

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

**Annual Quality Assurance Report (AQAR)
(2014 – 2015)**

NSS COLLEGE, NILAMEL

Kollam



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2014 – 2015

1. Details of the Institution

1.1 Name of the Institution

N.S.S.COLLEGE, NILAMEL

1.2 Address Line 1

N.S.S.COLLEGE, NILAMEL

Address Line 2

KOLLAM, KERALA

City/Town

NILAMEL

State

KERALA

Pin Code

691535

Institution e-mail address

nsscnilamel@yahoo.co.in

Contact Nos.

04742433346

Name of the Head of the Institution:

Dr.G.Thulaseedharan

Tel. No. with STD Code:

04742433346

Mobile:

9447561001

Name of the IQAC Co-ordinator:

Dr.V.C.S.Kumar

Mobile:

9447019288

IQAC e-mail address:

nsscniqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN18828

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.nsscnilamel.org

Web-link of the AQAR:

www.nsscnilamel.org/IQAC

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.72	5/5/2014	4/5/2019
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02/06/2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University ☒ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Kerala University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

NA

UGC-CPE

NA

DST Star Scheme

NA

UGC-CE

NA

UGC-Special Assistance Programme

NA

DST-FIST

NA

UGC-Innovative PG programmes

NA

Any other (*Specify*)

NA

UGC-COP Programmes

NA

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: No.

1

Faculty

1

Non-Teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year? Yes

☒

No

If yes, mention the amount

Rs 3,00,000

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC : **NIL**

Total Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Significant Activities and contributions made by IQAC

1. In association with the Planning Committee, IQAC framed a proposal and plan to construct new blocks and auditorium to improve the infrastructure facilities of the college and the plan and proposal for the same was submitted to the UGC.
2. Directed the Planning Committee, Purchase Committee and the PTA to improve the class room facilities for the benefit of teachers and students.
3. Initiatives have been taken to assist the various departments of the college to chalk out an action plan for the better implementation of its curricular and co-curricular goals.
4. Direction has been given to the Planning and Purchase committees to upgrade the facilities of the computer lab to enhance the e-learning potential of the students.
5. In consultation with the Planning Committee and Purchase Committee, initiatives were taken for promoting ICT enabled teaching and learning. Two smart rooms were constructed with the aid of UGC fund.

6. Attempts were initiated to improve the teaching-learning environment of the class rooms.
 - Green boards were installed in addition to black boards
 - The public address system of the campus has been renovated
 - New electrical devices, such as fans, tube lights, switches etc were installed.
7. Initiatives were taken to introduce the freshers to the ways and life of the campus by conducting a bridge course under the banner “Know Your College”. The aim was to help them shed their fears and inhibitions and adapt to the new environment with ease and comfort.
8. Steps were taken to motivate the members of the faculty to participate in various research oriented activities like seminars, conferences and workshops.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
To provide guidelines to the departments in the college for the preparation of an action plan for the year 2014-15	Necessary measures have been adopted to assist various departments for preparing their plan of action
Take initiatives for the construction of smart class rooms for promoting ICT enabled learning	Directions were given to the Planning and Purchase Committees to construct smart rooms and consequently two smart rooms were constructed in the Department of Physics and Department of Botany
To adopt preventive measures to tackle the problem of power-failure in the college	Directions have been given to the Planning and Purchase committees in this regard and as a result it was decided to purchase a generator with the aid of UGC Fund
To improve better restroom amenities for the students	Instructions were given to the Planning Committee and WSU in this direction and as a result, vending machine was installed in ladies toilet.
To motive departments and faculties to avail research projects from various funding agencies	Direction has been given to the Research Committee to monitor the date of application for various projects and to inform the same to members of the faculty. As a result of their

