become independent of it*" - John d .Rockefeller jr

We, the faculty at NSS College, Pandalam have always believed that the services we extend to the needy must not be received with bowed heads and humbled arms. Instead, they should be taken with happiness and dignity. It is with this motto in mind that we devised "Vidhyanidhi" a program to empower our students who come from less fortunate backgrounds."Vidhyanidhi" is an exclusive scheme for the medical aid, emergency needs and merit recognition of students in our college. The students are the main contributors and the pooled sum is utilized for various purposes. The scheme is operated by the students of Commerce Department under the supervision of a Chief Coordinator. There is also a student coordinator selected from amongst the PG students.

Charity services are done in every college in India, but what sets "Vidhyanidhi" a cut above the rest is the fact that the beneficiaries themselves are the benefactors. All the funds distributed to the needy students come from a source of money pooled from the students themselves. In this way, the students don't feel that they are receiving aid from their more fortunate friends. Instead, they take it as a token of their worth.

"Vidhyanidhi" was the brainchild of Dr.Santhakumari, former head of commerce department of our college. The fund is collectively raised from teachers and students. Every year, eight university exams take place in the college. A sum of thirty rupees is levied from each student for every exam. So, it turns out that each and every student ends up paying sixty rupees per year to write their exams. It turns out that after three years of under graduate program, a student gives one eighty rupees for the fund. For post graduate students, it translates as one twenty rupees. For a college that boasts of mighty student strength, the little exam charges pooled together form an enormous sum. This is the monetary source of Vidhyanidhi. Along with this, the faculty members also contribute a lump sum amount to the fund on a yearly basis. From the money thus collected, "Vidhyanidhi" hosts a diverse range of financial help lines to the students of our college.

Students who are from economically weaker sections can avail money for their uniforms through this program. Meritorious students whose parents struggle to make ends meet are awarded an yearly scholarship of three thousand rupees (till they complete their courses) to motivate them in their academic vocations. These scholarships are awarded in an annual meeting organized by "Vidhyanidhi". The awardees are felicitated in a grand function in this meeting. Vidhyanidhi provides money to economically backward students to buy their books and other paraphernalia. "Vidhyanidhi" takes care of the complete medical expenses of students who meet with accidents in the college. Students and their immediate family members who need expensive medical treatment are given financial assistance by "Vidhyanidhi". Vidhyanidhi provides hostel fees to needful students who find themselves unable to cope with their surroundings and students who have a long distance to commute but cannot afford hostel accommodation. These are just token pieces of what Vidhyanidhi does. Its reach is enormous and varied, exploring into and extending a helping hand to the needy facets of students' lives.

Every year, "Vidhyanidhi holds an annual meeting in the college. The activities done by "Vidhyanidhi" are properly recorded and presented in this annual meeting. It is during this meeting that the annual income expenditure statement is read out by the PG student coordinator. Meritorious students who bag the scholarships are felicitated in this function.

Throughout its operations, "Vidhyanidhi" has been hailed as a fruitful project by both the faculty and students. Students love it because of the fact that it enriches and empowers them to be part of a cause that is otherwise too unreal to materialize in their young adult world of movies and passions. The scale and enormity of the assistance they give to their friends fills their minds with unbridled joy. When asked once how they viewed the whole enterprise, their reply was that it was after the onset of such a project that they had a positive attitude to the word "charity". They felt that "Vidhyanidhi" imparted dignity to both the donating and the receiving hands. The knowledge that they are contributing their hard earned money for societal causes fills their minds with joy. On the other hand, the students who receive the aid feel that it is a rightful due to them, not some pennies thrown in an act of kindness. Students once told the teachers in charge that it was programs like "Vidhyanidhi" that inspire them to do better at their academic platforms. Recognition of their merit always inspires them to perform better. Moreover, it is due to the implementation of such programs like "Vidhyanidhi" that the students felt that college life was much more than taking down lecture notes in crammed classrooms. "Vidhyanidhi" made students feel that they are being a part of this ever changing and demanding world, answering its calls of emergency with care and surety. They felt empowered being a part of a program that brought about discernible changes in their immediate surroundings. It is heartening to see such a warm response for a program which had a humble beginning and which now has transformed itself into a major societal venture.

