YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Mannam Memorial NSS College
• Name of the Head of the institution	Dr. Satheesh E N
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04742530522
• Mobile no	9446652727
• Registered e-mail	mmnssc@yahoo.com
• Alternate e-mail	iqac.mmnssc@gmail.com
• Address	Mannam Memorial NSS College, Kottiyam
• City/Town	Kollam
• State/UT	Kerala
• Pin Code	691571
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Kerala**
• Name of the IQAC Coordinator	**Dr Kishore Ram**
• Phone No.	**04742530522**
• Alternate phone No.	**7907987943**
• Mobile	**9446652727**
• IQAC e-mail address	**iqac.mmnssc@gmail.com**
• Alternate Email address	**kishkripa@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://mmnsscollege.ac.in/uploads/files/2020-11-20-061006.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://mmnsscollege.ac.in/uploads/files/2021-12-08-110758.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.77**	**2009**	**15/06/2009**	**14/06/2014**
Cycle 2	**B++**	**2.94**	**2018**	**03/07/2018**	**02/07/2023**

6.Date of Establishment of IQAC	**01/06/2009**

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

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

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

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

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

The Department of English along with IQAC collaborated with the WRITERS TALK(University of East Anglia Writers Workshop 2013 alumni) and conducted an international writers talk event called First Impressions: Kishore Ram in conversation with Abdullah Khan, Sabin Iqbal, and Keshava Guha Writers Talk representative Sidhartha Banerjee joined from London . The event was conducted on the Writers Talk webex platform and was conducted on 10 Oct 2020. The whole show was for Two hours and fifteen minutes. Over 500 participants logged in from all around the globe. LINK OF THE EVENT https://www.youtube.com/watch?v=GCEwh_tL_YI

2. . The Department of English and IQAC orgnised a webinar on Climate Talk:Kerala @2020 by famous environmental activist Ullash Kumar RK . The event was conducted as a talk show with famous TV news journalist Anandu Ramachandran compering the event. The talk was held on Webex platform on 21 Oct 2020 at 6 pm . Over 100 participants attended the webinar. Link to view the webinar : https://youtu.be/mKEMg9oYBeE

3. Centre for Gandhian Studies along with IQAC and Njangal Attingal Kara conducted a webinar on the the Attingal Revolt of 1721consideed as the first revolt against the British in India. The webinar was a huge success and was held on 1 May 2021 on google meet. The seminar was aired live and watched by hundreds . Link : https://youtu.be/eXOyDDxIG_4

4. IQAC Conducted National webinaron 16 th June 2020 in Google Meet about Preventive Measures in the Post Pandemic Era by Dr

Muralidharan Pillai, Former Principal, Vaidayaratna Ayurveda College, Ollur, Thrissur. The Program started with prayer. The welcome speech was delivered by IQAC Coordinator Dr. Chithra.P followed by Presidential address by Principal in Charge Dr.BeenaK.S. E-Certificates were distributed to the participants. The main objective of the webinar was to give an insight about preventive measures to be taken for fighting against Covid-19. Two fifty two students registered for the webinar. It was an informative and learning session for all the participants. Vote of thanks was proposed by Hridyaof final Economics. The program ended at 1.00 pm.

5. Health Club in association with IQAC Celebrated International Day of Yoga through google meet on 21st June 2020. Health Club Coordinator welcome the audience. Dr.Beena K. S given presidential address. Kollam District Yoga Association President Mr.Jayakumar inaugurated the program. He stressed the importance of Yoga during this pandemic situation and Yoga as a powerful tool to deal with lockdowns uncertainty as well as to maintain physical well being. He demonstrated different asanas and talks about the importance to Yoga to boost the immune system of the body. The program was very fruitful for the students.

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

Plan of Action	Achievements/Outcomes
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil
Nil	Nil

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

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE COUNCIL	04/01/2022

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
Proposed date of submission in 31 Jan 22	**31/01/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**7**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**827**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**64**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**275**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	34

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	33

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	23
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3079645
4.3 Total number of computers on campus for academic purposes	30

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our college is affiliated to University of Kerala and follows the curriculum prescribed by the University. The academic schedule of the institution is run under the academic calendar framed by IQAC according to the mandates issued by the University. The academic calendar specifies the dates for significant academic and other activities. 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 and is monitored by the Head of Departments and the Principal. Internal examinations are conducted in each semester

under the pattern followed by the University. The faculty members are encouraged to attend regular meetings on curriculum designing and restructuring. 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. Records of each activity are maintained by each department and information is provided to IQAC for documentation. At the end of every academic year, IQAC collects feedback on curriculum from all the stakeholders, it is then analysed and analysis report is communicated to the concerned departments.

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

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

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. 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. 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. Progress of the curriculum is closely monitored by the Principal, IQAC, 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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://mmnsscollege.ac.in/uploads/files/2021-12-08-110758.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

7

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The college has been working for the development of the students. The programmes are arranged related to Gender Equality, Sustainability, Human Values and Ethics. The college teachers engage the students in various activities through Expert lectures, N.S.S., N.C.C., programmes. The environmental issues are dealt in the classroom through a regular subject Ability Enhancement and Disaster Management For Degree second year students. The text book Ecoscapes for this paper is edited by a member of our faculty.

Human rights:

Human rights are the basic rights enjoyed by all. We at institute make sure that no violation human rights takes place. We celebrate 10th December as 'Human Rights Day' to spread awareness of Human

Rights and motive everyone to make the proper use of basic rights.

Professional ethics:-

Professional ethics are taught to students as part of their holistic development. Importance for group work and imbibing leadership is being taught.

Moral and ethical values:

Moral and ethical values are integral part of education of the students. Out teachers put their best efforts to groom students and make them responsible citizen. We celebrate day of Nation importance which imbibes the nation values in the students. Independence day, Republic day, Gandhi Jayanti, Teacher`s day, International Yoga Day, World Environment Day, and Ramayanam month is also celebrated in the college.

We impart knowledge of tolerance and upholding of truth to students. Student volunteers take steps to ensure that students follow and uphold the values imparted to them by teachers.

Antinarcotic cell ensures that the campus remains drugs free.

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

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

7

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

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

278

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092914.pdfhttp://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092257.pdf http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092417.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows   A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092529.pdfhttp://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092914.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

280

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

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

supernumerary seats)

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

86

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

1.During the first semester itself, the tutors identify the advanced/slow learners from each batch via verification of academic records, personal interaction, performance in the class tests, etc. Slow learners and bright learners are given the attention and extra support they need to achieve their respective potentials.

2 Tutor identify the slow learners in each subject, pay individual attention and also recommend them to join for remedial coaching. The remedial coaching classes provide teaching assistance to slow learners in all disciplines after the regular class hours according to the convenience of the students. The progress level of slow learners is assessed by the tutor frequently.

3. Advanced learners are encouraged to participate in peer teaching which help them to learn better and build confidence.

4. Slow learners and advanced learners are also given proper future guidance with the help of career guidance and placement cell.

5. Advanced learners are given opportunities to participate in various inter/ intra college and university level competitions like quiz, debate, poster presentations, elocution etc.

File Description	Documents
Paste link for additional information	http://mmnsscollege.ac.in/otherlinks.php
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
827	**34**

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

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

We motivate the students to actively participate in the teaching learning process rather than being a passive listener.

1.The college provides facilities for student activities during weekends and holidays.

2.Group activities like discussions, field survey, role playing, academic debates are arranged

3.Encourage and guide students in using ICT sources for presenting their project work and assignment.

4.The assignments and projects are given both individually and collectively which contribute to their collaborative learning potential and problem-solving skill.

5.The faculty engages the students in various practical assignments in science labs and computer labs.

6.Peer study groups consisting of strong and weak students are formed in which better performers help slow learners in their studies. This ensures maximum student participation in teaching learning process and this peer learning method benefits students much better than conventional teaching.

7.Students are involved in the research projects of faculty members and are thus encouraged to develop research interest at the undergraduate level. This generates a great deal of motivation and enthusiasm towards research

8.Science students are encouraged to visit Research Institutes/organizations for data/material collection in connection with their project works.

9.As film studies are a part of the curriculum, we conduct film festival every year in order to give them an experiential learning

10.Entrepreneurship club arranges 'meet the entrepreneur' programme to nurture the latent entrepreneur talent and give them a sound knowledge about the needs and relevance of industrialization.

11.They are encouraged to make maximum use of the library which is open beyond the working hours of the college. The college library houses a decent collection of all leading newspapers in India, important journals in all disciplines, career magazines, etc. which are meant to inculcate the habit of reading among the students.

12.Quiz club motivates the students for knowledge updating through regular competitions. We also encourage students to dig deeper with the questioning activities and develop the skills required for a quiz master.

13.Encourage PG students to attend workshops and seminars organized by other institutions and also to present paper/poster.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://youtu.be/JpMZphtfDEU https://youtu.be/mVf2Zf0zf0M https://youtu.be/OjXexvz_SVE https://youtu.be/BxpEcdpac8w https://youtu.be/wrtqbLsVLvA https://youtu.be/BeGYd9XGegs

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

Our Institution has 6 ICT enabled class rooms. Every department

ensure that all the students have access to the ICT tools. In the present year classes were completely online. Teachers utilize E-resources such as E-books, E-journals, online data bases, online Video conferencing platforms such as Google meet and Zoom for effective curriculum delivery.