	diligent effort and perseverance, 6 proposals are submitted to UGC
To improve classroom infrastructure for better teaching-learning experience	Instructions have been given to the Planning Committee, Purchase Committee and the PTA in this regard and it was decided to purchase green boards and sufficient furniture to improve the classroom environment and thereby enhance the teaching-learning experience.
To update and upgrade the computer lab in the college for providing e-learning facility for the students	Proper guidelines have been given to the Planning and Purchase committees to take necessary steps to purchase Computers, Soft wares & other Accessories to upgrade the computer lab to modern day standards and the same has been accomplished to the benefit of the students in the campus.
To accomplish office automation for the smooth functioning of the administrative wing	Directions were given to the Planning Committee and Purchase Committee to adopt measures to automate the office and for the same, it has been decided to purchase computers, softwares and inverters
To improve the infrastructure of the college	IQAC in association with the Planning Committee submitted a proposal to the UGC for availing an estimated sum of rupees 1crore for the construction of class rooms and auditorium
To ensure the fair conduct of Internal assessment examinations as per the stipulations of the University.	Directions have been given to the College Level Monitoring Committee (CLMC) for the proper conduct of internal examinations and guidelines were issued to the departments to be time-bound in the publication of results on the notice board and the uploading of the CE marks onto the University portal.

To inspire the faculties to engage in qualitative research for upgrading their academic standards	IQAC in association with the Research Committee issued directions to the faculties in the college to participate in various seminars of national as well as international significance and also to publish their research articles in various journals
To collect feedback from students and to analyze them to ensure better teaching-learning output	Direction has been given to various departments to collect feedback from students and to analyze the same at department level and the findings were later reported to the IQAC
To improve the amenities of the Mini Seminar Hall for improving its utility	IQAC in association with the Planning Committee adopted initiatives to install air conditioners in the mini seminar hall to elevate its infrastructural standards.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- The departmental representative is in charge of sending reports on a regular basis regarding their activity in order to facilitate data.
- The IQAC collect departmental documents and prepare AQAR for the relevant year.
- The AQAR is submitted to the Principal and College Council for discussion.
- The AQAR for the relevant period is submitted to the management for verification and approval.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	2			
UG	10	1		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	13	1		
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

The college offers 11 core courses, having duration of six semesters, twelve open courses and eleven elective courses in each programme at undergraduate level under the Choice Based Credit and Semester System offered by the University and two courses at postgraduate level under the Semester system. Also, the college has one Doctoral programme in Malayalam.

The structure of a first degree programme includes 1) Language Courses 2) Foundation Courses 3) Core Courses in the Major subjects related to Degree Programme 4) Complementary Courses on allied subjects 5) Open/Elective Courses and 6) Project. The college provides sufficient guidance and support and optimum academic flexibility for its students to enrich their skills based on their aptitude. A student is free to take any core subject and associated combination of Complementary Courses offered by the College on the basis of the eligibility criteria at the time of admission. A student is also free to select any Elective Course offered by the parent department during the 6th semester and any open course offered by other departments of the

college during 5th semester. In order to enrich the social commitment of students, club activities are incorporated in the 3rd and 4th semester of the UG programme. This is mandatory for all students for the successful completion of the programme.

The College Level Monitoring Committee for CBCSS programmes provides necessary information and directions to students regarding the provisions for core courses, elective courses, open courses and extension activities in an academic session. Further, the department level monitoring committee ensures that students get proper guidance from the faculty advisor regarding the suitability and usefulness of such Courses to increase the academic potential and opportunity/eligibility for higher studies.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Student ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus revision of the programmes is decided by the University and the college has no autonomy for revision.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

B.Sc Chemistry

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	51	34	17		

2.2 No. of permanent faculty with Ph.D.

32

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	36	5	15	-	-	-	-	-	51	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

4

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	13	1
Presented	2	6	1
Resource Persons	1	-	6

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ICT enabled learning and peer group teaching
- Visits of historical places and projects on local history
- Group discussions on new trends and various topics of study, role play, flash cards, Quiz competition.
- Demonstrations, invited lectures, on the spot training sessions by taking students for visits.
- Oral tests in addition to assignments and seminars to ensure proper evaluation

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Open Book Examination

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

6

2.10 Average percentage of attendance of students

86.2

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Mathematics	41	63.41	9.75	--	-	73.17
Physics	23	80	6	-	-	86
Bio Chemistry	16	62.5	31.25	-	-	93.75
Botany	22	40.91	45.45	9.09	-	95.45
Zoology	27	5.93	66.67	15.6		88.89
Malayalam	65	11	12	9		32
English	31	16.1	51.6	-		67.7
History	47	-	74.47	4.25		78.72
Economics	48	0.02	52.08	35.42		91.67
Commerce	62	21.87	60.93	4.68		87.48
M A Malaylam	20	25	70			95
MCom	15	-	93.33			93.33

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- The IQAC monitored and documented all activities in the college including seminar, workshops, invited talks and observation of important days.
- Provided value based talks from resource persons to enhance the moral and social commitments of students.