We, the faculty have oftentimes asked amongst us the impact and relevance of "Vidhyanidhi" and we have never failed ourselves in answering this question. The satisfaction and joy we, teachers derive from "Vidhyanidhi" is boundless. "Vidhyanidhi" opened before us a real slice of the real world, a world beyond grade sheets and scholarly textbooks. Truly the program was an eye opener for both teachers and students and only one of its kinds. We are forever indebted to Dr.Santhakumari for bringing this wonderful program of enormous opportunities before us.

Mission

To support economically weak meritorious students

To provide medical aid to students in emergency siyuations in college

To medical assistance to students suffering from critical diseases

To provide hostel fees to fully weaker students

To get students involved in charitable purposes.

Implementation strategy

The fund for vidhyanidhi programme is contributed by both teatchers and students on monthly basis .One student from each student is selected on the basis of merit and attendance. One instalment of Rs 3000 each was distributed to students.
It was decided to give two instalments in the next year and extend the benefit to emergency cases too.

Goals achieved

The programme gave the opportunity to economically weak meretorial students to achieve their academic goals. Students suffering from critical diseases were given financial support . The programme also helped to develop humanitarian attitude among students by providing them the opportunity to engage in charitable activities.

Problems Faced

1. Shortage of fund

2. Selection of students from each class was difficult as the number of deserving students are more.

Summary of Best Practise No: 2

Experimental Farming: An Innovative Venture

"For the things we have to learn before we can do them, we learn by doing them".

-Aristotle

 In Kerala, one of the most challenging concerns of the present era is that of the pesticide-contaminated vegetables and other food items. Though it does not fall into ambit of general education sector, it is sure that various academic institutions have a prominent role to perform in providing pesticide-free and organic vegetables to the society. It is here that we came across the significance of Zero Budget Natural Farming (ZBNF).Zero Budget Natural Farming initiated by Palekar is a set of farming methods, basically a grass root peasant movement, which has spread to various states in India for the purposes of saving the farmers from the debt traps through low budget implementation strategy and   public health management . It attained wide success in southern India as it promises to end a reliance on loans and drastically cut production costs ending the debt cycle for desperate farmers, especially the southern Indian state of Karnataka where it was first evolved. "Zero Budget Farming" as the name suggests the word 'budget' refers to credit and expenses, thus the phrase 'Zero Budget' means without using any credit, and without spending any money on purchased inputs. 'Natural farming' means farming *with* Nature and *without* chemicals. The Soil Fertility and Quality is maintained through the application of Jivamrutham ;a cattle based manure.

Though the Department of Geography of N.S.S. College, Pandalam took up this initiative and launched the programme under the title Experimental Farming in association with the College Nature Club. Consequently the students of other departments also joined the venture by making it a more potent and effective one.

Methodology

- Soil Fertility and Bio-chemical Analysis Done Periodically
- Bacteria samples in Jivamritum assessed
- Vegetable quality analysed after each yield
- Comparative reports of sample plots taken half yearly

Objectives:

1. To develop a new farming culture among students
2. To aquaint the benefits of zero budget farming
3. To provide varieties of plants, seedlings, fruits, etc to various agricultural societies functioning in different localities.
4. To spread the success of Zero Budget Natural Farming to other neighbouring institutions

Implementation Strategy

1. For the whole process, we used only organic fertilizers. Goat dung manure were used instead of cattle based manure as nitrogen source; chicken manure, ash, cow-dung, fish-powder and leaves of Gliricidia sepium ("Sheemakkonna") and Simarouba glauca ("Lakshmi Taru") were mixed and kept for one and a half months making it feasible for farming purposes.

