Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MANNAM MEMORIAL N. S. S. COLLEGE, KOTTIYAM**
Name of the head of the Institution	**Dr. Beena. S**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04742530522**
Mobile no.	**9447075484**
Registered Email	**mmnssc@yahoo.com**
Alternate Email	**iqac.mmnssc@gmail.com**
Address	**Mannam Memorial N.S.S College, Kottiyam, Kollam**
City/Town	**Kollam**
State/UT	**Kerala**
Pincode	**691571**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr.Chithra.P**
Phone no/Alternate Phone no.	**04742531971**
Mobile no.	**7907538605**
Registered Email	**mmnssc@yahoo.com**
Alternate Email	**iqac.mmnssc@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://mmnsscollege.ac.in/uploads/files/AQAR-18-19.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://mmnsscollege.ac.in/uploads/files/2020-08-29-065743.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.77**	**2009**	**15-Jun-2009**	**14-Jun-2014**
2	**B++**	**2.94**	**2018**	**03-Jul-2018**	**02-Jul-2023**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Jun-2009**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Meeting of IQAC	24-Jul-2019 1	10
Meeting of IQAC	02-Sep-2019 1	10
Tree Audit	10-Oct-2019 1	821
An awareness program on how to maintain Covid Protocol among Public	25-May-2020 1	194
Antiplastic Campaign	07-Aug-2019 1	821
Energy Audit	05-Mar-2020 1	821
Induction Programme for Freshers	20-Aug-2019 1	173
Feedback from Students	21-Aug-2020 1	263
Timely submission of AQAR to NAAC	27-Sep-2019 1	821
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	11
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Conducted induction program for newly admitted students entitled as Know Your College and for parents entitled as Know Your Child on 20/August/ 2019

As part of the IQAC's mission to modernise the teaching-learning process, instructional sessions were arranged so as to provide an awareness of e-teaching techniques to the teachers. As successful outcome of the venture, teachers have started to seek the assistance of e-teaching tools to improvise and enhance the teaching-learning output.

IQAC in association with the department of Chemistry prepared about 40 Litres of hand sanitizer according to WHO guidelines and distributed among the students and staff of the college as a measure to control the Covid19 pandemic. About 5L of the sanitizer was distributed to each of the public offices in Kottiyam including police station, post office, banks, etc .

Motivated teachers to take part in refresher course, orientation programmes, seminars , workshops and to undertake major and minor projects for the enrichment of knowledge and to take part actively in research work.

Initiated green clean campus programme through waste management aimed at empowering students to involve in environmental consciousness and to make the campus environment friendly.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To encourage the students to participate in Young Innovators Programme (YIP) a scheme under Kerala Development and Innovative Strategies Council.	Two faculties attended internship training for Young Innovators Programme, specially designed flagship program under Kerala Development Innovation Strategic Council (KDISC). As part of YIP, five groups of students were registered for YIP in 2019 20. One group got state level selection for proposing the innovative idea of developing a One backpack for Textbooks APP :OBT app.
To provide an awareness of the possibilities of e-teaching techniques to teachers.	As part of the IQAC's mission to modernise the teaching-learning process, instructional sessions were arranged so as to provide an awareness of e-teaching techniques to the teachers. As successful outcome of the venture, teachers have started to seek the assistance of e-teaching tools to improvise and enhance the teaching-

	learning output.
To conduct Induction program for first semester degree students and their parents.	Dr. Chithra.P of the department of commerce was elected as the Co-ordinator for the program. Orientation programs were organised for the parents titled "Know Your Child" and "Teens have more to Say'' inorder to bridge the gap of understanding between parents and children. A program for freshers were arranged under the name "Know Your College" so as to help them get adapted with the campus. Separate sessions were handled by psychologists and counsellors and the students and parents commented that the sessions helped them a lot to handle issues like learning disabilities, stress, teenage related issues, etc
To initiative a campaign for environment friendly campus.	The IQAC in association with NSS and nature club of the college initiated a campaign for environment friendly campus. As part of the venture a plastic waste management system has been coordinated. Collection points are arranged in the campus for discarded PET bottles, which are inturn handed over to the Panchayath for systematic recycling. Effective rain water harvesting initiatives are also part of the campaign and has resulted in increased water levels in the college wells.
To enhance students participation in competitive examinations.	Students were given career guidance and counselling to improve their performance in competitive examinations like GATE, UPSC, State PSC, State/Central Govt. Banking Sector Exams, JAM etc. under the auspices of Career Guidance and Placement Cell. As part of the endeavour, the Department of Physics has given guidance and coaching to students of P.G for attending Joint Admission Test. Out of fourteen students who attended JAM, two cleared the exam.
To collect feedback from students.	IQAC in compliance with the format for feedback suggested by the UGC has prepared an online questionnaire to collect feedback from students. The feedback has been collected and analysed by the IQAC and the findings were informed to the departments so as to adopt any remedial measures if needed.
Proposal for new UG and PG Courses	Proposal for new UG and PG Courses were submitted to University and government.

	PG Course the college proposed were MA English and M.Com and that of UG Course was B.Sc Mathematics.
To motivate faculty members to apply for promotion so as to ensure academic progress.	IQAC played an active role in providing assistance to those who have applied for promotions. Dr Sheela Devi. D of the Department of Zoology applied for promotion to the third stage (Associate Professor) and five teachers, Kavitha. L, Dr Chithra. P, Mahima C.V. of Department of Commerce, Dr. Archana. V. P. of Department of Mathematics and Dr Geetha. S of Department of Physical Education applied for promotion to second stage.
To encourage the faculty members to indulge in research activities.	All the faculty members were encouraged to submit project proposals to various funding agencies like UGC, CSIR, DST, DAE etc. Dr. M. Sreekumar and Dr. Chithra.P of the Department of Commerce have been awarded Ph. D from the University of kerala and Dr Jayalekshmi.R from the department of Botany has been granted guideship from the University of Kerala. In addition, many faculty members have attended seminars, conferences, workshops etc.
To direct the academic committee to prepare the academic calendar for 2019 20	As per the directions of IQAC, the academic committee has charted out an academic calendar, taking into consideration the academic schedule of the University as well as the schedule and timetable of the college.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Staff Council	**18-Sep-2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2020**