- Distributed teachers diary to all faculty and insisted day to day maintenance of the same.
- Issued feedback forms to students to obtain their response regarding the performance of teachers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18			
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC directs and monitors the activities of the Research committee which coordinates and promotes the research activities of the institution to achieve excellence in research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	NIL	NIL	NIL
Outlay in Rs. Lakhs	8.05			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	3	6
Outlay in Rs. Lakhs	1.6	1	3.35	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	11	
Non-Peer Review Journals	2	12	1
e-Journals	5		
Conference proceedings			1

3.5 Details on Impact factor of publications:

Range Average ☒ h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014 - 15	UGC/HEC	Rs 3,35,000	Rs 2,27,500
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			Rs 3,35,000	Rs 2,27,500

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			2		10
Sponsoring agencies			UGC/KSCTE		UGC/Department

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: NIL

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year : NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The NSS unit of the college organised a blood donation camp as a part of the institution's social and moral responsibility towards the society.
- As part of the National Science Day, the Department of Physics extended its services to the society by organising seminars and workshops for the students of Higher Secondary Schools.
- Department of Physics organised Quiz / Elocution competition for school level students.

- Department of Physics conducted training programmes for the students of Higher

Secondary Schools to improve their technical and practical skills for preparing projects.

The College serves in the best manner through an initiative called “NanmakkoruKaithangu” (A hand of help for the goodness of humanity). This programme was envisaged as a humble step to abolish poverty. In this programme, the NSS volunteers collect lunch packets from the students of the college once in a week (Thursday) and they are distributed to the poor patients of the Primary Health Centre, Nilamel. All the members of the teaching as well as administrative staff participate actively in the programme. Apart from this, the NSS unit of the college also contribute dress kits to the inmates of “Ashrarya”, a poor home and orphanage, on the eve of Onam and Christmas. The members of the NSS unit organise Onam and Christmas celebrations at the poor home and makes regular visits to the same to offer assistance and support. They also visit the patients of the palliative care units and give Christmas kits to them.

- As a part of its social commitment, the NSS unit has also undertaken the responsibility of cleaning the KSRTC bus depots of Chadayamangalam and the premises of the Primary health centre, Nilamel.
- Department of Bio-Chemistry conducts a Friday Clinic to help the public in checking their blood and cholesterol.
- The NCC Unit of the college has organised 3 awareness Rallies, that include Independence Day rally, anti-drug awareness rally and traffic awareness rally to Kilimanoor, a nearby town.
- The NCC Unit of the college has also created an opportunity for the the students to visit the Art Gallery of the eminent painter, Raja Ravi Varma, at his palace in Kilimanoor.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acres	NIL	-	25 acres
Class rooms	37	NIL	-	37
Laboratories	5	NIL	-	5
Seminar Halls	2	NIL	-	2
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	1	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	20.29465	UGC	20.29465
Others	-	-	-	-

4.2 Computerization of administration and library

- In the college office, administration is partially computerised
- Administrative office has three computers, having VPN and Broadband facility.
- A new software called “e – college” is installed in the administrative office for the smooth issuing of Transfer Certificates to students.
- Salary bills and pay particulars are generated through SPARK system as a part of e – governance.
- Examination procedures are done online.
- The library has three computers and as a part of automation, “GRANDHA SOFT” was installed in the library for the smooth tracking and issuing of books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37329	-	370	Rs 133423/-	37699	
Reference Books	372	-		-	372	
e-Books				-		
Journals	18	18000		-	18	18000
e-Journals						
Digital Database	1	5750			1	5750
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computer s	Computer Labs	Internet	Browsin g Centres	Compute r Centres	Offic e	Depart - ments	Othe rs
Existin g	31	13				3	13	2
Added	18	10					8	
Total	49	23				3	21	2

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- All the departments have computers with internet facility.
- In the college, apart from the main computer lab, the department of Physics has a computer lab of its own.
- College provides internal awareness programmes to students about networking through department.
- Teachers make use of ICT tools as part of their teaching process.
- Awareness is given to the students with the help of library about the use of e – learning materials.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs 20,000/-

ii) Campus Infrastructure and facilities

Rs 45,000/-

iii) Equipments

Rs 49,135/-

iv) Others

-

Total :