1. Initial Orientation to the students and faculties were given with the help of experts from various Agricultural Universities
2. Visit to other experimental farms in and around Pandalam was done
3. The Soil testing was done by the research scholars of the Department of Zoology.
4. The expert faculties of our Botany Department and agriculture officers of Krishi Vigyan Kendra offered guidance regarding the kinds of saplings and crops that can be cultivated
5. Planted Gliricidia sepium ("Sheemakkonna") and Simarouba glauca ("Lakshmi Taru") for the continuous requirement of leaves

The land now possesses more than 300 banana plants, 200 coconut trees, more than 100 varieties of plants and fruit trees. Rainwater pits and other effective rainwater harvesting methods have been employed for providing necessary water for these farming activities.

This farming activity has brought a sea change in the mindset of the students. It has also provided a platform for a healthy teacher-student inter-relationship and joint work culture thereby making this institution an epitome among its peers in terms of Experiential Learning.

Challenges Faced

- As the students were not familiar with tilling and preparing the land for cultivation ,we had to hire the services of external agencies
- The Clearing and preparation of the land for farming was done by the students and the faculty members of Geography Department
- It was not easy to begin farming without having proper technical knowledge about plant species, manuring procedures, suitable cultivation methods and required watering, assistance had to be taken from the faculty members of Botany and Chemistry Department
- As the availability of water in the project area was poor ; had to access pipeline connectivity to the targeted area through College PTA Committee
- Due to Scorching Summer ,the students and the faculty members had to water the plants twice daily which was actually a tedious task

Evidence of success

The college was able to create a new farming culture through 'Experimental Farming' and could transfer the idea to students ,faculty and the general public . The concept was received by the society with much enthusiasm, as they understood its possibilities. Through this, the college could show the society that this eco-friendly system of farming is essential for humanity and at the same time, a profitable venture too. The whole process was conceived as part of the students' education system and we could discover that, through farming activities, the students were also able to get boundless mental pleasure. The aim to offer a platform for "Zero Budget Natural Farming " was realised through this experiential learning

Connecting Geography as an accdemic decipline and farming as a creative learning activity capacitated the students to understand the value of the subject through the experiential learning.

The yield from the farm was distributed to the students canteen as well as to the local Kudumbha Sree Units .

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

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 institution conspicuously stands out for the holistic development it imparts to the students. All efforts are taken for the enrichment and extension of student learning .The institution ensures that the student is not just getting the degree but he /she is moulded to a well bred citizen who is sensitive to others issues. It believes in creating men and women for others, who are socially responsible and committed for the well being of his fellow beings. The knowledge building that occurs in this institution entails an ongoing and sustained engagement with the society in order to bring about qualitative difference in the lives of the people around. The activities of the students and staff during the devastating floods that affected Kerala during the academic year 2018-19 is worth mentioning at this juncture. Moreover, the institution holds pride in bringing the best unit award consecutively for the third year for NSS activities ; which itself is a reflection of the institution's working philosophy and its core social responsibility.

At the same time, there is a strong emphasis for student's needs, aspirations at all levels, psychological, physical, emotional, educational and it is evinced through the faculty members. Various Clubs functioning in the college aims to develop the skill and creativity of the students who are part of it and thus an overall development of the student is guaranteed. The strengths of the institution that makes it unique amongst other sister concerns is the presence of Qualified, Committed and Experienced faculty. Transparent Governance and Administration, warm and healthy relation among the Management, the Principal, the faculty and the students. Strong and acclaimed presence in research, consultancy and publication, rich exposure to eminent personalities and centres of excellence, contribution of faculty substantially to the development of the curriculum and courses, transparency, diversity and inclusiveness in admission process, integration of cross-cutting issues such as Gender, Environmental Education, Human Rights into the

teaching-learning programme, liberal scholarships and free ships for socio-economically backward students, leading role in organizing a number of national and international programme, Good facilities for curricular and non-curricular activities, residential facilities and Wi Fi-enabled campus. Optimum use of facilities and the presence of a differently-abled friendly campus make it totally unique among its peers.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