Date of Submission	**24-Feb-2020**

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	MIS is basically concerned with the process of collecting, processing, storing and transmitting relevant information to support the management operation in an organization. It provides better accessibility to information, more efficient administration, higher utilization of resources, reduction in work load and better time management. We use computers their accessories, telephone system, internet, notice board, suggestion box and e mail services for ensuring appropriate and adequate dissemination of necessary information. All admission procedures of students to various degree Programmes are conducted online. University of Kerala which is the affiliating university has developed a software for conducting admissions, the various procedures related examination including registration, issuing hall tickets, uploading of continuous evaluation marks etc. The data of all employees in the college have been uploaded in the concerned site of the government. The drawing and disbursement of salary and related service matters of teaching and non teaching staffs are done online through SPARK (Service and Payroll Administrative Repository of Kerala), an e Governance endeavour under Finance Department, Govt of Kerala. State Government has ventured this project with a vision to digitize all HR related service and salary data of teaching and non teaching staff . Service books of all employees in state service have been digitalized through this software. Thus an effective MIS prevails in our college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our college is affiliated to University of Kerala and follows the curriculum prescribed as per University of Kerala. The academic schedule of the institution is run in accordance with the academic calendar framed by IQAC

according to the mandates issued by the university of Kerala. The academic calendar specifies the dates for significant academic and other activities. Departmental meetings are conducted in every department at the beginning of an academic session, in which the syllabus of the subject are distributed to the teachers. Faculty members prepare semester-wise teaching plan for theory and practical at the beginning of every semester. Syllabus of each subject for the academic session is provided to the students. The effectiveness in curriculum delivery is closely monitored by the Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC). A work diary is provided for each teacher in order to record the details of the class arrangements and is monitored by the concerned Head of Departments and the Principal of the college. Internal examinations are conducted in each semester in accordance with the pattern followed by theuniversity and sufficient time gap are ensured before the university examinations. All the internal examination marks are analyzed by the teacher and the students are graded according to the marks obtained. The students are continuously assessed and evaluated through assignments, tutorials, classroom performance and internal assessment exams. Besides the internal examination, open book tests, surprise tests, achievement tests are conducted frequently. The faculty members are encouraged to attend regular meetings on curriculum designing and restructuring. College also provides special guidance to the slow learners through remedial teaching. Classroom teaching is supplemented with seminars, group discussions, Tutorials, paper presentation by the students, projects, group assignments, study tours, field trips and industrial visits for the effective delivery of curriculum, which are done in a planned manner. Records of each activity are maintained by each department and information is provided to IQAC for documentation. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars. At the end of every academic year, IQAC collects feedback on curriculum from all the stakeholders, it is then analyzed and analysis report is communicated to the concerned departments. College Library provides necessary learning resources for students and teachers. Internet facilities are provided to the students which helps them to collect study materials and project work. Class wise PTA meetings are conducted for every semester.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
CPP	NIL	10/07/2019	30	Focus on emp loyability	programming skill
Good Laboratory Practice	NIL	11/12/2019	3	NIL	Training in Lab Safety

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	45	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year		
Value Added Courses	Date of Introduction	Number of Students Enrolled
Practical Session on GST	18/09/2019	35
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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	M.SC Physics	14
BSc	Chemistry	35
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The development of any institution heavily depends upon a well functioning feedback system. Our college is practicing a feedback system accommodating all the stake holders including teachers, students, alumni, employers and parents with the objectives of collecting necessary inputs from all to improve the performance and effectiveness of the college as a whole. Our college has implemented an online students feedback system to obtain feedback on teaching and various academic activities. IQAC collected feedback from students of all six teaching departments The feedback is collected from the students in Google form in a standardized format and they expressed their opinion in five point scale. The difficulties of the students were identified and discussed and corrective measures were taken to help the students to progress. Departmental level feedback is taken from students to enhance the teaching learning process. Feedback is shared with teachers so that further improvement can be achieved in the teaching process. After the analysis of the feedback collected, an action taken report is made to address specific areas where intervention is deemed necessary. Suggestions from parents and alumni were also taken for the future development.The report is uploaded in the college website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	M.SC Physics (Electronics)	16	95	16
BCom	B.Com (computer Application)	39	525	39
BSc	Chemistry	39	410	39
BSc	Zoology	36	340	35
BA	English (Language and Literature)	71	670	66
BA	Economics	53	510	53
BSc	Physics	50	500	43
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	790	31	21	0	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
26	26	7	6	6	9
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Every tutor is assigned 25-30 students, former has the responsibility to monitor and guide them all for academic and personal success. The mentor maintains a record of academic, co-curricular achievements of the wards. Interacts with the students once in a week and address their matters. Tutor identify the slow learners in each subject, pay individual attention and also recommend them to join for remedial coaching and SSP. Students can share their own problems with tutors who understands them and help them to take the correct measures. Tutors can ensure a peaceful atmosphere for learning in wards home, when such interventions are needed. Personal guidance on academic and non- academic matters is made available to the mentees through counselling, offered by tutors. Tutors encourage the future aspirations of the wards such as civil service, banking, army, higher studies and guide them accordingly with the best possible updates. Tutors are entrusted with the task of giving information about scholarships and other student support services. Tutors recognize and motivate the suitable candidates for joining various skill development programs such as ASAP and WWS. The tutor/ward system plays an important role in evaluating student performance and achievement of learning outcomes. The tutor appreciates the progress/achievements of the students during their interaction. The tutor ensures the class

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
821	25	33

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	25	2	0	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Archana V P	Assistant Professor	Certificate of appreciation for the best program officer (NSS)
2020	Sreekumar M (Department of Commerce)	Associate Professor	Granted Ph.D (University of Kerala)JAN, 2020
2019	Chithra P (Department of Commerce)	Assistant Professor	Granted Ph.D (University of Kerala) DEC 2019
2020	Dr. Jayalekshmi R (Department of Botany)	Assistant Professor	Granted Recognition as Research Supervisor (University of Kerala)
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	130	3	13/11/2019	22/05/2020
BA	130	5	30/12/2019	23/06/2020
BA	130	6	15/06/2020	27/08/2020
BCom	159	3	08/11/2019	20/05/2020
BCom	159	5	30/12/2019	23/06/2020
BCom	159	6	10/06/2020	21/08/2020
BA	150	6	15/06/2020	27/08/2020