Teachers record videos of teaching portions and share through Google class room or upload in you tube channel (OBS studio, screencast-For Recording videos for classes Open shot and Handbrake for editing/trimming videos).

Teachers conduct online tests and quizzes using the google platform.

Teachers also utilize WhatsApp messenger as a learning medium, so students can read teaching material before the class and this ensure effective class room discussion.

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

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

2.3.3.1 - Number of mentors

33

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

2.4 - Teacher Profile and Quality

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

34-33

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

143

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

2.5 - Evaluation Process and Reforms

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

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. Progress of the curriculum is closely monitored by the Principal, IQAC and College Council and necessary instructions are given from time to time.

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

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

1.A three level Committee viz., Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC), and University Level Monitoring Committee (ULMC) are entrusted with the redressal of grievances with reference to the evaluation.

2.The responsibility to redress the grievances of the students, if any, is entrusted with Department Level Monitoring Committee (DLMC) and the College Level Monitoring Committee (CLMC).

3.Any grievances need to be addressed at the University level is forwarded through proper channel by the Principal.

4.All internal assessment marks are published in the notice board of respective departments. Students are given sufficient time to appeal

for the internal marks and grievances are redressed without any complaints.

5.The complaints about delay in the completion of teaching portions before examination, student favoritism in giving internal marks if any will be treated with utmost importance.

6.An aggrieved student who has any Grievance or Grievances related to examination at the Department level shall make an application first to the Department Level Monitoring Committee (DLMC). The committee after verifying the facts will try to redress the grievance within a reasonable time. However, if the student is not satisfied with the verdict or solution, then the same should be placed before the College level committee and remedial actions are taken.

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

2.6 - Student Performance and Learning Outcomes

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

The mission and vision of the college clearly states that the institution aims at the overall development of a student, which includes his moral, social and academic achievements. The courses offered in this college are perceived and handled in such a way that the students who enroll themselves with this institution achieve this kind of transformation. Clubs like the ethics club, NSS, NCC also try to impart these values in the students.

Communication of course outcomes

1.The college conducts orientation programmme for freshers and their parents. In the orientation programme conducted for first year degree students, the evaluation process is explained in great detail to the students and parents. The learning outcomes are also communicated to the students during the orientation programme itself.

2.The IQAC discusses the learning outcomes with the various departments and give suggestions in tracking the academic

progression of the students.

3.Faculty members communicate course outcomes and program outcomes to students enrolled in their programmes during PTA and PTS meetings through informational materials. Through student teacher interactions in college union and class representative meetings these matters are effectively communicated.

5.Faculty members outline learning objectives to students in class and through course syllabi.

6.Each department holds regular meetings to discuss and review issues pertaining to the syllabus covered by each teacher and other academic issues.

7.Moreover, the detailed syllabi, course outcomes and programme specific outcomes are available in the college website also.

8.Institution notify the faculty and students about course, syllabus updates etc.

9.Faculty members remind the course outcomes to students during lectures, tutorials and labs through hard copy reports and documents.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://mmnsscollege.ac.in/otherlinks.php
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The academic performance of each student is evaluated at the PTA meetings held every semester (in 2020-21 every department conducted online PTA meetings).

The continuous and comprehensive evaluation under the CBCSS is very useful in ensuring the achievement of learning outcomes of the students.

The college can collect the data about student performance from the university website. The evaluation of the student is based on the continuous assessment, the pattern of which is prescribed by the university.

In general, student marks consist of University exam marks, internal marks and grace marks obtained for NSS, NCC, sports and arts.

The internal marks are awarded by the faculty in charge based on the internal examinations, submitted assignments and attendance percentage.

In addition, students have to do a project as part of their course requirements in the sixth semester. They work under the guidance of a supervisor.

To attain the required learning outcomes, different course delivery methods are adopted by the faculty like interactive lecture sessions with discussions, lecture with a quiz, surprise tests, demonstration (laboratory, field visit), Group Assignment/Project and Presentations.

The individual departments maintain records pertaining to the assessment and evaluation of the students in the internal and end semester examinations.

The Department level monitoring committee (DLMC) and the College Level Monitoring Committee (CLMC) ensure transparency in the evaluation process. CLMC and DLMC meetings analyze the results and decide on steps to be taken to improve academic performance.

Indirect assessment of programme outcomes is achieved through student feedback and alumni feedback.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://mmnsscollege.ac.in/otherlinks.php

2.6.3 - Pass percentage of Students during the year

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

185

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://exams.keralauniversity.ac.in/ResultAnalysis/ResultAnalysis.php#

2.7 - Student Satisfaction Survey

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

http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092914.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

4

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

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

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

nil

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

3.2 - Innovation Ecosystem

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

The College has an Enterprenuer Development Club which motivates students to become future enterprenuers The club has been organizing various entrepreneurial promotional programs to transform students into entrepreneurs once they complete their graduation besides creating entrepreneurial awareness among them. The active participation of the student community in the programme events helps to inculcate entrepreneurial spirit and culture among graduates apart from developing among them and propel them to be job creators rather than job seekers. Entrepreneurship Development Cell has adopted systematic approach to develop first generation entrepreneurs through awareness, motivation programmes, interaction program with leading entrepreneurs on regular basis and provide entrepreneurial training to take global challenges and opt for self employment.

The Young Innovators Programme

YIP

Young Innovators Programme is a specially designed programme under Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower future innovators to innovate new products, services or models to meet emerging requirements, unarticulated needs, or existing market needs of the society more effectively through an innovative challenge.

Enhancing identified youth with design thinking, collaborative, creative problem solving and leadership skills

Empowering and building youth through immersive programmes to Learn, Empathize, Accelerate and Disrupt (LEAD).

Mentoring them and intensifying networking to build a product or develop a process for showcasing in the Young Innovators' Challenge.

Certifying promising innovations and attaching the young innovators to research institutions in related areas with scholarships for 1 year.

 Tracking these young innovators and linking them to institutions, industries, enterprises and prospective funding agencies.

 Build a strong pool of mentors to identify, assess and track innovations as well as provide the young innovators necessary academic domain specific as well as psycho social support necessary through the process.

During the second cycle of YIP students of our college registered 14 ideas and 2 groups got selected to the district level. The team leaders were Sreelekshmy M S of Second year B.Com and Anandhu S of B.sc (Phys)Third Year. Anandhu got qualified for the state level and is undergoing various grooming sessions. The final results are not declared.   It was a great achievement for our college and we are expecting positive results from the authorities.
(Dec 2021)

YIP 2021

The kerala Development and Innovation Strategy Council,(K-DISC) isa

a strategic think-tank and advisory body constituted by the government of Kerala. K-DISC has the mandate to promoting innovation in the state. Young Innovation Program for promoting innovation in schools & colleges is one of the flagship programs od K-DISC. District innovation councils headed by the District Panchayat President with the District Collector as the secretary has started functioning.

On Jan 15th 2021 the Honourable Finance minister in his budget speech presented in the assembly has outlined the strategy for transforming the Kerala society as a knowledge society. This involves the following

Strengthening the higher education system to establish interdisciplinary centres of excellence.

State level inauguration of Kerala Development and Innovation Strategic council was organised at TKM Institute of Technology, Ezhukone on 30th October 2021 at 2.30 pm and 2 teachers participated in the program from our college.

On Dec 2nd 2021 Official inauguration of state-wide YIP Program and Thematic discussion of young innovators programme 2021 was organised at kollam district and a group of ten student s from our college participated in it.The programme was presided over by Adv Sam K Daniel, District panchayath president , Kollam and district collector Smt. Afsana Parveen delivered the key note address.The theme given for the young innovators of kollam district was Traditional Industries- Cashew.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship during the year

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

6

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

12

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

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

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

3

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

3.4 - Extension Activities

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

Students actively participated in creating hygine awareness among people in the neighbourhood. Hand sanitisers were made and supplied by the Department of Chemistry,. NSS supplied hand satnization stand to Medical College, Kottayam and food packets were distributed to migrant labourers housed in a nerby building.

These activites made the students aware of the need to respond to situations and disaster prepardness.

Nss volunteers were given covid related dutites and NSS Voulnteers did covid related dutites. Blood donation during the cirises period was done by both teahcers and students.