Rs 1,14,135/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- At the beginning of the academic year, the IQAC has initiated the conduct of a 2 day Orientation Programme for the newly admitted students to familiarise them with the college, its activities, infrastructure, learning resources, services offered to the students, the various clubs, cells and student support programmes.
- Tutors were directed to identify the outstanding students from various classes of the first year UG batch to be mentored across three years by members of internal faculty and external resource persons as part of the Walk With the Scholar (WWS) Programme, a Government of Kerala initiative.
- Tutors were directed to identify the weak students from various classes of the first year UG batch to be mentored across three years by members of internal faculty and external resource persons as part of the Student Support Programme (SSP), a Government of Kerala initiative.
- Tutors were directed to identify economically backward students from various classes of the first year UG batch and enroll them in the Additional Skill Acquisition Programme (ASAP), an initiative of the Higher Education Department, Government of Kerala.
- IQAC has directed the College level monitoring committee (CLMC) to give awareness about the academic regulations of the University to the students.

5.2 Efforts made by the institution for tracking the progression

- Class tutors maintain records of students' progression throughout the years to facilitate self-evaluation and better documentation.
- A minimum of two PTA meetings are conducted in a year, in addition to the general body meeting of the PTA.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1309	76	13	

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

No	%
356	25.63

Men

No	%
1030	74.37

Women

Last Year (2013 - 14)						This Year (2014 – 15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
686	221	3	378	9	1297	726	243	5	400	11	1385

Demand ratio

Drop out 0.26 %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Coaching classes were taken by experts from various fields under the UGC Scheme Entry into services.
- Department of Malayalam and Commerce conducts UGC-NET examination coaching to PG students.

No. of students beneficiaries

110

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Centralised career guidance and counselling cell is functioning in the college under the leadership of Dr Bijukumar B S
- Classes were taken for the students to orient them on “The Need for Counselling”, in order to erase the stigma associated with seeking counselling services.
- General student counselling was conducted during tutorial meetings for students of various classes.

No. of students benefited

200

5.7 Details of campus placement : NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- An induction programme was conducted for the newly admitted UG students and there were several sessions relating to gender sensitisation across the two days.
- The Women’s study unit conducted classes on gender issues.
- NSS volunteers staged plays relating gender issues.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level 22

National level 6

International level -

No. of students participated in cultural events

State/ University level 60

National level

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

NSS College, Nilamel

10

25

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Sl No	Scholarship	No. of Students	Amount
1	Higher Education Scholarship	9	1,44,000
2	Central Sector Scholarship	8	80,000
3	State Merit Scholarship	12	60,000
4	Post Matric Scholarship	48	1,44,000
5	Blind/PH Scholarship	4	20990

5.11 Student organised / initiatives: NIL

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Students had registered complaints regarding the malfunctioning of lights and fans in class rooms. The institution has addressed this issue and electrical maintenance was done using PTA fund.
- There were a few complaints regarding unhygienic conditions in the restrooms. This was immediately addressed through the installation of a Wending machine in the ladies waiting room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : The vision of the college is “quality education through academic excellence, skill development and character formation to produce socially committed citizens”.

Mission: The mission of the college is to provide value oriented and technology based intellectual training, to enable the students to compete in the present-day global scenario and to bring out morally upright and socially committed men and women who could contribute to the development of the nation.

6.2 Does the Institution has a management Information System

Yes. Every department, statutory body, various clubs and cells have a faculty in charge who works closely with the IQAC. Any information of significance is handed over to the faculty in charge through e-mail and they, in turn, deliver such information to the respective beneficiaries. The public addressing system is also used for conveying information to staff and students. The College hand book also place an important part in the management information system by providing the parents and students an opportunity to contact respective faculties and management.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is affiliated to the University of Kerala and follows the syllabus and curriculum framed by it. So there is limited flexibility regarding the development of programmes. However, suggestions and issues regarding the curriculum and syllabus are informed to the university through the board of studies members of our college.

6.3.2 Teaching and Learning

At the beginning of the academic year, the academic committee of the college prepares the academic calendar in tune with the university calendar and a master time table for the college. IQAC directs the departments to conduct seminars, invited talks and other activities for providing quality education.