BA	150	5	30/12/2019	23/06/2020
BA	150	3	11/11/2019	22/05/2020
BSc	250	6	08/06/2020	27/08/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College is bound to accept and implement the evaluation reforms introduced by the University of Kerala and the college has introduced the following evaluation system according to University guidelines: Scrupulous records on student attendance. Appraisal through Seminars Assignments. Systematic monitoring of practical sessions, conducting internal test papers in each semester before the University End Semester examination. The co curricular and extracurricular performances of the students are also considered for the evaluation process. Students have the freedom to choose the various clubs functioning in the college. Club activity report is sent to the university along with internal assessment statements. Online registration for examination is introduced by the University in 2011. Each faculty member is provided with distinct username and password for a safe login. The institution uploads continuous evaluation reports, through a three tire system comprising of the tutor, HOD and the Principal, in the university website regularly and the final results are published in the university website. The most recent evaluation reform made by the university is the introduction of mark system with effect from 2013 admissions. According to the new system, 20 marks is fixed for continuous evaluation and 80 marks is for end semester examination of each paper. In place of two test papers as per the present system, one test paper shall be conducted. In addition to their core subject, the students have the opportunity to select an open course during the fifth semester. The evaluation of open courses is done at the college level and mark list is forwarded to the university (from 2018 on wards). CCTV cameras are installed in examination halls to control malpractices including copying. Internal squads are also appointed for the smooth conductance of the examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Based on the academic calendar of the University of Kerala, an academic calendar of the college is prepared and published at the beginning of each year. The academic calendar of the college describes the curricular, co curricular and extension activities of each department. A report of each co curricular and extension activities is published and recorded by each department. At the beginning of each academic year, staff meetings are held in all departments. For the preparation of semester, College Level Monitoring Committee and Department Level Monitoring Committee are convened at the beginning of each semester. The month of November and March are dedicated for University examinations and evaluations. Teachers are directed to complete the syllabus within stipulated time as per the academic calendar. Department meetings are conducted to constantly monitor the progress of teaching and evaluation in each course. Periodic review in department meeting helps to know the progress, identify the difficulties, and take appropriate steps to ensure the committed coverage of the syllabi. The progress is reported frequently in the staff council meeting by the head of the department. Students' attendance and the details of the teacher are recorded in the attendance book of the class during each hour of teaching. A model examination is conducted during the end of each semester in all the courses taught. Internal assessment marks are calculated and published based on attendance, assignments, seminars and performance in the class test. Internal marks are uploaded to the University server on stipulated dates given by the University. College Level monitoring

committee is designated to monitor the formalities regarding the internal assessment. A hard copy of the internal assessment mark lists is also forwarded to the University by each department through the Principal. The internal assessment mark lists on each course as well as the consolidated mark list are filed in the department concerned. Teachers arrange extra classes during morning hours, evening and on Saturdays to complete portions. The loss of regular classes due to Harthals or strikes is compensated by additional classes on Saturdays or through extra hours. Arts and sports programmes and the various extension activities envisaged under the new curriculum being an integral part of campus education, demands several teaching hours of the academic calendar. Progress of the curriculum is closely monitored by the Principal, IQAC and College Council and necessary instructions are given from time to time. Special time tables are prepared to complete the curriculum of those courses that are lagging behind.

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 in website of the institution (to provide the weblink)

http://mmnsscollege.ac.in/uploads/otherlinks/CourseOutcome2019-20.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
150	BA	Economics	47	27	57.44
159	BCom	B.Com (Computer Application)	31	26	84.0
235	BSc	Chemistry	35	21	60.0
230	BSc	Physics	45	28	62.0
250	BSc	Zoology	23	12	52.0
130	BA	English (Language and Literature)	65	48	73.8
630	MSc	M.Sc Physics (Electronics)	14	9	64.3
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://mmnsscollege.ac.in/uploads/otherlinks/StudentsSatisfactionSurvey2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received

		agency	sanctioned	during the year
Total	**0**	**NIL**	**0**	**0**

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Role of IPR in Global Economy	**Department of Commerce**	**14/01/2020**
A Small Dip in the Vast Ocean of Organic Chemistry	**Department of Chemistry**	**06/03/2020**
Energy Conservation and Management in association with KSEB	**PG Department of Physics**	**18/12/2019**
Api Expo (Apiculture) Seminar Cum Exhibition in association with Horticorp	**Department of Zoology**	**03/02/2020**
Preventive Measures in the Post Pandemic Era	**Department of Commerce**	**16/06/2020**

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
State level participation in YIP- A K-DISC Initiative	**Arun Krishnan.S**	**Young Innovators Programme: Idea ID No. IDEA/2019/836**	**28/12/2019**	**Innovative mobile applications: OBT App(One Backpack for Textbooks Application)**

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	**NIL**	**NIL**	**NIL**	**NIL**	**25/09/2020**

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**0**	**0**

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Department of Commerce	**2**

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	4.6
National	Commerce	1	6.3
National	English	1	6.2
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of English	1
Department of Physics	4
Department of Botany	3
Department of Physical Education	3
Department of Commerce	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2019	0	NIL	0
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2019	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	40	0	16
Presented papers	8	4	0	0
Resource persons	1	1	0	3
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/	Number of teachers	Number of students

	collaborating agency	participated in such activities	participated in such activities
Kerala Flood Relief Activity- Materials Handed Over To Mayyanadu Panchayathu	NSS , NCC and Mayyanadu Panchayath	6	60
Covid-19 Mask Distribution At Parakkulam Colony	NCC and NSS	3	20
Distribution Of Hand Sanitizer At The Local Post Office, Kottiyam, SBI, Kottiyam and Police Station , kottiyam	Department Of Chemistry, MMNSS College, Kottiyam	6	10
Antidrug awareness rally	NSS and NCC	3	300
Anti plastic campaign	NSS and Haritha Kerala mission,Kollam	2	200
Flood relief activity	NSS and, NCC Mayyanadu Grama Panchayath	2	200
Medical camp	NSS and District hospital,Kollam	2	50
Palliative home care programmes	NSS	2	50
Eye check up camp	NSS , MTMMM hospital cosmopolitan Lions club	2	200
Hands on session on GST – for business people in Kottiyam	Department of Commerce, MMNSS College, kottiyam	4	65
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NSS	Best Volunteer Award	University of kerala	1
NCC	Best Cadet award	7 K Bn NCC Kollam	1
NCC	Gold Medal Winner (SHOOTING)	NCC, K and L Directorate	1
NCC	Chief Ministers Scholarship	Government of Kerala	1
NSS	Best Unit Award	University of kerala	200

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachha Bharat	NCC	Street Cleaning- ESI- Thazhuthala Road	1	15
Swachha Bharat	NCC	Collection Of Plastic Waste From Streets	1	20
Swachha Bharat	NCC	Street Cleaning- Puthuchira Road, Thazhuthala	1	15
Swachha Bharat	NCC	Cleaning At Anganwadi, Perayam, Thazhuthala	1	15
Swachha Bharath	NCC	Beach Cleaning (Thanni Beach	1	16
Swachha Bharath	NSS	Wall painting for public awareness	2	100
Swachha Bharath	NCC	Beach Cleaning, Kollam	1	16
Swachha Bharath	NCC	Collection Of Plastic Waste From Nearby Houses	1	10
Swachha Bharath	NCC	Making Of Compost Pit	1	10
Swachha Bharath	NCC	Wall Painting- Say No To Plastic	1	10

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/	Duration From	Duration To	Participant

		industry /research lab with contact details			
Project Work	Sharing of research facilities	Kariavattom campus,NIIST	04/03/2020	28/05/2020	6
Skill Developement	Entrepreneur ship Development Programme	District Industries Centre (DIC) KOLLAM	04/12/2019	10/12/2019	42
			View File		