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

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

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

4

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

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

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

4

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

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

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

470

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

3.5 - Collaboration

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

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

6

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programs. The college campus area is 29 acres.The departments in Arts, Commerce and Science streams are in three blocks. The

Classrooms, Laboratories and Seminar Halls are well equipped along with computing system and Internet facility. Besides the building, the college has spacious playground for sports activities. The college has cultivated an atmosphere providing the importance to Extra Curricular and support services organized by departments of National Service Scheme and National Cadet Cops. The College has a well for water storage. The college campus is maintained with a green atmosphere. A spacious garden with pavements and pavers in the campus is developed for students' service. 'Eco-Friendly Open Class Room' is an initiative to provide the importance of Nature in the process of teaching and learning, cultivated in the campus. The college is well-equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programmes and administration. · Well-furnished 25classrooms. · ICT enabled classrooms. · ICT enabled laboratories. · Spacious seating arrangements with the qualitative furniture. · Cleanliness, light and ventilation facilities are maintained in the classroom and laboratories. · Black Boards, White Boards are available in the classrooms. · A well-furnished computerized administrative office along with ICT enable cabin of the Principal. · Well-equipped Laboratories i.e. Chemistry, Botany, Physics, Zoology, and Commerce. · Well ventilated Auditorium and Seminar Hall with ICT facilities. Green campus with rare trees like the Sandal tree adds to the ambiance of the college. Cashew cultivation is done in the college. A small but neat canteen provides food and refreshment to the students and teachers. Well equipped library . Neat and clean toilets for men and women. Special room for women. The campus provides facilities to differently able and PH category students.

Physical Facilities

a. Classrooms number - 25

b. Seminar Hall - 1

c. Auditorium

d. Laboratories - 1

e. Library -1

d. Smart classrooms with ICT enabled facilities

e.Waitin Hall for women-1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mmnsscollege.ac.in/otherlinks.php

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

Facilitiess for cultural activities

a. Play ground including vollyball, shuttle badminton court

b. Gymnasiumm

c. Auditorium

d. Seminar Hall

e. NCC and NSS units

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mmnsscollege.ac.in/otherlinks.php

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

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mmnsscollege.ac.in/uploads/otherlinks/PhysicalFacilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3079645

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

4.2 - Library as a Learning Resource

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

Name of ILMS software : Grandhasoft

fully automated

year of automation 2014

4.2.2

subsciption

e journals

shodhganga membership

ebooks

Details of membership

total - 1155 (teachers and students)

4.2.3

Total book purchase - 35681/-

journals   - 5000/-

E journals   - 6000/-

total   - 46681/-

4

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

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

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

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

62681

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

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

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

250

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

4.3 - IT Infrastructure

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

The campus has a computer ration of 1 computer per 25 students. the campus has wifi all three blocks, smart classrooms and labs. library too is supported with wifi connection..Two computer labs and a language lab give enough space for computer use for students.

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

4.3.2 - Number of Computers

30

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

4.3.3 - Bandwidth of internet connection in the Institution **C.10 - 30MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

316768

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

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

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Classroom management: Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended by the Management and the University. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching. CCTVs installed in most classroom to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of Class room property, cleaning and

maintenance are done on a regular basis,

Laboratory As the College has two Science departments, the Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained.

Library has a good collection of contemporary books and journals. Per day 250 students use the library and borrow books. Downloading is enabled in the library and access to online journals are available.

Sports Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions

 The celebration of the International Yoga Day has become a regular affair and many students donate blood to the blood bank.

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

178

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

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

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

178

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

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

C. 2 of the above

File Description	Documents
Link to Institutional website	http://mmnsscollege.ac.in/courses.php
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

297

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

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

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

5.2.2.1 - Number of outgoing student progression to higher education

95

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

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

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

3

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

5.3 - Student Participation and Activities

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

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

2

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

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

Students are actively involved in all committees. Student representatives are invited to participate when required in the administraive committees of college. Elections are conducted every year and student nomiees are elected to represent university students' union. NSS , NCC and other clubs have elected student leaders. However due to pandemic this year student involvement was limited.

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

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

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

5

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

5.4 - Alumni Engagement

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

Alumni Association of the college is active and they conduct various programmes for the students. However due to covid it was not possible to conduct any live programms during this year

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

MOTTO

In this world, there is no purifier like knowledge

VISION

To recognize that education is the way towards the progress of the community and is not a mere transaction of syllabus but an effort to enlighten an individual through imparting pure knowledge.

MISSION

To impart the students knowledge in various branches of learning and mould them into individuals of character and culture so that they will be useful to the nation, to themselves and to the future.

File Description	Documents
Paste link for additional information	http://mmnsscollege.ac.in/uploads/otherlinks/VisionandMission.pdf
Upload any additional information	**No File Uploaded**

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

1. 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 2020-21. 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 cocurricular. 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.

2. 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.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college 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.

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

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

1. 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.

2. 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 timebound uploading of the same from all the departments with the assistance of a department level co-ordinator working in respective departments.

3. 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.

4. 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 with 24×7 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.

5. 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. 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.

7. 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.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. Welfare Scehemes for Teaching Faculty

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 also conducts various activities for the teaching staff to help them maintain a positive attitude and outlook

towards their profession and life.

2. Welfare Scehemes for Non-Teaching Staff

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.

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

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

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

0

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

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

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

0

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

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

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

10

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

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

The Performance Appraisal System for the teaching faculty is carried out jointly by the management and the university as part of the criteria for promotions stipulated by the UGC. The performance of teachers in the college are also assessed annually by the IQAC through feedback forms issued to the students. These feedback forms are taken into consideration and any corrective measures needed are

timely implemented. The performance of Non-teaching staff are appraised jointly by the Management and the state government as part of the criteria for performances stipulated in the Kerala Service Rules (KSR)

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

6.4 - Financial Management and Resource Mobilization

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

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.

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

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

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

28.01

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

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

The funds cumulated by the institution is mobilized for the providence of financial aid for club activities, endowments and cash awards to outstanding as well as economically and socially backward students. The funds are also used for infrastructural maintenance and for the appointment of temporary faculties/non-teaching staff in times of need. The institution keeps track of the fund mobilized with the help of qualified auditors appointed by the management.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The IQAC has made it one of its top priorities this year to encourage the faculties to increase their participation in faculty development and research oriented activities. As successful outcome of its relentless endeavour, a number of faculty members have attended orientation/refresher courses and has also found time amid their busy curricular schedule at the college to participate in online FDP programs as well as numerous short term courses. The IQAC has disseminated information regarding the various courses organized by prestigious HRDCs in the country and has also taken steps to ensure that teachers attend short term and FDP courses that benefit the students at large.

2. The IQAC has taken strategic measures to encourage students to

use e-platforms for peer teaching. At a time when the colleges remain closed due to the pandemic, IQAC was mindful of how the lack of physical contact and interaction would negatively affect the students. So to ensure that the students maintain their level of confidence and enthusiasm, IQAC has given all the tutors in charge of various classes to ensure enough peer teaching sessions combined with group discussions and peer interaction are conducted. As successful outcome of the endeavour, the students remained positive through out the academic year, evident from their online class attendance as well as participation in the various online programs conducted by the college.

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

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

1. The IQAC as part of an academic reform has taken the student feedback into consideration and on its basis have decided to upload recordings of all online classes to google classroom as students suffered issues due to poor network connectivity during live classes. IQAC has also made efforts to upload quality classes to youtube and for the purpose has started a youtube channel for the institution. This has not only benefited the students of the college, but the student community at large as students from other colleges have subscribed to the channel and have provided positive feedbacks to the initiative of the IQAC.

2. The IQAC during the academic year has prioritized the need to sustain and develop its endeavours towards the maintenance of gender parity in all aspects of curricular and co-curricular activities of the college. As part of the efforts in this direction, the IQAC has given the tutors of various classes to ensure that equal opportunities are given to male and female students and to ensure the participation of female students at both levels of organizing and participating in events. In this regard, IQAC, with the support of the department of commerce, has also organized a class for the female students of the campus on female entrepreneurship with special emphasis on leadership and marketing.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://mmnsscollege.ac.in/aqar.php
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and security Safety of girls is a top priority of our college campus. The college provides girls a comfortable and safe ambience of 'feel at home' within the campus. At PTS meeting parents say that the safety of our campus is great and they chose this institution because of the safe atmosphere and care given to girls by both teachers and boys in the campus. However, the safety of students outside the campus should also be ensured through counselling, domestic violence prevention interventions and creating awareness and prevention of sexual harassment in public space. Due to various counselling both formal and informal given by teachers, the girls are alert and aware of possible sexual assaults. Women hygiene is

also of importance. Priority is given to that and necessary facilities are provided for women in the campus. Due to covid pandemic it was not possible to conduct full fledge activities but safety of students at home were monitored by mentors. List of programmes conducted :

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

Yoga for better life

21st June 2020

21st June 2020

Google Meet

'Understanding Health, Fitness and Wellness

21st September 2020

21st September 2020

Google Meet

Human perfection through Heartfulness yoga meditation

21stOct. 2020

21stOct. 2020

Google Meet

Awareness program on the spread and

cause of Breast, Ovarian and Prostrate cancers

7th of January, 2021.

7th of January, 2021.