Each department conducts meetings to discuss term-wise allocation of syllabus, assignments, and seminars to students and prepares their own time table and academic calendar. Faculty members prepare the lesson plan and it is periodically monitored by the HODs to ensure the quality of teaching. To evaluate faculty members with regard to the teaching learning process, feedbacks are collected from students and parents and they are duly assessed and evaluated to take actions, if necessary. ICT tools are extensively used in class rooms both by the members of the faculty and the students.

Remedial, mentoring and tutorial classes are taken time-bound by each department. Submission of the monthly attendance of students to the Attendance committee is done at the close of every month and necessary actions are taken if any student is noticed to have to a shortage of attendance. A minimum of one PTS meeting is conducted every semester to discuss the performance of their wards as well as to discuss any matter that requires attention.

Class tests are conducted regularly and centralised internal examinations are conducted every semester, which is followed by the preparation of the continuous evaluation marks, which are published on the noticeboard.

College library provides INFLIBNET facility for members of faculty and students which provides access to a large treasure of e-books and journals for academic reference. Books and periodicals are added to the college library every year.

To boost the curricular and co-curricular competence of the students, programmes like Walk with the Scholar, Student Support programme and Additional Skill Acquisition Programme are conducted in accordance with the guidelines issued by the government of Kerala.

6.3.3 Examination and Evaluation

- An internal examination monitoring committee functions in the college to oversee the conduct of centralised internal examination in the course of every semester.
- The college level monitoring committee, departmental level monitoring committee and the faculty advisors in charge of the concerned courses are responsible for the continuous evaluation of students. Taking into consideration the regulations put forth by the university in this regard, they prepare the score sheets of students. According to the university mandate, they evaluate the performance of the

students in their internal examinations, seminars/assignments and percentage of attendance.

- In addition to the conduct of centralized internal examinations, the departments of the college also conduct class tests on a periodic basis to keep track of the progress of students.
- The end semester examinations are conducted by the University as per the University mandates.
- Teacher evaluation is done at the end of the academic year and this is done by collecting feedbacks from students through a formal feedback mechanism.

6.3.4 Research and Development

The College has a research committee working prudentially to encourage advanced learning and research among the teaching and learning community of the campus. The committee works under the leadership of Dr Rajesh R, Assistant Professor, Department of Malayalam, who functions as its coordinator. The main aim of the committee is to promote the research activities of the college. The committee meets regularly to discuss the research status of the members of the faculty and to adopt the necessary measures required to motivate the teaching community towards academic excellence.

The committee keeps track of the important dates for submitting various major and minor projects and encourage them to apply for the same. To inculcate the spirit of research among students, the committee takes initiatives to conduct orientation programmes suited to assist students in their preparation of academic projects and assignments. The Department of Malayalam and Commerce, being the PG Departments of the college, maintains close association with the research committee, and they jointly organize special sessions for PG students to improve the spirit of research among the students. As a noteworthy achievement in this direction, The Department of Malayalam has published a journal “Malayala Sahithi Sahithya Gaveshana Samahitham” with ISSN 978 – 93- 81423 – 20 -2

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- College Library has 37237 books and subscribes 7 newspapers and 18 journals.
- Subscription of digital data base N List.
- Feedback is obtained from students and staff and their suggestions are duly considered to improve library services.

Physical infrastructure / instrumentation

- Departments are frequently contacted to ensure that the computers, its hardware and software components are in perfect working conditions. Necessary maintenances, if any, are done in a time-bound manner.
- Number of Desktop computers – 49, Printers – 8 and projectors – 13.
- Public Address Systems, chairs and White boards.
- Renovation of class rooms are done: infrastructure enhanced with more tubes and fans. Electrical maintenances are done: issues regarding wiring are rectified.

6.3.6 Human Resource Management

- College Council, committees, various clubs, teaching and non-teaching staff associations working in the college provide moral and material support to all the activities of the college.
- The various clubs functioning in our college provides the teachers a platform to express and improve their leadership qualities.
- The participation of students in various club activities facilitates them with exposure and an opportunity to improve their social commitments.
- Non teaching staff participate in various aptitude training and skill development programmes for the upgradation of their skills and abilities to equip them for enhanced performance.
- Teaching members of the faculty are encouraged to dedicate valuable time for attending courses/conferences/workshops/training programmes etc. to expand their knowledge and to make respectable contributions to the academic canon.