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	25/09/2020	NIL	0
	View File		

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
500000	198000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Grandha Library Software	Fully	2013	2014

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	15116	115000	29	10582	15145	125582
Reference Books	560	167000	2	1320	562	168320
e-Books	20	0	10	0	30	0
Journals	3	1600	5	11500	8	13100
CD & Video	10	250	0	0	10	250
Library Automation	15582	2500000	115	40000	15697	2540000
Weeding (hard & soft)	250	1500	0	0	250	1500
e-Journals	25000	6000	0	0	25000	6000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Anusha M.G	Magnetic Theory, Function in CPP	You tube lectures	01/04/2020
Girija Nair	Optics Electro Magnetic Theory	You tube lectures	27/04/2020
Dr.Chithra.P	Informatics and Cyberlaws	You tube lectures	28/05/2020
Dr.Chithra.P	Informatics	You tube lectures	30/05/2020
Kavitha. L	Investment Accounting	You tube lectures	30/05/2020
Kavitha. L	Idle Time	You tube lectures	08/08/2020
Dr Prakash Chandran	An introduction to Cheminformatics-Part 1	You tube lectures	07/04/2020
Dr Prakash Chandran	An introduction to Cheminformatics-Part 2	You tube lectures	08/04/2020
Dr Prakash Chandran	Hantzsch synthesis of Pyridines	You tube lectures	31/03/2020
Dr Prakash Chandran	Intellectual property rights	You tube lectures	13/04/2020

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existin	54	16	51	5	0	4	10	100	12

g									
Added	2	0	2	0	0	2	0	0	0
Total	56	16	53	5	0	6	10	100	12

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Youtube Videos	https://youtu.be/o1okPWs0t8q
Youtube Videos	https://youtu.be/nTXqBeyCqv0
Youtube Videos	https://youtu.be/C2UQvhimQek
Youtube Videos	https://youtu.be/jlV1K8kmyQs
Youtube Videos	https://youtu.be/c-BP6LzWlYs
Youtube Videos	https://youtu.be/WEudY9q7gOc
Youtube Videos	https://youtu.be/pH8fmLuoUwg
Youtube Videos	https://youtu.be/uqDRXlCwKpU
Youtube Videos	https://youtu.be/ksxbnuJM11k
Youtube Videos	https://youtu.be/d_RLsargX40
Youtube Videos	https://youtu.be/jYdfpiTjoa4
Youtube Videos	https://youtu.be/5c-PDNpNBOo
Youtube Videos	https://youtu.be/sRiF9wu25s0
Youtube Videos	https://youtu.be/rFKqSUogVKs
Youtube Videos	https://youtu.be/lmk0zqKtNxo
Youtube Videos	https://youtu.be/CRK1ZNYehQM
Youtube Videos	https://www.youtube/K0hrsmzHRSQ&t
Youtube Videos	https://www.youtube/FDjkcERQf1U&t

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
700000	658434	300000	99500

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution follows a well defined procedure for utilizing and maintaining the facilities created over the years. Physical facilities Laboratories, Classrooms and Computers etc. are made available to all the students in the college. The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental bodies for conducting the exams. At the beginning of each semester the readiness of the classrooms and labs are checked. Regular inspection,

maintenance of the furniture and classroom equipment is done on a regular basis. Maintains stock register by laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory. The equipments and machines in the laboratory are maintained by lab in charge. There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water, power supply and gas is looked after by this committee. First aid box and fire extinguisher are provided wherever necessary. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Stock verification of the sports items is conducted at the beginning of each semester. Regular maintenance of the play area is conducted under the supervision of Physical education teacher. The physical education department is facilitating students to play various games like cricket, volley ball, basket ball etc. There is a playground (600 square meters) within the premises of the institution. The Physical Education department has also a Gymnasium furnished with necessary gadgets for regular practice by students. Library is provided with internet facility. The students and teachers can make use of the system. The library is headed by librarian. There is regular stock verification process carried out by the library. File is maintained which contains the stock verification reports carried out at different intervals.

http://mmnsscollege.ac.in/uploads/otherlinks/SportsandGames2019-20.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Central Sector Scholarship	35	342000
b)International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft Skill Development Programme	16/11/2019	30	Walk With The Scholar
Meditation	09/10/2019	33	Shri Ram Chandra Mission, kollam
Yoga	21/06/2019	28	Kollam Yoga Association
Bridge Course	21/10/2019	36	PG Department of Physics
Remedial Teaching	08/07/2019	41	PG Department of Physics

Remedial Teaching	12/07/2019	45	Department of Chemistry
Remedial Teaching	05/07/2019	24	Department of Zoology
Remedial Teaching	25/06/2019	18	Department of Commerce
Remedial Teaching	03/10/2019	15	Department of English
Remedial Teaching	16/10/2019	18	Department of Economics

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Competitive exam conducted by TIME kollam	73	0	21	0
2020	Career Orientation Programme by CHMM College, Chavaracode	0	31	0	0
2019	Career opportunity in IT by G.Tec as part of Career Guidance and Placement cell	0	86	0	0
2019	Best Manager contest by MSN institute, Kollam as part of Career Guidance and Placement cell	89	0	22	0
2019	Best Manager contest by MSN institute,	22	0	5	0

	Kollam (state wise)as part of Career Guidance and Placement cell				
2019	Career Counselling programme by IAT Professional kottarakara, as part of Career Guidance and Placement cell	0	31	0	0
2020	Career orientation Programme by TEDS Academy Ernakulam	0	31	0	0
2019	Competitive exam conducted by Brilliance college, kollam, as part of Career Guidance and Placement cell	63	0	18	0
2019	Mock test conducted by IES, bank coaching centre kollam , as part of Career Guidance and Placement cell	73	73	23	0
2019	Time management strategies keep you motivated talk by Dr. Satheesh of BISWAS, Institute of Management studies	0	68	0	0

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| 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year |||

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0		0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.Com	Commerce	Lakshya Academy, Ernakulam	CA
2019	1	B.Com	Commerce	MSN Institute, Chavara	MBA
2019	1	B.Com	Commerce	University of West Scotland , UK	MBA
2019	1	B.Com	Commerce	IAT Professionals, kottarakkara	CMA
2019	1	B.Com	Commerce	Law College, Trivandrum	LLB
2019	1	B.Com	Commerce	MSM College, Kayamkulam	M.Com
2019	1	B.Com	Commerce	S.N College, kollam	M.Com
2019	2	B.Com	Commerce	Kariavattom Campus	M.Com
2019	4	BA	English	SN College , kollam	MA English
2019	3	BA	English	SN Womens College,Kollam	MA English