95 students, Google Meet

Bottle Art making

January 12th, 2021

January 12th, 2021

Google Meet

cyber crime and cyber security for students

4th February 2021

4th February 2021

Google Meet

Female specific Diseases

15 February, 2021

15 February, 2021

Google Meet

Law Literacy for Students

08 March 2021

08 March 2021

Google Meet

Awareness on mental health and hygiene of students during the pandemic

March 29, 2021

March 29, 2021

Google Meet

The college has 65% plus girls students and the top leaders of college union include women. Class toppers are girl students and 20% of seats in various studnet organisations are reserved for women. Clubs have women coordinators. Studnets actively paritcipate in games and sports. Many women cadest have attended NCC camps and fitness workshops

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1vYIa-ueJkvQhra2kE-P3h_8tkEmS9AXh/edit?usp=sharing&ouid=105019863654751714314&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1qElFuZ-P7q-mwEls6IaQCzf95cyiK-Sa/edit?usp=sharing&ouid=105019863654751714314&rtpof=true&sd=true

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

D. Any 1 of the above

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

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

The college facilitates several techniques for the management of

degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. The college has different dustbins to segregate the different waste like solid, biomedical, etc. day the waste is collected in bins and disposed to a place and it is used as manure for the trees in the campus.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. These are later handed over to outside teams that takes care of disposing solid waste.

For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and other hazardous. Since, college has a primary health center therefore, the waste like plastic disposables, liquid waste and other things are again segregated then collected and kept in a storage then transported and finally sent for the treatment of the disposal.

For the personal protection it has been advised to use masks while handling the waste. Moreover, wearing head gears, eye covers, apron, gloves and boots as they help in fighting the transmission of infection. It is also advised to immunize against Hepatitis B for necessary precautions.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

       B. Any 3 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

       C. Any 2 of the above

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

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

B. Any 3 of the above

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

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

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony. The closing down of state due to the pandemic prevented us from conducting various programmes planned but the extended lockdown

closure of college due to covid spread and state government restrictions much could not be achieved.

Religious tolerance is a key concept and the college celebrates Onam, Christmas and other festivals. National events are celebrated. Republic Day and Independence days are celebrated. Gandhi Jayanthi is celebrated with week long cleaning . Due to covid 19 many activities were limited however world environment day and Gandhi Jayanti were celebrated by planting trees at home and cleaning home and surroundings. Students did this with great vigour.

Students and teachers exchanged greetings on religious festivals like Onam, Christmas and Ramadan. Due to covid restrictions these were not celebrated with events but only with wishes.

Details of the activities are given below"

Year

Number of initiatives to address locational advantages and disadvantages

Number of initiatives to engage with and contribute to local community

Date

Duration

Name of initiative

Issues addressed

2020

1

1

18/05/2020

1

Break the chain campaign

Gave public awareness about break the chain campaign.

2020

1

1

22/05/2020

1

Covid 19 protection kit

Distributed Covid 19 protection kit to the ward member of our adopted colony and to the community kitchen workers.

2020

1

1

25/05/2020

1

Lock down -community help work

Volunteers distributed food packets to the medical staffs and to the needy people during the lock down period.

2020

1

1

15/07/2020

1

International Youth Skill Day

Volunteers made cloth bag ,paper bag and crafts , distributed it to their surroundings.

2020

1

1

17/07/2020

1

Kaithangu

Donated smart phone to two poor students of our college to attend the online class during Covid 19 Pandemic era.

2020

1

1

03/08/2020

1

Pollution free day

Volunteers cleaned their surroundings as part of Mazhakkala sucheekaranam.

2020

1

1

07/08/2020

1

World Handlooms day

Volunteers made mask and distribute to their surroundings.

2020

1

1

20/08/2020

1

Mosquito day

Volunteers cleaned their surroundings for preventing mosquito breed

2020

1

1

19/09/2020

1

National clean up day

Volunteers cleaned their surroundings and gave awareness about its importance.

2020

1

1

28/09/2020

1

World Rabies day

Volunteers gave awareness to their neibouring houses about World rabies day and the need of vaccination.

2020

1

1

10/10/2020

1

Palliative care day

Distributed food kits to palliative patients in association with Kollam pain and palliative care centre.

2020

1

1

21/10/2020

1

Covid 19 programme   .

Handed over hand free sanitizer stand to Kottayam Medical college

2020

1

1

01/11/2020

1

Kerala Piravi

Handed over palliative medicine to Kollam Pain and Palliative care Unit.

2020

1

1

17/12/2020

1

NANMA

Handed over palliative fund to Kollam Pain and palliative Care Centre by our Principal Dr.Beena.S

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

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in NCC and NSS at National level to strengthen nationwide bond and relation.

The activities were limited during the year due to the pandemic Covid 19. The following could be done:

7.1.9 - Activities towards constitutional obligations

Activity

Date

Kargil Vijay Diwas

Day

26/07/2020

Integrity Day

27/10/2020

Ektha Divas

30/10/2020

Law Literacy for Students

08 March 2021

Constitution Day

26/11/2020

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/17NJCvdY0IIe5qWlKAFRMT8Y3yBkrigy6/edit?usp=sharing&ouid=105019863654751714314&rtpof=true&sd=true
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

A. All of the above

4.

Annual awareness programmes on Code of Conduct are organized

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

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. Republic day- The institution celebrates

Republic day on 26thJanuary every year . The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is celebrated every year on 2ndOctober to understand the ideology of our great leader Mahatma Gandhi . AWebinar was conducted by the Centre for Gandhian studies

AIDS Wold Aids day function was conducted on 1 Dec

Details of events:

7.1.11 National and International Commemorative day

Activity

Date

Independence day celebrations

15/08/2020

Teachers Day

05/09/2020

Gandhi Jayanthi

02/10/2020

AIDS Day

01/12/2020

Republic Day

26/01/2020

NSS Day

24/09/2020

Environmental day

05/06/2020

Tiger Day

29/07/2020

Wetland Day

02/02/2021

Anti child labour day

12/06/2020

APJ Abdul Kalam Death anniversary

27/07/2020

Quit India day

09/08/2020

International Youth day

12/08/2020

Mother Teresa Birth anniversary

26/08/2020

First aid day

14/09/2020

National clean up day

19/09/2020

World Rabies day

28/09/2020

World Heart day

29/09/2020

World Food Day

16/10/2020

National Cancer Awareness Day

07/11/2020

Ramayana Maholsavam Day

27/07/20- 30/07/20

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

7.2 - Best Practices

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

YOGA 2020-2021

Health Club in association with IQAC Celebrated International Day of Yoga through google meet on 21st June 2020. Health Club Coordinator welcome the audience. Dr.Beena K. S given presidential address. Kollam District Yoga Association President Mr.Jayakumar inaugurated the program. He stressed the importance of Yoga during this pandemic situation and Yoga as a powerful tool to deal with lockdowns uncertainty as well as to maintain physical well being. He demonstrated different asanas and talks about the importance to Yoga to boost the immune system of the body. The program was very fruitful for the students.

1. **The IQAC in association with health club of M. M. N. S. S college organised a webinar on the topic "Human perfection through Heartfulness yoga meditation" on 21stOct. 2020 , at 2.30pm through the google meet platform. The webinar began with a prayer song and after which the welcome speech was delivered by Dr. Chithra. P, assistant professor of commerce and IQAC coordinator. She welcomed all the speaker's, chief guest and the participants. The inauguration was done by the Honourable principal Dr.Beena.S who extended her full hearted**

support to the program. The felicitation speech was rendered by Dr. Sreekumar.M, Associate professor and Head of the department of commerce. He expressed his happiness in felicitating the program and wished all success. The session was handled by Dr. S Jagadish Gynaecologist, DMO (Rtd) Kollam. He spoke about the importance of Yoga in human life and demonstrated different types of meditations. The webinar ended with a vote of thanks delivered by Sreelekshmi.M S,student of second year B. Com who thanked all the respected speakers, organizers and participants on behalf of the institution.

2.

1. The IQAC in association with health club of M. M. N. S. S college organised a webinar on the topic Meditation To Cope with Anxiety During Covid- 19 on 21stNovember 2020 , at 11.30 am through the google meet platform. The welcome speech was delivered by Dr.Chithra. P, assistant professor of commerce The session was handled by Mrs Bindhu, Yoga trainer,kollam. She spoke about the importance of meditation as a relaxation technique like yoga and deep breathing that activates the body's relaxation response. She inspired students about the practice of meditation regularly, and it leads to decrease in our stress levels in everyday life. Meditation gives a boost in our feelings of happiness and calmness.The webinar ended with a vote of thanks delivered by Anandanstudent of final year B. Com.