NSS College has diverse activities which could be highlighted as Best Practises as these programmes inspire noble thoughts, intelligent discourses, and innovative ideas conceived to empower and strengthen the student community to combine academic knowledge with social responsibility. The institution is focused to nurture the students as intellectually enlightened, independent, socially responsible and emotionally mature equipped to take up the critical challenges of life and enable them to achieve success with flying colours. Some of these best practices are:

An efficient counselling and grievance redressal mechanism for girls – this is provided through the extremely active and efficient Women's Cell in the college where a team of dedicated women teachers are always at hand to provide support to girl students.

Diversified green initiative programmes – the environment policy of the college is reflected in the green canopy in the college, rich with many indigenous species of plants and trees. Campus beautification is undertaken by students with the guidance of teachers and staff through gardening. Vegetable cultivation is also practised so that students imbibe the knowledge of proper land use.

Numerous bodies addressing student issues - The institution has a wide variety of proactive bodies that cater to the student community exclusively. Some of them are the Students Grievance Redressal Cell and Suggestion Box, Career Guidance and Placement Cell, Counselling Centre, Ethics Committee and the Anti Narcotic Cell.

Waste Disposal System – the environmental commitment of the institution is taken a step further through its efforts to segregate and process different types of wastes from its origin without causing damage to the environment. Eco friendly materials are used by students in the preparation of projects and exhibits focusing on the 4R principle of reduce, reuse, recycle and recover. The institution has exclusive disposal systems for biodegradable wastes and e wastes.

The institution through its endeavours strives to build a confident young population through its attempt to address all issues at both the academic and individual level. It seeks to instill in students an ecocentric attitude which forges a harmony of existence with all forms of life and builds an empathetic generation.

Concluding Remarks :

An educational institution attains glory not only when it kindles the lamp of knowledge and wisdom, but also when it keeps the flame unextinguished till eternity. NSS College, Pandalam strives to excel in the educational sector by constantly reviving, updating and rejuvenating itself through novel and innovative teaching-learning strategies and social service schemes. It attempts to impart valuable and quality education to students belonging to a semi-urban area where they face numerous limitations in financial, technological and infrastructural arenas. It aims to sharpen and polish the talents of students, empower them with confidence to constructively take part in the nation building process. The institution also envisions to instil in the youth values of love, empathy and dedication. Fortified with highly qualified faculty, who have proved their mettle in teaching as well as research, and sufficient infrastructural facilities, the institution constantly produces luminous results in undergraduate and post graduate departments. The enterprising faculty members of the institution brought numerable laurels by

producing 12 PhDs, publishing 107 books/chapters and 162 research publications in reputed national and international journals.

The College maintains various administrative wings like the College Council, CLMC, DLMC and IQAC to run the day today affairs of the institution as well as to nurture a disciplined culture. These bodies also help to maintain a democratic and impartial ambience. Strong and supportive PTA and Alumni are instrumental in conducting various programmes to felicitate meritorious students and teachers and hence help to inspire and encourage talents. They also render valuable suggestions for the betterment of the institution.

The College as part of propagating an eco-friendly lifestyle endorses green protocol in the campus- green and clean campus, plastic free ambience, encouraging public transportation and car-pooling culture, effective waste management system, hygienic environment, community farming etc. are some of the methods practiced in this respect.

The institution possesses of a faculty that is well qualified and research oriented. Forty-nine faculty members hold doctoral degrees in their various disciplines. It boasts of a rich lineage of academic excellence coupled with holistic development, always striving to lead the student community to the pinnacles of excellence.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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 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 Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>19</td><td>10</td><td>7</td><td>7</td><td>7</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>4</td><td>2</td><td>5</td><td>6</td></tr></table>
1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 152 Answer after DVV Verification: 152
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 15 Answer after DVV Verification: 18
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 854 Answer after DVV Verification: 312 Remark : As pr the HEI data attached with the Metric in respose. The HEI has provided the number of sudents undertaking field projects or internships in AY 2017-18 as requested.
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 Answer before DVV Verification : A.Any 4 of the above