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| 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) |

Items	Number of students selected/ qualifying
Any Other	9
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Volley ball	Intramural	54
Cricket	Intramural	65
Table Tennis	Intramural	18
Football	Intramural	72
Kabbadi	Intramural	54
Chess	Intramural	31
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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	0	0	0	NIL
2019	NIL	International	0	0	0	NIL
[View File](#)						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a student's union. The members are elected through election, announced by the University every year. The college follows parliamentary system for the selection of the office bearers of the student's union. The union is constituted and functions as per the guidelines of the University of Kerala. Students having lack of attendance and academic arrears are not allowed to contest in the election. Thus we ensure the inclusion of candidates with good academic back ground in the student's union. The college union election was conducted on September 27th for selection of office bearers and executives. The college union have an executive committee consisting of the chairman, vice chairman, general secretary, university union councilors, magazine editor and arts club secretary. Rahul Ramesh (3rd B.com.) was elected as our Chairman and RabiyathilAdabiya (1stBcom) was selected as vice chairman. To carry out the decision of executive committee Megha.B (2nd physics) was elected as general secretary. The representative of students of the college in the university Union where Vishnu Raj. R (2ndBcom) and Sooraj(1st physics). For the publication of college magazine, Adarsh T.U (2nd)B.Sc chemistry was selected as College magazine editor). For promoting the artistic talents of the students of our college Ms,Jasmi Jafer (1stBsc chemistry) was elected as arts club secretary. Union Advisor Dr. Jayalekshmi.R Each association have a secretary who organize its activities, Anandu Prasad(2ndB.Sc, for physics), Anjana Krishnan(2ndB.Sc, for chemistry), Gauri Raj(1stB.Sc for zoology), Krishnendu (2nd B.A for English) and Nithin Sasi(1st B.Com) for commerce). A member of teaching faculty acts as an advisor for the students council and it is this person who coordinates the yearlong activities of the college union in

association with the office bearers. Activities • Acts as a representative body of the students of the college • To suggest measures for the welfare of the students • Preparation of the college magazine • Plan and organize various student competitions such as debate, quizzes. • Various social activities such as blood donation camp, eye camp for the public. • University union Councilors function as the link with the university in various student related issues Students' grievance redressal cell, Library Advisory Committee, Department Associations and Sports Committees are the various academic and administrative bodies that have student representatives in them. (a) Student Grievance Redressal Cell: The committee is responsible to analyze and to settle any type of grievances of the students of the college. Student Grievance Redressal cell is functioning under the leadership of Dr. K. S. Beena (b) Library advisory Committee: The committee consists of Principal, librarian, all department heads and student member. The Principal as chairman and librarian as secretary of the committee. Regular meeting of the committee are held to discuss the major policy decisions of the library such as library rules and regulations, infrastructure developments, fund allotment, stock verification of books, etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The PG department of Physics conducted their Alumni meeting on 11th May 2020. The platform was Google meet. The meeting was chaired by HOD. All the faculty members were present. It was graced by 13 Alumni. They decided to donate 5 Reference text books to our department library and will be handed over soon. The meet ended at 12 pm with the promise to meet again and every one bid emotional farewell to each other. Athijeevan Educational and Charitable trust and IMA Ashramam, Kollam organized a blood donation camp in association with the Health Club, NSS and NCC units of MM NSS college, Kottiyam on 20/08/2019.Chemistry Alumni sri. Kishore of Athi jeevan Educational trust coordinated the camp. Principal Dr. Sujatha.T.S inaugurated the camp at 9.am. Dr.Anitha Balakrishnan,Medical officer,IMA Blood bank Society was the person in charge of the event. Many students and teachers donated blood and the camp ended at 1 pm. Swapnalayam a former students fraternity representing 1987-89 batch arranged a reunion on Aug 21, 2019 with a prosperous attendance of 120. Our Principal Dr. Sujatha. T.S inaugurated the reunion. As a token of solidarity jersey for the college football team was sponsored by Swapnalayam. Department of Zoology has conducted the alumni meeting on 7/12/2019, Saturday 10.30 am at zoology lab. 17 alumni members and all departmental faculties participated in the meeting. College Principal, Dr.Sujatha.T.S , delivered inaugural address. The alumni donated 25 notebooks to the department and was handed over to economically backward students. The meeting came to an end at 12.30pm. Department of commerce Alumni association was conducted on 25/10/2019, Friday at college seminar hall at 10 .AM. 34 members participated in the meeting. Dr.Sujatha. T.S, Principal delivered inaugural address. Dr. Govindan Kutty, former HOD of Commerce has given the presidential address. Faculty members of Department of commerce also participated in the programme.

Participants shared their memories and experience in college. Executive committee members were selected in the meeting and the function ended by 1.00 PM. Department of Economics conducted the alumni meeting on 30/11/2019, Saturday 10.30am at Seminar hall. The program was presided by Dr.Sujatha. T.S, Principal of the college. Dr. K S Beena (HoD in charge) invited the gathering with warm words of welcome. About 20 alumni participated in the gathering. The alumni donated 20 notebooks to the department and was handed over to economically backward students. Some of the former students shared their memories of past days. After a light refreshment, the gathering was disbursed by 2pm.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- Decentralization by granting autonomy to individual departments – As part of encouraging decentralization, the college has granted autonomy to its individual departments to design and implement their own model of curricular and co-curricular activities for the academic year 2019-20. This not only provides the departments the flexibility to adjust and adapt themselves to the tight schedules of the university but also to impart freedom of choices and individuality. Like in the previous year IQAC has made it mandatory for the departments to present an Annual Action Plan at the beginning of every academic year, delineating the outline of the courses, its schedule as well as highlighting co curricular. IQAC, throughout the course of the academic year has monitored these activities, provided necessary assistance and has collected the feedback of students to evaluate the feasibility of the scheme for the forthcoming years. • The decentralized form of governance is also carried out through the conduct of student-Centric Programmes and activities where students are given the opportunity to play pivotal roles as coordinators of co-curricular and extra-curricular activities as well as social service groups in the campus. This is done with the idea of retaining the college's vision to develop leadership qualities, inculcate sense of social responsibility and encourage entrepreneurship among its students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission of the students is made 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 government rules. There is also provision to give admission to students