1. Health club in association with IQAC conducted different yoga programmes for students of different batches through Google meet on
2. 3 July 2020 https://meet.google.com/gtt-jers-edr
3. 15 July 2020 https://meet.google.com/tbt-jtyt-eve
4. 4 August 2020 18 August 2020 https://meet.google.com/htt-tgrf-ghj
5. 31 August 2020 https://meet.google.com/thx-eimu-hoy
6. 8 September 2020https://meet.google.com/pot-tesb-rftt
7. 24 September 2020 https://meet.google.com/odt-tdsb-pol
8. 21 October 2020https://meet.google.com/eyt-gtsb-tgt
9. 22 October 2020https://meet.google.com/yrt-trtsb-qrtr
10. 23 October 2020https://meet.google.com/tbt-jers-edr
11. 6 November 2020 https://meet.google.com/hai-vvby-koa
12. 13 November 2020 https://meet.google.com/zqu-pnrp-jmf

13. 28 December 2020https://meet.google.com/thx-eimu-hoy
14. 17 January 2021https://meet.google.com/gtu-qcoj-iww
15. 23 January 2021https://meet.google.com/ tbt-jers-edr
16. 10 February 2021https://meet.google.com/gtu-qcoj-iww
17. 17 February 2021https://meet.google.com/ odt-tdsb-pol

2 Legal Awarenes Programme

Legal Awareness Programme was conducted online due to covid and a five day class was arranged online Our own Law lecturer Adv Raveendran Pillai took classs. A study material was prepared and given to students.

https://drive.google.com/file/d/1bjGoqhOjopxxt-srSt5cFb0XUqWK5khO/view?usp=sharing

1. A webinar on 'Law Literacy for Students' was conducted by the Women's Study Unit of M.M.N.S.S. College, Kottiyam, in association with IQAC on 08 March 2021, as a part of celebrating the International Women's Day. Dr. AparnaSreekumar, Assistant Professor, NUALS expounded the need for spreading legal awareness among the young generation. The session provided an opportunity for both girls and boys to contemplate on the various implications of law, where a total of 95 students participated. Dr. S. Beena, the college Principal presided over the session. Dr. K.S. Beena, (convenor, WSU) and Dr. Chitra P. (Coordinator, IQAC) offered felicitation.

2. The Department of Commerce, MMNSS College in collaboration with IQAC organized a webinar on Intellectual Property Rights on 29th April 2021 at 4.00pm through the platform google meet inorder to promote the relevance of IPR among the students and academic community as well.

3. The program began with a prayer song after which the welcome speech was delivered by Smt. Kavitha L, Assistant Professsor of Commerce and Programme Co-ordinator. She welcomed the speakers, chief guests and all the participants on behalf of Department of Commerce and IQAC.The presidential address was given by Dr.Sreekumar M, Associate Professor and Head, Department of Commerce. In his speech he introduced the resource person to the participants and explained the motive behind organsiing this webinar. After the presidential address honourable principal Dr.Beena s formally inaugurated the webinar and extended her full hearted support to the program.

The felicitation speech was rendered by Dr.Chithra P, Assistant Professor of commerce and IQAC Co-ordinator. She expressed her happiness in felicitating the programme and wished all success. The session was handled by Dr. N L Sajikumar, Professor, Govt. Law college, Calicut. He explained the various legal sides of intellectual property rights and shared his knowledge about various legal aspects associated with it. He also spoke about how the ownership of Intellectual property is determined and the protection extended by law for intellectual property.

4. The programme ended with the vote of thanks rendered by Athulya M, final year B. Com student who thanked the respective speakers, organisers and participants .

1. ON 16 MAY 2021 a webinar was organised by IQAC club on the topic "IntellectualPropertyRights" for the students of MMNSS COLLEGE KOTTIYAM through Google Meet platform. The webinar began with a silent prayer after which the welcome speech was delivered by Dr.Chithra.P Assistant Professor of commerce and IQAC coordinator welcomed all the students to the program.

The webinar was handled by Adv.RavindranPillaipractising lawyer in kollam court who gave a brief description about the aspects relating to the topic. It was an informative and energetic class. This session had completed very successfully with an introduction towards an idea about IPR. Students were so luckily to have this class. They had understood that IPR are the rights given to persons over positive creations of their minds. The webinar ended with a vote of thanks by Sreelekshmi M.S of second year Bcom

File Description	Documents
Best practices in the Institutional website	http://mmnsscollege.ac.in/iqac.php
Any other relevant information	https://drive.google.com/file/d/1XYny5TznXUQRGMA6FAJxdFEG1WgMHJRq/view?usp=sharing

7.3 - Institutional Distinctiveness

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

The Nair Service Society is an organistaion established under the leadership of Shri 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 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 teahcers provides quality education through effective curriculum transaction, promotion of academic research, sof The Nair Service Society is an organistaion established under the leadership of Shri 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 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 tis various projects. The college with six under graduate department and 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. the Motto of the institution upholds the noble ideals of education , which is crystallized in its founding principle, Na hi Jnanena Sadrusham Pavitramiha Vidyate.-meaning in this world there is no purifier like knowledge. The vision of the college recognizes that education is the way towards developing the country and the process of education is not a mere transaction of the syllabus but an effort to enlighten an individual through imparting pure knowledge and guiding them to use their knowledge as a catalyst 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 for that purpose it attempts to mould students into

men and women of integrity and character so 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 flag bearer of knowledge and a potential centre for excellence. 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 tis various projects. The college with six under graduate department and post graduate course has been accredited by NAAC wt. B grade in 2018. The college maintains its vision, mission and goals in its conduct with the students, parents, and the society. 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 that education is the way towards developing the country and the process of education is not a mere transaction of the syllabus but an effort to enlighten an individual through imparting pure knowledge and guiding them to use their knowledge as a catalyst for social welfare. Liberation through education is the ultimate aim of the institution and for that purpose it attempts to moulds students into men and women of integrity and for that purpose it attempts to mould students into men and women of integrity and character so 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 flag bearer of knowledge and a potential centre for excellence.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our college is affiliated to University of Kerala and follows the curriculum prescribed by the University. The academic schedule of the institution is run under the academic calendar framed by IQAC according to the mandates issued by the University. The academic calendar specifies the dates for significant academic and other activities. 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 and is monitored by the Head of Departments and the Principal. Internal examinations are conducted in each semester under the pattern followed by the University. The faculty members are encouraged to attend regular meetings on curriculum designing and restructuring. 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. Records of each activity are maintained by each department and information is provided to IQAC for documentation. At the end of every academic year, IQAC collects feedback on curriculum from all the stakeholders, it is then analysed and analysis report is communicated to the concerned departments.

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

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

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. 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. 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. Progress of the curriculum is closely monitored by the Principal, IQAC, 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.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	http://mmnsscollege.ac.in/uploads/files/2021-12-08-110758.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

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

1.2 - Academic Flexibility

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

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

7

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The college has been working for the development of the students. The programmes are arranged related to Gender Equality, Sustainability, Human Values and Ethics. The college teachers engage the students in various activities through Expert lectures, N.S.S., N.C.C., programmes. The environmental issues are dealt in the classroom through a regular subject Ability Enhancement and Disaster Management For Degree second year students. The text book Ecoscapes for this paper is edited by a member of our faculty.

Human rights:

Human rights are the basic rights enjoyed by all. We at institute make sure that no violation human rights takes place. We celebrate 10th December as 'Human Rights Day' to spread awareness of Human Rights and motive everyone to make the proper use of basic rights.

Professional ethics:-

Professional ethics are taught to students as part of their holistic development. Importance for group work and imbibing leadership is being taught.

Moral and ethical values:

Moral and ethical values are integral part of education of the students. Out teachers put their best efforts to groom students and make them responsible citizen. We celebrate day of Nation importance which imbibes the nation values in the students. Independence day, Republic day, Gandhi Jayanti, Teacher`s day, International Yoga Day, World Environment Day, and Ramayanam month is also celebrated in the college.

We impart knowledge of tolerance and upholding of truth to students. Student volunteers take steps to ensure that students follow and uphold the values imparted to them by teachers.

Antinarcotic cell ensures that the campus remains drugs free.

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

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

7

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

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

278

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092914.pdfhttp://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092257.pdf http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092417.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092529.pdfhttp://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092914.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

280

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

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

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

86

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

1.During the first semester itself, the tutors identify the advanced/slow learners from each batch via verification of academic records, personal interaction, performance in the class tests, etc. Slow learners and bright learners are given the attention and extra support they need to achieve their respective potentials.

2 Tutor identify the slow learners in each subject, pay individual attention and also recommend them to join for remedial coaching. The remedial coaching classes provide teaching assistance to slow learners in all disciplines after the regular class hours according to the convenience of the students. The progress level of slow learners is assessed by the tutor

frequently.

3. Advanced learners are encouraged to participate in peer teaching which help them to learn better and build confidence.

4. Slow learners and advanced learners are also given proper future guidance with the help of career guidance and placement cell.

5. Advanced learners are given opportunities to participate in various inter/ intra college and university level competitions like quiz, debate, poster presentations, elocution etc.

File Description	Documents
Paste link for additional information	http://mmnsscollege.ac.in/otherlinks.php
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
827	34

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

We motivate the students to actively participate in the teaching learning process rather than being a passive listener.

1.The college provides facilities for student activities during weekends and holidays.

2.Group activities like discussions, field survey, role playing, academic debates are arranged

3.Encourage and guide students in using ICT sources for

presenting their project work and assignment.

4.The assignments and projects are given both individually and collectively which contribute to their collaborative learning potential and problem-solving skill.

5.The faculty engages the students in various practical assignments in science labs and computer labs.

6.Peer study groups consisting of strong and weak students are formed in which better performers help slow learners in their studies. This ensures maximum student participation in teaching learning process and this peer learning method benefits students much better than conventional teaching.

7.Students are involved in the research projects of faculty members and are thus encouraged to develop research interest at the undergraduate level. This generates a great deal of motivation and enthusiasm towards research

8.Science students are encouraged to visit Research Institutes/organizations for data/material collection in connection with their project works.