6.3.7 Faculty and Staff recruitment

- Recruitments of staff are strictly done in compliance with the mandates of the UGC and the government.
- Guest teachers are recruited by the management by conducting interview at the college from the list of qualified candidates. The circulars and rules issued by the government in this regard are also obliged without exception.
- A Computer Assistant is appointed in the college with the assistance of the PTA.
- A staff working on the basis of daily wages is appointed with the financial support of the PTA for the proper upkeep of the college premises.
- A Security staff is recruited with the help of financial assistance from the PTA.

6.3.8 Industry Interaction / Collaboration

The Entrepreneurship Development Club is instrumental in cultivating and developing entrepreneurship skills among the students. The ED club conducted skill enhancement workshops and arranged talks by prominent entrepreneurs for providing a sense of direction and motivation for the students.

6.3.9 Admission of Students

The admission of the students is executed by the admission committee from the allotted list of students through centralised online allotment procedure of the University of Kerala. Accordingly, 50% of the seats are filled with students from the general merit, of which one seat goes to PWD category, if any applicants are present. 20% of the seats are reserved for SC/ST category, 20% for Management Quota and 10% for the Community merit quota as per the sanction of government rules. There is also a provision to give admission to students having exceptional sports/games record, which comprises the sports quota.

6.4 Welfare schemes for

Teaching staff	Pension schemes, Provident Fund, Group Insurance Scheme, College canteen, Accidental Benefit Schemes, State Life Insurance, Festival allowance, Festival advance, Leave surrender
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	benefits etc as per the norms of the Govt. of Kerala.
Non teaching	Pension schemes, Provident Fund, Group insurance, College canteen, Accidental Benefit Schemes, Festival allowance, Festival advance, Leave surrender benefits etc as per the norms of Govt of Kerala.
Students	Merit Scholarship by Central and State Governments, Prof. Gopakumaran Nair memorial endowment, KPCR fee concessions, Post metric scholarship, scholarship for person with disabilities, Students group insurance scheme, College canteen, Career guidance, Remedial coaching.

6.5 Total corpus fund generated

Rs 2192050/-

6.6 Whether annual financial audit has been done

☒

Yes

☐

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	College Council
Administrative	Yes	Dy. D C E audit, Accountant General audit, Management	Yes	College Council

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Conducted department level alumni meeting.

6.12 Activities and support from the Parent – Teacher Association

- The College level PTA meets regularly to discuss and take into consideration the welfare of the students and to monitor the functioning of the college.
- PTA provided 50 units of bench and desk, 35 tables, one podium and 3 ceiling fans in the ladies waiting room.
- Financial assistance is provided to students to help them participate in various competitions related to the university youth festival and other cultural activities.
- PTA provides financial assistance to Guest lecturers, Security staff, Cleaning staff, and a temporary Computer lab assistant.
- Department level PTA meets at least once in every semester to discuss the performance of students and adopt necessary measures if any regression is observed from the part of a student. Feedback mechanism is maintained and its assessment is taken into account for improving the teaching and evaluation process.

- In association with IQAC, the PTA has constituted endowments and prizes for both UG and PG students who excel in University Examinations and the same are awarded on the MERIT Day .
- In association with IQAC, the PTA has constituted endowments and prizes for students who exhibit talents in sports and other co-curricular activities.

6.13 Development programmes for support staff

- Support staff attended skills enhancement workshops to improve their aptitude and efficiency.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- To keep the Campus Clean, IQAC, NSS and NCC informed the students to bring lunch in their lunch boxes and avoid the use of non-biodegradable objects like plastic carry bags.
- In collaboration with the Forestry Department of the Government of Kerala, NSS and NCC units of the college planted more than 100 saplings during the academic year.
- Department of Botany has undertaken initiatives to conduct programmes under the scheme of Star Forest.
- Campus cleaning programmes are conducted many times under the auspices of IQAC, NSS and NCC units.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The programme “Nanmakkoru Kaithangu” extends a helping hand to poor patients of the primary health centre, Nilamel. This helps not only to maintain the social commitments of the institution, but also to improve the moral values of the students and to help them connect with the society.
- The college also extends the service of its human resource potential by making the members of the faculty offer classes for the students of nearby schools to motivate and assist them in their studies and also to provide them an exposure towards the importance and possibilities of higher education.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Departmental meetings are held in the presence of Principal and the same has been used to discuss the plan of action of the concerned departments.
- Two class rooms, that of the Department of Physics and the Department of Botany have been converted into smart class rooms for the promotion and use of ICT enabled teaching and learning.
- A generator was purchased by utilising the UGC fund to solve the persistent problems of power failure.
- Vending machine was installed in the ladies restroom to improve the restroom conditions.
- As part of maintaining the importance of research and learning among the faculty, six faculty members of the college have submitted research projects proposals to UGC.
- As part of improving the class room amenities and infrastructure, 32 green boards and sufficient number of furniture are purchased.