	having exceptional sports/games record, which comprises the sports quota.
Industry Interaction / Collaboration	Field visits/tours to related places, industries and institutes are encouraged by the college. Entrepreneurship Development Club working in the college is instrumental in inviting Entrepreneurs and Industrialists to share their experiences to motivate the students.PG students carry out their projects in various institutes and industries
Examination and Evaluation	According to the scheme laid out by the University with regard to the conduct of examinations, the end semester examinations for UG and PG are conducted by the University and the continuous evaluation process, which includes weightage for attendance, seminars/assignments and internal examinations are conducted by the college. Along with CLMC (College Level Monitoring Committee) constituted according to the mandate of the University, IQAC ensures the smooth conduct of exams in the campus and oversees the conduct of Parents Teachers Students meeting so as to track the progress of the student and to adopt remedial measures if any regression is observed in the performance of a student.CLMC is responsible to ensure that the results of internal assessment examinations are uploaded online to the University by the respective class tutors. CLMC ensures time bound uploading of the same from all the departments with the assistance of a department level co-ordinator working in respective departments.
Teaching and Learning	To ensure enhanced learning experience among students, the faculty follows diverse methods of teaching. This includes lectures, group discussions, presentation by the students, brainstorming sessions, quiz, field and industrial visit, study tours etc. IQAC and the heads of departments collect the feedback about the teaching learning process from various stakeholders and analyse the feed collected so as to have improvised roadmaps for the upcoming academic year.
Curriculum Development	The college is affiliated to the

	University of Kerala and hence the syllabi for the various courses offered by the college are prescribed by the Board of Studies, constituted by the University. The college therefore cannot make changes in the Curriculum prescribed beforehand. However, the college indirectly participates in the process of syllabi revision and curriculum development as and when the faculty members are selected as members of Board of Studies, Academic Council, the Syllabi Revision Committee, Chairman of Examinations etc. The faculty members of the institution are also encouraged to participate in curriculum enrichment Seminars, Workshops, Refresher and Orientation Programmes to update themselves in their respective subjects so as to provide valuable feeds and suggestions, to be represented by the members elected to various academic bodies of the university from the campus.
Research and Development	The Research Committee and the IQAC is functional in the institution to promote research related activities of Faculties and students. Information obtained from various sources regarding upcoming projects, funding agencies, application forms etc are made available to the staff as well as students. The college encourages the teachers to apply for Research Projects, Industrial collaborations etc. College authority also encourages attending National/International seminars/ Workshop/ Conference. Faculty members and PG students are encouraged to initiate research, and to present and publish research papers.
Library, ICT and Physical Infrastructure / Instrumentation	The college has a well-equipped computerized library. Students are permitted to access the computers with internet facility in the library.The library also has a collection of e-books and internet resources which are made available to the students during college hours. To strengthen the learning resources, the college periodically enhances the number of books of Library including a large number of reference books. The college also ensures the added subscription of a few academic journals and magazines every year. The ICT facilities and other learning resources are made

	available in the institution for academic and administrative purposes and IQAC ensures that the same are updated and maintained frequently.Smart boards and projectors are installed in the seminar hall and one class room in each department to facilitate ICT enabled teaching and learning.Seminar hall, classrooms, staff rooms, well equipped laboratories, library, students' common room, fitness centre, games field, canteen etc. along with24×7 Wi-Fi connectivity are part of the infrastructure of the campus.In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations in campus. Fire extinguishers are also installed in the campus.
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 in the college. The various clubs functioning in the college provide 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 keep them informed of their social commitments. Non-teaching staff are permitted upon request to participate in various aptitude training and skill development programmes for the upgradation of their skills and abilities to equip them for enhanced performance. Members of the teaching 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 fraternity.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The proposals made by the college for grants and other monetary aids for the functioning of the academic and administrative wing of the institution are done online.
Administration	The Administration of the College functions with E-governance system at Government, Society and College level.

	Intimations with regard to the functioning of the institution are exchanged through e-platforms and the college staff uses devices like computers and smart phones with inbuilt social media apps like Gmail and WhatsApp for the same. WhatsApp Groups formed at faculty and administrative level helps for the quick exchange of important matters. The college has also implemented SMS system for the dissemination of information related to the conduct of PTS meeting to all stakeholders. The college campus is also equipped with CCTV Cameras at every place that requires monitoring.
Finance and Accounts	The salary bills and pay particulars of teaching and non-teaching staff are generated through SPARK system constituted by the Govt. of Kerala as part of e- governance. The TDS of all staff are processed online with the assistance of tax consultants.
Student Admission and Support	University since long has established a centralized portal for receiving applicants for its UG and PG courses. According to the norms established by the state and central governments, the allotment of seats for courses of their choice on the basis of merit are done online, enabling quick and transparent conduct of the same. Students can also make use of provisions made on the website of the university and the college to get in touch with the management and to address their grievances.
Examination	The registration of exams for UG and PG students, the payment of fees etc. are done online using the portals provided by the University. The results of continuous evaluation are also uploaded using the e-portal provided for the same by the University. The hall tickets for applicants, the publication of results etc. are also done online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NA	NA	NA	0

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Training on e-teaching tools (Google Classroom)	NA	14/04/2020	14/04/2020	26	0
2019	Training on E-filing of Income Tax	NA	10/07/2019	10/07/2019	26	0
2019	Yoga for Stress Reduction	Yoga for Stress Reduction	16/10/2019	16/10/2019	26	16
2020	Training on e-teaching tools (Google Meet)	NA	15/04/2020	15/04/2020	26	0
2020	Training on e-teaching tools (OBS)	NA	16/04/2020	16/04/2020	26	0
2019	NA	Training programme on office automation	20/11/2019	20/11/2019	0	9
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Education and Teaching Methods	3	04/03/2020	17/03/2020	14
Short term course	1	23/07/2019	29/07/2019	7

Refresher course in Life science (Inter disciplinary)	2	11/07/2019	24/07/2019	14
Orientation programme	1	16/10/2019	05/11/2019	21
Refresher course in Commerce and Management	1	01/08/2019	14/08/2019	14
Orientation Programme	1	03/01/2020	23/01/2020	21
FDP on Managing online classes and co creating MOOCS	4	20/04/2020	06/05/2020	14
FDP on data analysis For research in Social Sciences	2	17/05/2020	30/06/2020	14
FDP (Short term Course in Group Theory)	2	29/10/2019	04/11/2019	7
FDP On Moodle Learning Management System	1	12/05/2020	17/05/2020	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Welfare schemes for employees include Group insurance, Provident Fund, Medical reimbursement, State Life Insurance, College Canteen, and other social welfare schemes and provisions like medical leave, maternity leave, paternity leave and duty leave. The staff club working in the college ealso conducts various activities for the teaching staff to help	Medical reimbursement, Group insurance Scheme, State Life Insurance Provident Fund, Career advancement benefits, College Canteen and other social welfare schemes and provisions like medical leave, maternity leave, paternity leave and duty leave.	Counselling, remedial teaching and government Scholarships. Scholarships funded by different agencies, endowments and cash awards have been instituted by the college for the empowerment of the financially weak and deserving students. Student sponsorship by faculty members, medical attention to the students in case of emergency, Grievance Redressal Cell,

		Women Study Unit for helping girl students and college canteen are other provisions for the welfare of students.
them maintain a positive attitude and outlook towards their profession and life.		