9.As film studies are a part of the curriculum, we conduct film festival every year in order to give them an experiential learning

10.Entrepreneurship club arranges 'meet the entrepreneur' programme to nurture the latent entrepreneur talent and give them a sound knowledge about the needs and relevance of industrialization.

11.They are encouraged to make maximum use of the library which is open beyond the working hours of the college. The college library houses a decent collection of all leading newspapers in India, important journals in all disciplines, career magazines, etc. which are meant to inculcate the habit of reading among the students.

12.Quiz club motivates the students for knowledge updating through regular competitions. We also encourage students to dig deeper with the questioning activities and develop the skills required for a quiz master.

13.Encourage PG students to attend workshops and seminars

organized by other institutions and also to present paper/poster.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://youtu.be/JpMZphtfDEU https://youtu.be/mVf2Zf0zf0M https://youtu.be/OjXexvz_SVE https://youtu.be/BxpEcdpac8w https://youtu.be/wrtqbLsVLvA https://youtu.be/BeGYd9XGegs

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

Our Institution has 6 ICT enabled class rooms. Every department ensure that all the students have access to the ICT tools. In the present year classes were completely online. Teachers utilize E-resources such as E-books, E-journals, online data bases, online Video conferencing platforms such as Google meet and Zoom for effective curriculum delivery.

Teachers record videos of teaching portions and share through Google class room or upload in you tube channel (OBS studio, screencast-For Recording videos for classes Open shot and Handbrake for editing/trimming videos).

Teachers conduct online tests and quizzes using the google platform.

Teachers also utilize WhatsApp messenger as a learning medium, so students can read teaching material before the class and this ensure effective class room discussion.

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

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

2.3.3.1 - Number of mentors

33

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

2.4 - Teacher Profile and Quality

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

34-33

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

143

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

2.5 - Evaluation Process and Reforms

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

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. Progress of the curriculum is closely monitored by the Principal, IQAC and College Council and necessary instructions are given from time to time.

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

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

1.A three level Committee viz., Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC), and University Level Monitoring Committee (ULMC) are entrusted with the redressal of grievances with reference to the evaluation.

2.The responsibility to redress the grievances of the students, if any, is entrusted with Department Level Monitoring Committee (DLMC) and the College Level Monitoring Committee (CLMC).

3.Any grievances need to be addressed at the University level is forwarded through proper channel by the Principal.

4.All internal assessment marks are published in the notice board of respective departments. Students are given sufficient time to appeal for the internal marks and grievances are redressed without any complaints.

5.The complaints about delay in the completion of teaching portions before examination, student favoritism in giving internal marks if any will be treated with utmost importance.

6.An aggrieved student who has any Grievance or Grievances related to examination at the Department level shall make an application first to the Department Level Monitoring Committee (DLMC). The committee after verifying the facts will try to redress the grievance within a reasonable time. However, if the student is not satisfied with the verdict or solution, then the same should be placed before the College level committee and remedial actions are taken.

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

2.6 - Student Performance and Learning Outcomes

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

The mission and vision of the college clearly states that the institution aims at the overall development of a student, which includes his moral, social and academic achievements. The courses offered in this college are perceived and handled in such a way that the students who enroll themselves with this institution achieve this kind of transformation. Clubs like the ethics club, NSS, NCC also try to impart these values in the students.

Communication of course outcomes

1.The college conducts orientation programmme for freshers and their parents. In the orientation programme conducted for first year degree students, the evaluation process is explained in great detail to the students and parents. The learning outcomes are also communicated to the students during the orientation programme itself.

2.The IQAC discusses the learning outcomes with the various departments and give suggestions in tracking the academic progression of the students.

3.Faculty members communicate course outcomes and program outcomes to students enrolled in their programmes during PTA and PTS meetings through informational materials. Through student teacher interactions in college union and class representative meetings these matters are effectively communicated.

5.Faculty members outline learning objectives to students in class and through course syllabi.

6.Each department holds regular meetings to discuss and review issues pertaining to the syllabus covered by each teacher and other academic issues.

7.Moreover, the detailed syllabi, course outcomes and programme

specific outcomes are available in the college website also.

8.Institution notify the faculty and students about course, syllabus updates etc.

9.Faculty members remind the course outcomes to students during lectures, tutorials and labs through hard copy reports and documents.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://mmnsscollege.ac.in/otherlinks.php
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The academic performance of each student is evaluated at the PTA meetings held every semester (in 2020-21 every department conducted online PTA meetings).

The continuous and comprehensive evaluation under the CBCSS is very useful in ensuring the achievement of learning outcomes of the students.

The college can collect the data about student performance from the university website. The evaluation of the student is based on the continuous assessment, the pattern of which is prescribed by the university.

In general, student marks consist of University exam marks, internal marks and grace marks obtained for NSS, NCC, sports and arts.

The internal marks are awarded by the faculty in charge based on the internal examinations, submitted assignments and attendance percentage.

In addition, students have to do a project as part of their course requirements in the sixth semester. They work under the guidance of a supervisor.

To attain the required learning outcomes, different course delivery methods are adopted by the faculty like interactive lecture sessions with discussions, lecture with a quiz, surprise tests, demonstration (laboratory, field visit), Group Assignment/Project and Presentations.

The individual departments maintain records pertaining to the assessment and evaluation of the students in the internal and end semester examinations.

The Department level monitoring committee (DLMC) and the College Level Monitoring Committee (CLMC) ensure transparency in the evaluation process. CLMC and DLMC meetings analyze the results and decide on steps to be taken to improve academic performance.

Indirect assessment of programme outcomes is achieved through student feedback and alumni feedback.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://mmnsscollege.ac.in/otherlinks.php

2.6.3 - Pass percentage of Students during the year

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

185

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://exams.keralauniversity.ac.in/ResultAnalysis/ResultAnalysis.php#

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

http://mmnsscollege.ac.in/uploads/iqacfeedback/2022-01-25-092914.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

4

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

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

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

nil

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

3.2 - Innovation Ecosystem

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

The College has an Enterprenuer Development Club which motivates students to become future enterprenuers The club has been organizing various entrepreneurial promotional programs to transform students into entrepreneurs once they complete their graduation besides creating entrepreneurial awareness among them. The active participation of the student community in the programme events helps to inculcate entrepreneurial spirit and culture among graduates apart from developing among them and propel them to be job creators rather than job seekers. Entrepreneurship Development Cell has adopted systematic approach to develop first generation entrepreneurs through awareness, motivation programmes, interaction program with leading entrepreneurs on regular basis and provide entrepreneurial training to take global challenges and opt for self employment.

The Young Innovators Programme

YIP

Young Innovators Programme is a specially designed programme under Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower future innovators to innovate new products, services or models to meet emerging requirements, unarticulated needs, or existing market needs of the society more effectively through an innovative challenge.

Enhancing identified youth with design thinking, collaborative, creative problem solving and leadership skills

Empowering and building youth through immersive programmes to Learn, Empathize, Accelerate and Disrupt (LEAD).

Mentoring them and intensifying networking to build a product or develop a process for showcasing in the Young Innovators' Challenge.

Certifying promising innovations and attaching the young innovators to research institutions in related areas with scholarships for 1 year.

 Tracking these young innovators and linking them to institutions, industries, enterprises and prospective funding agencies.

 Build a strong pool of mentors to identify, assess and track innovations as well as provide the young innovators necessary academic domain specific as well as psycho social support necessary through the process.

During the second cycle of YIP students of our college registered 14 ideas and 2 groups got selected to the district level. The team leaders were Sreelekshmy M S of Second year B.Com and Anandhu S of B.sc (Phys)Third Year. Anandhu got qualified for the state level and is undergoing various grooming sessions. The final results are not declared.   It was a great achievement for our college and we are expecting positive results from the authorities.
(Dec 2021)

YIP 2021

The kerala Development and Innovation Strategy Council,(K-DISC) isa a strategic think-tank and advisory body constituted by the government of Kerala. K-DISC has the mandate to promoting innovation in the state. Young Innovation Program for promoting innovation in schools & colleges is one of the flagship programs od K-DISC. District innovation councils headed by the District Panchayat President with the District Collector as the secretary has started functioning.

On Jan 15th 2021 the Honourable Finance minister in his budget speech presented in the assembly has outlined the strategy for transforming the Kerala society as a knowledge society. This

involves the following

Strengthening the higher education system to establish interdisciplinary centres of excellence.

State level inauguration of Kerala Development and Innovation Strategic council was organised at TKM Institute of Technology, Ezhukone on 30th October 2021 at 2.30 pm and 2 teachers participated in the program from our college.

On Dec 2nd 2021 Official inauguration of state-wide YIP Program and Thematic discussion of young innovators programme 2021 was organised at kollam district and a group of ten student s from our college participated in it.The programme was presided over by Adv Sam K Daniel, District panchayath president , Kollam and district collector Smt. Afsana Parveen delivered the key note address.The theme given for the young innovators of kollam district was Traditional Industries- Cashew.