	Answer After DVV Verification: B.Any 3 of the above

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

2.4.2	Average percentage of full time teachers with Ph.D. during the last five years
	
	  2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years
	    Answer before DVV Verification:
	
	    Answer After DVV Verification :

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
	
	  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
	    Answer before DVV Verification:
	
	    Answer After DVV Verification :

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)
	
	  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)
	    Answer before DVV Verification:

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
49	53	49	53	45

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
49	52	50	54	44

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	3	1	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	01	0	1

Remark : Award from the State Govt of Kerala to Dr Subhash Babu as the Best NSS programme officer of the state in 2013-14 and grant of Fellowship of The Royal Entomological Society (FRES), London to Dr. M.G.Sanalkumar have been considered.

2017-18	2016-17	2015-16	2014-15	2013-14
7.830	36.302	40.082	0.07	14.85

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
22.5	31.59	00	0	12.95

Remark : As per the HEI statement in the responsedialogue box and the data attached with the Metric. As per the sanction letter dated 17 Oct 2017 only Rs 22.5 Lac is sansctioned in 2017-18 out of the total allocation of rs 37.62 Lac.

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

3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years
Answer before DVV Verification : 24
Answer after DVV Verification: 18
3.1.3.2. Number of full time teachers worked in the institution during the last 5 years
Answer before DVV Verification : 501
Answer after DVV Verification: 166

Remark : As per the HEI statement and the data attached with the Metric in response. In 2.4.1 the HEI has 166 faculty members who worked in the institution during the last 5 years. Student Projects and short duration(<6 month) projects have not been considered. Provisional approval has also not been considered.

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

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
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
18	8	10	3	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

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

3.3.3.1. How many Ph.Ds awarded within last five years

Answer before DVV Verification : 12

Answer after DVV Verification: 07

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

Answer before DVV Verification : 6

Answer after DVV Verification: 05

Remark : The name of the guide Dr. A. Bijukumar does not figure on the faculty list of the HEI. The HEI has claimed 03 PhD's guided by Dr Biju which have not been considered. Two Claimed PhD have been awarded in 2018-19 and are not considered.

3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
51	31	44	32	22 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
10	04	13	14	14	 Remark : As per the HEI data attached with the Metric. The clarification data Excel sheet has been analyzed and verified with SCOPUS and WEB of Science list of journals.
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 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 Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
26	24	19	21	14 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
17	18	16	12	05	 Remark : The HEI has provided year of publication as the Calendar year. The HEI has included not only second half of the year 2018 but data of 2019 also. As per the HEI data as applicable to the Metric.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	6	6	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	01	00	00	01

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric. Only awards from thee Goct of Kerala in 2013-14 and Univ of Kerala in 2016-17 are eligible. The other attached letters are acknowledgements and not awards per se.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	20	19	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	14	15	0

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

15	4	5	4	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
05	4	5	4	0

Remark : The HEI was requested to t provide Copy of each linkage documents, duly signed/mutually accepted by collaborating institutions, indicating the specific activities and the duration of the agreement. However the HEI has confirmed non availability of such agreements. As per the HEI data giving benefit of doubt in its favor.

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) 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) Answer before DVV Verification: _table1_ Answer After DVV Verification : _table2_ Remark : A large number of The HEI data (MoU's) are of 2018-19 and not eliginle for 2013-18. Only one MoU with Rubber Producng society of ADOOR the HEI is eligible. The Agreement started in 2014 but has run in continuation renewd every 02 years. Hence considered as it is in existence and functional for 05 years.

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	0	1	0

4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 22 Answer after DVV Verification: 21 Remark : As per the HEI statement with the Metric in response.
4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
17.1	11.4	12.8	11.2	15.2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
11.36	07.85	21.24	16.7	13.82

Remark : As per the HEI data attached with the Metric in response.