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: The College has an efficient and transparent mechanism for the management of financial resources. Annual audit for the internal resource mobilized is conducted by qualified auditors appointed by the Management. It is presented before the Governing Council for approval before and after the Audit. External Audit: Accounts of the Funds received other than management contributions are prepared in the College office and audited as per the norms of the UGC, Government and University. The external audit of the funds from the Government is done by a Government auditor appointed by the Department of Collegiate Education, Accountant General's Office and Local Fund Audit. The funds received from the UGC are properly utilized and utilization certificate along with the audited accounts prepared by a Chartered Accountant are sent to the UGC.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
PTA	2872000	Infrastructure Development,maintenance and Student welfare
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6.4.3 – Total corpus fund generated

2872000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• The providence of financial aid for club activities, endowments and cash awards to outstanding as well as economically and socially backward students. • Financial support from the PTA is a major source of revenue for maintenance activities, salary for temporary staffs etc. • Meetings are arranged half yearly by the Parent-Teacher Association at the college campus to find out the strengths and weaknesses of the institution and faculty members. Their valued suggestions are taken into account in connection with welfare and development of the college in general and students. • PTA acts as a constant source of support and backup for the college, especially in the working of anti-ragging cell, women's study unit and club activities.

6.5.3 – Development programmes for support staff (at least three)

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- The Institution is constantly manoeuvring to avail the RUSA funds so as to meet its academic and infrastructural goals. • The college has started to emphasize more on the importance of conducting programs aimed at increasing awareness and responsibility towards the fulfilment of gender parity. • The college has applied for more PG courses to match existing UG courses

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Collection of online feedback from students and parents	21/08/2020	21/08/2020	21/08/2020	532
2019	Initiative has taken by IQAC to apply for new PG courses like M.Com, MA and UG course like B.Sc Mathematics.	16/12/2019	16/12/2019	16/12/2019	10
2020	An awareness program on how to maintain Covid Protocol in public	25/05/2020	25/05/2020	25/05/2020	194
2020	Organised an Awareness programme on Skill Development Programme by Indian Institute of	08/01/2020	08/01/2020	08/01/2020	161

	Infrastructu re and Const ruction, Chavara with the objective of moulding skilled and employable youth				
2019	Orientation Programme for Freshers (Know your Child)	20/08/2019	20/08/2019	20/08/2019	173
2019	Awareness programme for Parents of newly admitted students on Know Your child	20/08/2019	20/08/2019	20/08/2019	111
2019	Awareness programme for plastic free Green Campus	22/10/2019	22/10/2019	22/10/2019	250
2020	Awareness Programme for online teaching tools	14/04/2020	14/04/2020	16/04/2020	26
2020	IQAC in association with the department of Chemistry prepared about 40 Litres of hand sanitizer according to WHO guidelines and distributed among the students and staff of the college as a measure to control the Covid-19 pandemic.	16/04/2020	16/04/2020	16/04/2020	16

2020	IQAC in association with NSS and NCC distributed mask to the public ,a social activity against the spread of corona.	10/04/2020	10/04/2020	10/04/2020	15

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Self defense program	26/06/2019	26/06/2019	95	20
Women empowerment	06/01/2020	06/01/2020	78	32
Awareness program on the spread and cause of Breast Cancer and Uterus Cancer	14/08/2019	14/08/2019	110	70
Yoga for better life	15/01/2020	15/01/2020	63	23
How to tackle the increasing divorce rates in Kerala	04/10/2019	04/10/2019	70	75
Generation Equality For Womens Right	04/03/2020	04/03/2020	150	110

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
? Conducted various environmental awareness Programmes. ? Conducted Energy Audit ? Celebrated Environment day, World ozone day, Science Day, Water day , World Forestry Day ? Rain Water harvesting ? Eradication of the use of plastics to make the campus plastic free. Also conducted Anti plastic campaign by NSS in association with Kollam Haritha Kerala mission. ? Forestry club conducted field trips as part of environmental awareness for students.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	3
Provision for lift	No	0
Ramp/Rails	Yes	3
Braille Software/facilities	No	0
Rest Rooms	Yes	5
Scribes for examination	Yes	5
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	09/10/2019	1	SWACHH BHARATH	collection of plastic waste from streets and from nearby houses	31
2019	1	1	02/10/2019	1	SWACHH BHARATH	cleaning at ESI road, anganwadi perayam and kollam beach cleaning	31
2019	1	1	20/12/2019	1	Eye check up camp	Identified the vision problem	202
2019	1	1	06/08/2019	1	Medical camp	Daily life disease	31
2019	1	1	13/07/2019	1	Help a poor programme	Financial support	27
2019	1	1	20/08/2019	1	Blood donation	Save a Life	204

2020	1	1	23/01/2020	1	Blood donation	Save a Life	204
2019	1	1	06/09/2019	1	Flood relief activity	Distribution of study materials to flood victims	203
2019	1	1	08/04/2020	1	Distribution of hand sanitizer and mask to the public	social activity aganist spreading of corona	17
2020	1	1	17/01/2020	1	Annam punyam	Distributed meal packets	302

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Calendar	15/07/2019	Handed over to hundred over to all students at the beginning of each academic year.Code of Conduct is illustrated in the college calendar.It contains rules and regulations about credit and semester system.This enables the students to have awareness about all opportunities. the benefits available and to make use of them.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day celebrations	15/08/2019	15/08/2019	200
Teachers Day	05/09/2019	05/09/2019	200
Kargil Vijay Diwas Day	26/07/2019	26/07/2019	100
Gandhi Jayanthi	02/10/2019	02/10/2019	200
AIDS Day	01/12/2019	01/12/2019	200
Republic Day	26/01/2020	26/01/2020	200
NSS Day	24/09/2019	24/09/2019	200
Environmental day	05/06/2019	05/06/2019	200
International Yoga Day	21/06/2019	21/06/2019	200