- As part of promoting e-learning among the students, the computer lab of the college has been upgraded and updated.
- Office automation has been done through the purchase of computers, softwares and invertors.
- The installations of air conditioners are done in the conference hall to improve its conditions and to meet the present day standards.

7.3 Give two Best Practices of the institution

- “Nanmakkoru Kaithangu” – A humble endeavour to sooth the call of hunger. The mission is carried out by collecting food packets from the students and staff of the college to help mitigate the hunger of the poor and the deprived, especially the poor patients in the primary health centre, Nilamel.
- Blood donation Forum – A programme to meet the urgent needs of causalities. The Forum functions to meet the urgent requirement of blood donors to help the causalities in various hospitals.

7.4 Contribution to environmental awareness / protection

- NSS and NCC volunteers of the college have embarked themselves on a cleaning campaign, interacting with the local community to create awareness about the problems of non-biodegradable products like plastics and on the need to convert the community into plastic free zones.
- The volunteers of NSS and NCC units of the college have also planted more than 100 saplings as part of the campus green mission.
- The college celebrated the World Environmental Day on 5th June 2014; the opportunity was used to create awareness among the students for the need of environmental protection.
- Quiz competitions were conducted as a part of the Environment Day and prizes were distributed to motivate the students.
- Environmental awareness programmes are initiated under the auspices of the Department of Botany.

- A book of national significance was published on the need for environmental protection.
- A nature awareness camp was organised in collaboration with Social Forestry Extension Unit, Kollam.
- Seminar and documentary film show were conducted to create awareness among the students.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

Institutional SWOC Analysis

Strengths

- Supportive management.
- Highly qualified and committed faculty.
- Excellent hierarchy and institutional framework run by the Principal of the college.
- The presence of PTA that monitors, supports and provides valuable guidance in times of need.
- The working of Research Committee towards the maintenance of research oriented activities.
- Women study unit for the welfare of female students.
- The active presence of NSS and NCC in the campus.
- The provision of Computer lab, smart boards and ICT enabled teaching environment.
- The constitution of intra-collegiate organization called CARE towards social cause and commitment.
- The active coordination and working of the Physical Education Department.
- The conduct of periodical PTS meetings.
- Successful year after year track record of attaining university ranks.
- Timely dissemination of information relating to curricular and co-curricular matters.
- The remarkable presence of students in university sports and games teams.
- The institutional care and support towards female health and sanitation.

- Exposure provided to students in terms of seminars and invited talks.
- Healthy teacher-student relationship.
- Excellent academic results.
- Plastic free and green campus.
- Interactive teaching learning environment.

Weakness

- The shortage of PG and research departments.
- Shortage of technical staff.
- Lack of funding agency other than UGC for implementing various programmes.
- Lack of focused initiatives towards establishing institution industry interaction.
- Not utilizing the alumni up to the mark.
- The insufficient number of placement drive/campus recruitment for final semester students.
- Absence of hostel facility.

Opportunities

- The possibility of extending the service of the institution towards local community.
- The rural geographical location of the college can help towards the upliftment of the socially and financially backward community.
- The umpteen presence of research guides in the campus can make way for more research departments.
- Qualified hands with PhD offer the opportunity for the establishment of PG courses.

Challenges

- Infrastructure constraints.
- Insufficient number of permanent faculties.
- Students from mixed and poor background.
- Lack of sophisticated courts for volleyball, Badminton and Basketball.

8.Plans of institution for next year

- Conduct intercollegiate competitions to increase the visibility of the college.
- Observe important social days.
- Improve the facilities of women's waiting room.
- To construct laboratories and class rooms.
- Plan for playground renovation.
- Proposals for more research projects.
- To organize more seminars.
- Know your college programme for first year students to be conducted in a better and more accommodative manner.