4.2.6	Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year
Answer before DVV Verification : 110
Answer after DVV Verification: 28

Remark : As per the HEI data attached with the Metric in response.

4.3.3	Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : >=50 MBPS
Answer After DVV Verification: 20-35 MBPS
Remark : As per the HEI statement in the responsedialogue box and the data attached with the Metric.

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

Answer before DVV Verification : Yes
Answer After DVV Verification: No
Remark : As per the HEI statement in the responsedialogue box and the data attached with the Metric.

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

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
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
67	40	46	33	43

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
18	24	30	25	34

Remark : The HEI has included prize money s scholarship. Amounts of value less than rs 1000 are not counted and are mostly prizes for project work. Alottment in Kind is not freeship. Providing Uniform is not counted as scholarship.

| 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

Answer before DVV Verification : A. 7 or more of the above
Answer After DVV Verification: A. 7 or more of the above |

| 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

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
Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
584	226	320	171	80

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
584	246	195	159	120

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric. The HEI ha included attendance of programs other than guidance for competitive |

	examinations and career counselling offered by the institution. Eg Training for communactive English in 2017-18
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. 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 Answer before DVV Verification:
	Answer After DVV Verification :
	Remark : The HEI claim for the two awards of 2015-16 and 2017-18 is not for AIU recognized sports. The organization conducting such contests in martial are not recognized. As per https://sgadf.com/# School Games and activity development Foundation is a TM.
5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year 5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years Answer before DVV Verification:
	Answer After DVV Verification :
5.4.3	Number of Alumni Association / Chapters meetings held during the last five years 5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years Answer before DVV Verification:

5.3.1 — Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
9	4	3	0	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	0	0

5.3.3 — Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
56	54	49	51	40

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
32	31	26	26	20

5.4.3 — Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	00	0	0	01

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric.

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

  Answer before DVV Verification : B. Any 4 of the above
  Answer After DVV Verification: C. Any 3 of the above

Remark : While MOODLE is used for LMS the e-governance is in the ares of Administration Finance and Accounts and Student Admission and Support. The HEI attached data does not support the HEI claim of e-governance of the Examination System

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

  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

  Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
9	3	1	4	2

  Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	3	4	2

Remark : As per the HEI data attched in response.

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

  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

	Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
29	6	13	13	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
27	07	12	08	3

Remark : Administration Finance and Accounts Student Admission and Support

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)

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
60.07	75.77	72.48	57.21	78.46

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
50.53	56.30	57.23	47.18	44.99

Remark : As per the HEI statement in the responsedialogue box and the data attached with the Metric.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	5	5	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	2	3	0

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
16	13	13	12	13

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
8	7	4	4	2

7.1.4	Percentage of annual lighting power requirements met through LED bulbs

7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH)
Answer before DVV Verification : 1320
Answer after DVV Verification: 3200
7.1.4.2. Annual lighting power requirement (in KWH)
Answer before DVV Verification : 4970
Answer after DVV Verification: 16000

Remark : As per the HEI statement in the responsedialogue box and the data attached with the Metric.

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)

Answer before DVV Verification : C. At least 4 of the above
Answer After DVV Verification: C. At least 4 of the above

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	2	2	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

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0	2	1	0	0

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	2	2	2	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	6

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

Answer before DVV Verification : Yes
Answer After DVV Verification: No

Remark : The HEI contemplation of course SG 1331 SOCIAL GERONTOLOGY being the same as course on Human Values and professional ethics in incorrect. The latter covers the complete society and many more elements than ageing.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	2	2	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	0	1

2.Extended Profile Deviations

ID	Extended Questions

1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 2756 Answer after DVV Verification : 565
1.2	Number of programs offered year-wise for last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
24	24	24	24	23

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
24	24	24	24	23

2.1	Number of students year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2700	2640	2516	2365	2325

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2563	2596	2451	2292	2164

2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
198	195	193	189	180

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
198	195	193	189	180

2.3	Number of outgoing / final year students year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
929	880	810	775	757

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
856	807	769	754	741