Anti Drug Day	26/06/2019	26/06/2019	200

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Anti Plastic awareness campaign- IQAC in association with NSS units of our college organised anti plastic awareness campaign such as making cloth bag, paper bag, paper pen and an awareness rally in association with Kollam Haritha Kerala Mission. Volunteers collected plastic waste from the college campus and handed over to the Mayyanadu Grama Panchayath collection unit. Moreover they placed a box named as 'thoolikacheppu' for collecting plastic pens from the campus and decided to hand over to the panchayath plastic collection unit. Also they encouraged to use paper pen for reducing plastic pen in the campus. 2. Organic Farming- To encourage organic farming, the NSS volunteers of our college engaged in this project and prepared the soil for cultivating different vegetables. Organic materials such as farm yard manure, compost and green manure were used to enhance growth. Through this programme they were taught the need to preserve the long-term fertility of the soil and also how to cultivate quality food materials from available resources with minimum damage to the environment. Organic farming perceptions are quite divergent. But there is a strong consensus on its eco-friendly nature and inherent ability to protect human health. 3. Tree planting - Trees play an important role in an ecosystem by maintaining ecological balance and equilibrium. The NSS volunteers of our institution took part in tree plantation endeavor and planted saplings in the college premises. Nss volunteers distributed tree saplings to their neighbouring houses. . 4. Environment day- To encourage the student's participation in the protection of our environment, we have been celebrating the World Environment Day by planting trees and organizing classes on how to nurture it in a better way moving hand in hand with the Forestry Club, Nature Club, NSS Unit and Bhoomithrasena Club. This program aims at building a 'Green Campus Clean Campus. 5. Energy Conservation- The pg department of Physics organised a seminar on Energy Management and Conservation. The main objective of this program is to make the students aware of the useful management of energy with prime focus on Energy conservation and the potential of reducing energy demand through energy saving activities. As a part of the energy conservation we replaced all traditional lights with LEDS. We have educated the students and staff about the importance of energy conservation. We have conducted an internal energy audit. Also affix save energy posters in all classrooms, Departments and office to encourage Eco-friendly actions and energy conservation awareness. NSS volunteers participated a workshop for making LED bulb and Tube in their annual camp.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices: 1 Title of the practice: Yoga Training Goal • To build a healthy generation. • To help students hone their mental prowess. • To promote self-discipline and sense of hygiene among students. • To enhance the emotional stability of students. The Context Yoga helps to equip oneself with basic knowledge about one's personality, enables to handle oneself well in all life situations, to learn techniques of gaining good health, to develop a discriminative mind capable of knowing the real from the unreal and to face the dualities of life with equanimity. In today's competitive world, all these are some of the most desirable and necessary traits individuals must possess. That is why Yoga has achieved International acclaim. About the Practice Yoga Training in the campus was organized jointly by the IQAC and National Service Scheme. The trainingwas conducted in the morning for students of various classes. The course was inaugurated on 21st June 2019 as part of International

Yoga Day celebration. Thirty students participated in the training from 8.30 to 9.30 am, 3 days a week for 3 months.The course was formally completed on 22nd February 2020. Success and Outcome Students learned various basic postures and asanas including the Surya Namaskara and Pranayama. The feedback from students proved that the sessions were beneficial to them, with many requesting for an extension of the programme. The success of the training session has inspired the organizers to carry forward the program to the upcoming academic year. Concluding Note The essence of Yoga cannot be fully comprehended within such a short span of time. It should be integrated with the curriculum so as to elevate a student's perception of oneself, his surroundings and the universe. Best Practices: II Title of the practice: Self -Defense Training for Girls Goal • To empower female students. • To enable girls to defend themselves against any type of physical assault. • To build self-confidence so that they can contribute meaningfully to their own development and to shape their own destiny. The Context Being independent and safe in every way is the best feeling a person can have mentally, or physically. The ability to defend oneself in all difficult situations and to stay safe during challenging circumstances can enhance confidence and self-assurance. When it comes to self-defense, knowledge and practice are the essential requisites. By teaching self-defense techniques, the institution believes that it can ensure a society brimming with powerful and strong women who can protect themselves. About the Practice IQAC, Women Study Unit, National Service scheme and National Cadet Corps of the institution jointly organized a self defense training program for the female students of the campus. The inauguration of the program was held on 24th August 2019. This year's training program gave special emphasis to martial arts such as Karate, Kalari Payattu and Kung Fu. Success and Outcome Students learned various basic self-defense techniques. The feedback from students highlighted that the sessions were highly useful for them, and helped considerably in sharpening their reflexes, stress reduction, increasing agility, self-awareness, and enhancing self-discipline. The program has helped girls, not only to have an enthusiastic outlook towards society but also to assert their dignity and presence. The success of the program has inspired the organizers to carry forward the program to the upcoming academic year. Concluding Note The techniques of self defense cannot be taught in a satisfactory manner in such a short span of time. It should be imparted from a very early age. In fact, it should be made a part of curriculum to cultivate strong and self-reliant individuals

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://mmnsscollege.ac.in/uploads/otherlinks/BestPracticesoftheInstitution2019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Nair Service Society is an organization established under the leadership of Mannathu Padmanabhan for the social advancement and welfare of the Nair community. However, from the time of inception, NSS has extended the benefits of its service beyond communal and religious boundaries and has since been playing a significant role in the social, economic, educational and political transformation of the state. MMNSS college, Kottiyam, affiliated to the University of Kerala, was started by the Nair Service Society in the year 1981 to commemorate its great founder, Sri Mannathu Padmanabhan. The primary aim of the college is to impart quality education to students in various disciplines and mould them into citizens of character. The institution with its committed teachers provides quality education through effective curriculum transaction,

promotion of academic research, soft skill development, remedial coaching, career guidance and placement services. In March 2004, the University Grants Commission recognized the college and has since assisted the college financially for its various projects. The college with six under graduate department and one post graduate course has been accredited by NAAC with B grade in 2018. The college maintains its vision, mission and goals in its conduct with the students, parents, and the society at large. The Motto of the institution upholds the noble ideals of education, which is crystallized in its founding principle, "Na hi jnanenasadrishampavithramihavidyate", meaning In this world there is no purifier like knowledge". The vision of the college recognizes the fact that education is the way towards achieving the overall development of the country and the process of education is not a mere transaction of syllabus but an effort to enlighten an individual through imparting pure knowledge and guiding him/her to use this knowledge as acatalyst for social welfare. Liberation through education is the ultimate aim of the institution and for that purpose it attempts to mould students into men and women of integrity and character so that they will be useful to the nation, to themselves and to the forthcoming generations. The college in its long journey has been striving to become a flagbearer of knowledge and a potential centre for excellence.

Provide the weblink of the institution
http://mmnsscollege.ac.in/uploads/otherlinks/InstitutionalDistinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

 ? Introduction of New Generation PG and UG Programmes ? Introduction of honours and Integrated Degree program ? To conduct National and International Webinar ? Enhance academic excellence. ? Enhancement of infrastructural facilities. ? Enhance welfare measures for the staff. ? Initiate steps to fill the vacant positions so as to meet the teaching learning requirement of the college. ? To encourage the faculties to increase their participation in research oriented activities. ? To introduce more certificate courses and skill development programmes. ? Adopt measures for water recycling to make the campus more ecofriendly. ? To encourage students to use e-platforms for peer teaching. ? To increase the number of outreach programmes.