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

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

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

6

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

12

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

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

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

3

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

3.4 - Extension Activities

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

Students actively participated in creating hygine awareness among people in the neighbourhood. Hand sanitisers were made and supplied by the Department of Chemistry,. NSS supplied hand satnization stand to Medical College, Kottayam and food packets were distributed to migrant labourers housed in a nerby building.

These activites made the students aware of the need to respond to situations and disaster prepardness.

Nss volunteers were given covid related dutites and NSS Voulnteers did covid related dutites. Blood donation during the cirises period was done by both teahcers and students.

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

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

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

4

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

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

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

4

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

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

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

470

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

3.5 - Collaboration

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

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

6

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programs. The college campus area is 29 acres.The

departments in Arts, Commerce and Science streams are in three blocks. The Classrooms, Laboratories and Seminar Halls are well equipped along with computing system and Internet facility. Besides the building, the college has spacious playground for sports activities. The college has cultivated an atmosphere providing the importance to Extra Curricular and support services organized by departments of National Service Scheme and National Cadet Cops. The College has a well for water storage. The college campus is maintained with a green atmosphere. A spacious garden with pavements and pavers in the campus is developed for students' service. 'Eco-Friendly Open Class Room' is an initiative to provide the importance of Nature in the process of teaching and learning, cultivated in the campus. The college is well-equipped with the physical and technology-enabled infrastructure that supports to run smoothly the existing academic programmes and administration. • Well-furnished 25classrooms. • ICT enabled classrooms. • ICT enabled laboratories. • Spacious seating arrangements with the qualitative furniture. • Cleanliness, light and ventilation facilities are maintained in the classroom and laboratories. • Black Boards, White Boards are available in the classrooms. • A well-furnished computerized administrative office along with ICT enable cabin of the Principal. • Well-equipped Laboratories i.e. Chemistry, Botany, Physics, Zoology, and Commerce. • Well ventilated Auditorium and Seminar Hall with ICT facilities. Green campus with rare trees like the Sandal tree adds to the ambiance of the college. Cashew cultivation is done in the college. A small but neat canteen provides food and refreshment to the students and teachers. Well equipped library . Neat and clean toilets for men and women. Special room for women. The campus provides facilities to differently able and PH category students.

Physical Facilities

a. Classrooms number - 25

b. Seminar Hall - 1

c. Auditorium

d. Laboratories - 1

e. Library -1

d. Smart classrooms with ICT enabled facilities

e.Waitin Hall for women-1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mmnsscollege.ac.in/otherlinks.php

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

Facilitiess for cultural activities

a. Play ground including vollyball, shuttle badminton court

b. Gymnasiumm

c. Auditorium

d. Seminar Hall

e. NCC and NSS units

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mmnsscollege.ac.in/otherlinks.php

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

5

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://mmnsscollege.ac.in/uploads/otherlinks/PhysicalFacilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3079645

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

4.2 - Library as a Learning Resource

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

Name of ILMS software : Grandhasoft

fully automated

year of automation 2014

4.2.2

subsciption

e journals

shodhganga membership

```
ebooks

Details of membership

total - 1155 (teachers and students)

4.2.3

Total book purchase - 35681/-

journals                       - 5000/-

E journals                     - 6000/-

total                          - 46681/-

4
```

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

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

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

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

62681

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

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

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

250

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

4.3 - IT Infrastructure

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

The campus has a computer ration of 1 computer per 25 students. the campus has wifi all three blocks, smart classrooms and labs. library too is supported with wifi connection..Two computer labs and a language lab give enough space for computer use for students.

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

4.3.2 - Number of Computers

30

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

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

316768

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

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

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Classroom management: Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended by the Management and the University.

It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching. CCTVs installed in most classroom to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis,

Laboratory As the College has two Science departments, the Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained.

Library has a good collection of contemporary books and journals. Per day 250 students use the library and borrow books. Downloading is enabled in the library and access to online journals are available.

Sports Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions

The celebration of the International Yoga Day has become a regular affair and many students donate blood to the blood bank.

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

178

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

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

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

178

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to Institutional website	http://mmnsscollege.ac.in/courses.php
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

297

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

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

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

5.2.2.1 - Number of outgoing student progression to higher education

95

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

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

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

3

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

5.3 - Student Participation and Activities

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

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

2

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

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

Students are actively involved in all committees. Student representatives are invited to participate when required in the administraive committees of college. Elections are conducted

**every year and student nomiees are elected to represent
university students' union. NSS , NCC and other clubs have
elected student leaders. However due to pandemic this year
student involvement was limited.**

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

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

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

5

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

5.4 - Alumni Engagement

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

**Alumni Association of the college is active and they conduct
various programmes for the students. However due to covid it was
not possible to conduct any live programms during this year**

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

MOTTO

In this world, there is no purifier like knowledge

VISION

To recognize that education is the way towards the progress of the community and is not a mere transaction of syllabus but an effort to enlighten an individual through imparting pure knowledge.

MISSION

To impart the students knowledge in various branches of learning and mould them into individuals of character and culture so that they will be useful to the nation, to themselves and to the future.

File Description	Documents
Paste link for additional information	http://mmnsscollege.ac.in/uploads/otherlinks/VisionandMission.pdf
Upload any additional information	No File Uploaded

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

1. 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 2020-21. 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 cocurricular. 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.

2. 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.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college 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.

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

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

1. 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.

2. 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 timebound uploading of the same from all the departments with the assistance of a department level co-ordinator working in respective departments.

3. 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.

4. 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 with 24×7 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.

5. 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. 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.

7. 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.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. Welfare Scehemes for Teaching Faculty

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 also conducts various activities for the teaching staff to help them maintain a positive attitude and outlook towards their profession and life.

2. Welfare Scehemes for Non-Teaching Staff

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.

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

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

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

0

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

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

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

0

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

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

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

10

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

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

The Performance Appraisal System for the teaching faculty is carried out jointly by the management and the university as part of the criteria for promotions stipulated by the UGC. The performance of teachers in the college are also assessed annually by the IQAC through feedback forms issued to the students. These feedback forms are taken into consideration and any corrective measures needed are timely implemented. The performance of Non-teaching staff are appraised jointly by the Management and the state government as part of the criteria for performances stipulated in the Kerala Service Rules (KSR)

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

6.4 - Financial Management and Resource Mobilization

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

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.

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

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

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

28.01

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

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

The funds cumulated by the institution is mobilized for the providence of financial aid for club activities, endowments and cash awards to outstanding as well as economically and socially backward students. The funds are also used for infrastructural maintenance and for the appointment of temporary faculties/non-teaching staff in times of need. The institution keeps track of the fund mobilized with the help of qualified auditors appointed by the management.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The IQAC has made it one of its top priorities this year to encourage the faculties to increase their participation in faculty development and research oriented activities. As successful outcome of its relentless endeavour, a number of faculty members have attended orientation/refresher courses and has also found time amid their busy curricular schedule at the college to participate in online FDP programs as well as numerous short term courses. The IQAC has disseminated information regarding the various courses organized by prestigious HRDCs in the country and has also taken steps to ensure that teachers attend short term and FDP courses that benefit the students at large.

2. The IQAC has taken strategic measures to encourage students to use e-platforms for peer teaching. At a time when the colleges remain closed due to the pandemic, IQAC was mindful of how the lack of physical contact and interaction would negatively affect the students. So to ensure that the students maintain their level of confidence and enthusiasm, IQAC has given all the tutors in charge of various classes to ensure enough peer teaching sessions combined with group discussions and peer interaction are conducted. As successful outcome of the endeavour, the students remained positive through out the academic year, evident from their online class attendance as well as participation in the various online programs conducted by the college.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. The IQAC as part of an academic reform has taken the student feedback into consideration and on its basis have decided to upload recordings of all online classes to google classroom as students suffered issues due to poor network connectivity during live classes. IQAC has also made efforts to upload quality classes to youtube and for the purpose has started a youtube channel for the institution. This has not only benefited the students of the college, but the student community at large as students from other colleges have subscribed to the channel and have provided positive feedbacks to the initiative of the IQAC.

2. The IQAC during the academic year has prioritized the need to sustain and develop its endeavours towards the maintenance of gender parity in all aspects of curricular and co-curricular activities of the college. As part of the efforts in this direction, the IQAC has given the tutors of various classes to ensure that equal opportunities are given to male and female students and to ensure the participation of female students at both levels of organizing and participating in events. In this regard, IQAC, with the support of the department of commerce, has also organized a class for the female students of the campus on female entrepreneurship with special emphasis on leadership and marketing.