Name : BEENA S

Name : Dr Madhusoodhananpillai K R

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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ACADEMIC CALENDER 2014 – 15

Date	Day	Activities
02/06/2014	Monday	College reopens after midsummer vaction.
05/06/2014	Thursday	Last day for submitting fouth semester model exam question paper
09/06/2014 to 17/06/2014	Monday to Tuesday	Fourth semester UG Model examination
23/06/2014 to 03/07/2014	Monday to Thursday	Fourth semester(UG) ESE
30/06/2014	Monday	Commencement UG S1 classes
30/06/2014	Monday	PG Second set of test papers
01/07/2014	Tuesday	PG Second set of test papers
02/07/2014	Wednesday	PG Second set of test papers
07/07/2014	Monday	Commencement UG S5 classes
08/07/2014	Tuesday	Open course awareness class for S5 UG Bridge course for S1 (UG)
09/07/2014	Wednesday	Bridge course for S1 (UG)
10/07/2014	Thursday	Bridge course for S1 (UG)
02/07/2014 to 11/07/2014	Wednesday to Friday	Second semester UG Model examination
18/07/2014	Friday	Last Date Of Registration For The Courses S1 (UG)
		Orientation Classes S1 (UG)
16/07/2014 to 28/07/2014	Wednesday to Monday	Second semester(UG) ESE

30/07/2014	Wednesday	Commencement UG S3 classes
05/08/2014	Tuesday	Last day for submission of assignments/conduct of seminars for UG S5
05/09/2014	Friday	College closes for onam holidays
06/09/2014 to 15/09/2014	Saturday to Monday	Onam holidays
16/09/2014	Tuesday	College reopens after onam holidays
17/09/2014	Wednesday	Last day for submission of assignments/conduct of seminars for UG S3
19/09/2014	Friday	Last day for submission of assignments/conduct of seminars for UG S1
22/09/2014 to 26/09/2014	Monday to Friday	First semester UG Model examination
29/09/2014	Monday	Commencement S3 PG classes
01/10/2014	Wednesday	Commencement S1 PG classes
15/10/2014	Wednesday	Last day for submitting fifth semester model exam question paper
20/10/2014 to 29/10/2014	Monday to Wednesday	Fifth semester UG Model examination
30/10/2014	Thursday	Last day for submission of first set of assignments/conduct of seminars for S3 PG
04/11/2014 to 10/11/2014	Tuesday to Monday	Third semester UG Model examination
10/11/2014	Monday	Conduct of first set of test papers for S3 PG
12/11/2014 to 28/11/2014	Wednesday to Friday	Fifth semester(UG) ESE

17/11/2014	Monday	Conduct of first set of test papers for S1 PG
03/12/2014 to 18/12/2014	Wednesday to Thursday	Third semester(UG) ESE
4/12/2014	Thursday	Commencement of S6 UG classes
08/12/2014	Monday	Conduct of second set of test papers for S3 PG
15/12/2014	Monday	Last day for submission of assignments/conduct of seminars for S3 PG
19/12/2014	Friday	College closes for Xmas holidays
19/12/2014 to 29/12/2014	Friday to Monday	X mas holidays
30/12/2014	Tuesday	College reopens after Xmas holidays
31/12/2014	Wednesday	Last day for submission of assignments/conduct of seminars for S6 UG
01/01/2015	Thursday	Commencement of S4 UG classes
07/01/2015 to 23/01/2015	Wednesday to Friday	First semester(UG) ESE
27/01/2015	Tuesday	Commencement of S2 UG classes
23/02/2015	Monday	Last day for submission of assignments/conduct of seminars for S2 UG
16/03/2015 to 20/03/2015	Monday to Friday	Fourth semester UG Model examination
23/03/2015 to 27/03/2015	Monday to Friday	Sixth semester UG Model examination
31/03/2015	Tuesday	College closes for summer vaction

STUDENTS FEEDBACK

The college have a feedback technique for the evaluation of teachers, courses and institution. For collecting feedback a questionnaire is used and is distributed among the students. Discussion was conducted based on the information collected and prepared a report by the IQAC.

During the academic year 2014 – 15, feedback was collected from the students, based on the prior instruction given to them. The rating is done on the basis of 10 attributes on four point scale (very good, good, satisfactory and not satisfactory)

In the process evaluation of courses are done on the basis of eight attributes on a four point scale.

The rating of institution is also done on the basis of 10 attributes on a four point scale.

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