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

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

File Description	Documents
Paste web link of Annual reports of Institution	http://mmnsscollege.ac.in/aqar.php
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Safety and security Safety of girls is a top priority of our college campus. The college provides girls a comfortable and safe ambience of 'feel at home' within the campus. At PTS meeting parents say that the safety of our campus is great and they chose this institution because of the safe atmosphere and care given to girls by both teachers and boys in the campus. However, the safety of students outside the campus should also be ensured through counselling, domestic violence prevention interventions and creating awareness and prevention of sexual harassment in public space. Due to various counselling both formal and informal given by teachers, the girls are alert and aware of possible sexual assaults. Women hygiene is also of importance. Priority is given to that and necessary facilities are provided for women in the campus. Due to covid pandemic it was not possible to conduct full fledge activities but safety of students at home were monitored by mentors. List of programmes conducted :

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

Yoga for better life

21st June 2020

21st June 2020

Google Meet

'Understanding Health, Fitness and Wellness

21st September 2020

21st September 2020

Google Meet

Human perfection through Heartfulness yoga meditation

21stOct. 2020

21stOct. 2020

Google Meet

Awareness program on the spread and

cause of Breast, Ovarian and Prostrate cancers

7th of January, 2021.

7th of January, 2021.

95 students, Google Meet

Bottle Art making

January 12th, 2021

January 12th, 2021

Google Meet

cyber crime and cyber security for students

4th February 2021

4th February 2021

Google Meet

Female specific Diseases

15 February, 2021

15 February, 2021

Google Meet

Law Literacy for Students

08 March 2021

08 March 2021

Google Meet

Awareness on mental health and hygiene of students during the pandemic

March 29, 2021

March 29, 2021

Google Meet

The college has 65% plus girls students and the top leaders of college union include women. Class toppers are girl students and 20% of seats in various studnet organisations are reserved for women. Clubs have women coordinators. Studnets actively paritcipate in games and sports. Many women cadest have attended NCC camps and fitness workshops

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/document/d/1vYIa-ueJkvQhra2kE-P3h_8tkEmS9AXh/edit?usp=sharing&ouid=105019863654751714314&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1qElFuZ-P7q-mwEls6IaQCzf95cyiK-Sa/edit?usp=sharing&ouid=105019863654751714314&rtpof=true&sd=true

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

D. Any 1 of the above

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

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

The college facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. The college has different dustbins to segregate the different waste like solid, biomedical, etc. day the waste is collected in bins and disposed to a place and it is used as manure for the trees in the campus.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. These are later handed over to outside teams that takes care of disposing solid waste.

For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and other hazardous. Since, college has a primary health center therefore, the waste

like plastic disposables, liquid waste and other things are again segregated then collected and kept in a storage then transported and finally sent for the treatment of the disposal.

For the personal protection it has been advised to use masks while handling the waste. Moreover, wearing head gears, eye covers, apron, gloves and boots as they help in fighting the transmission of infection. It is also advised to immunize against Hepatitis B for necessary precautions.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

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

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

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony. The closing down of state due to the pandemic prevented us from conducting various programmes planned but the extended lockdown closure of college due to covid spread and state government restrictions much could not be achieved.

Religious tolerance is a key concept and the college celebrates Onam, Christmas and other festivals. National events are celebrated. Republic Day and Independence days are celebrated. Gandhi Jayanthi is celebrated with week long cleaning . Due to covid 19 many activities were limited however world environment day and Gandhi Jayanti were celebrated by planting trees at home and cleaning home and surroundings. Students did this with great vigour.

Students and teachers exchanged greetings on religious festivals like Onam, Christmas and Ramadan. Due to covid restrictions these were not celebrated with events but only with wishes.

Details of the activities are given below"

Year

Number of initiatives to address locational advantages and disadvantages

Number of initiatives to engage with and contribute to local community

Date

Duration

Name of initiative

Issues addressed

2020

1

1

18/05/2020

1

Break the chain campaign

Gave public awareness about break the chain campaign.

2020

1

1

22/05/2020

1

Covid 19 protection kit

Distributed Covid 19 protection kit to the ward member of our adopted colony and to the community kitchen workers.

2020

1

1

25/05/2020

1

Lock down -community help work

Volunteers distributed food packets to the medical staffs and to the needy people during the lock down period.

2020

1

1

15/07/2020

1

International Youth Skill Day

Volunteers made cloth bag ,paper bag and crafts , distributed it to their surroundings.

2020

1

1

17/07/2020

1

Kaithangu

Donated smart phone to two poor students of our college to attend the online class during Covid 19 Pandemic era.

2020

1

1

03/08/2020

1

Pollution free day

Volunteers cleaned their surroundings as part of Mazhakkala sucheekaranam.

2020

1

1

07/08/2020

1

World Handlooms day

Volunteers made mask and distribute to their surroundings.

2020

1

1

20/08/2020

1

Mosquito day

Volunteers cleaned their surroundings for preventing mosquito breed

2020

1

1

19/09/2020

1

National clean up day

Volunteers cleaned their surroundings and gave awareness about its importance.

2020

1

1

28/09/2020

1

World Rabies day

Volunteers gave awareness to their neibouring houses about World rabies day and the need of vaccination.

2020

1

1

10/10/2020

1

Palliative care day

Distributed food kits to palliative patients in association with Kollam pain and palliative care centre.

2020

1

1

21/10/2020

1

Covid 19 programme   .

Handed over hand free sanitizer stand to Kottayam Medical college

2020

1

1

01/11/2020

1

Kerala Piravi

Handed over palliative medicine to Kollam Pain and Palliative care Unit.

2020

1

1

17/12/2020

1

NANMA

Handed over palliative fund to Kollam Pain and palliative Care Centre by our Principal Dr.Beena.S

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

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The institute hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in NCC and NSS at National level to strengthen nationwide bond and relation.

The activities were limited during the year due to the pandemic Covid 19. The following could be done:

7.1.9 - Activities towards constitutional obligations

Activity

Date

Kargil Vijay Diwas

Day

26/07/2020

Integrity Day

27/10/2020

Ektha Divas

30/10/2020

Law Literacy for Students

08 March 2021

Constitution Day

26/11/2020

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/17NJCvdY0IIe5qWlKAFRMT8Y3yBkrigy6/edit?usp=sharing&ouid=105019863654751714314&rtpof=true&sd=true
Any other relevant information	**Nil**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

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

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

Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. Republic day- The institution celebrates

Republic day on 26thJanuary every year . The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal.

Independence Day is celebrated every year on 15th of August, parades and flag hoisting is organized and is celebrated to mark freedom of India from British rule. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is celebrated every year on 2ndOctober to understand the ideology of our great leader Mahatma Gandhi . AWebinar was conducted by the Centre for Gandhian studies

AIDS Wold Aids day function was conducted on 1 Dec

Details of events:

7.1.11 National and International Commemorative day

Activity

Date

Independence day celebrations

15/08/2020

Teachers Day

 05/09/2020

Gandhi Jayanthi

02/10/2020

AIDS Day

  01/12/2020

Republic Day

26/01/2020

NSS Day

24/09/2020

Environmental day

05/06/2020

Tiger Day

29/07/2020

Wetland Day

02/02/2021

Anti child labour day

12/06/2020

APJ Abdul Kalam Death anniversary

27/07/2020

Quit India day

09/08/2020

International Youth day

12/08/2020

Mother Teresa Birth anniversary

26/08/2020

First aid day

14/09/2020

National clean up day

19/09/2020

World Rabies day

28/09/2020

World Heart day

29/09/2020

World Food Day

16/10/2020

National Cancer Awareness Day

07/11/2020

Ramayana Maholsavam Day

27/07/20- 30/07/20

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

7.2 - Best Practices

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

YOGA 2020-2021

Health Club in association with IQAC Celebrated International Day of Yoga through google meet on 21st June 2020. Health Club Coordinator welcome the audience. Dr.Beena K. S given presidential address. Kollam District Yoga Association President Mr.Jayakumar inaugurated the program. He stressed the importance of Yoga during this pandemic situation and Yoga as a powerful tool to deal with lockdowns uncertainty as well as to maintain physical well being. He demonstrated different asanas and talks about the importance to Yoga to boost the immune system of the body. The program was very fruitful for the students.

1. The IQAC in association with health club of M. M. N. S. S college organised a webinar on the topic "Human perfection through Heartfulness yoga meditation" on 21stOct. 2020 , at 2.30pm through the google meet platform. The webinar began with a prayer song and after which the welcome speech was delivered by Dr. Chithra. P, assistant professor of commerce and IQAC coordinator. She welcomed all the speaker's, chief guest and the participants. The inauguration was done by the Honourable principal Dr.Beena.S who extended her full hearted support to the program. The felicitation speech was rendered by Dr. Sreekumar.M, Associate professor and Head of the department of commerce. He expressed his happiness in felicitating the program and wished all success. The session was handled by Dr. S Jagadish Gynaecologist, DMO (Rtd) Kollam. He spoke about the importance of Yoga in human life and demonstrated different types of meditations. The webinar ended with a vote of thanks delivered by Sreelekshmi.M S,student of second year B. Com who thanked all the respected speakers, organizers and participants on behalf of the institution.

2.

1. The IQAC in association with health club of M. M. N. S. S college organised a webinar on the topic Meditation To Cope

with Anxiety During Covid- 19 on 21stNovember 2020 , at 11.30 am through the google meet platform. The welcome speech was delivered by Dr.Chithra. P, assistant professor of commerce The session was handled by Mrs Bindhu, Yoga trainer,kollam. She spoke about the importance of meditation as a relaxation technique like yoga and deep breathing that activates the body's relaxation response. She inspired students about the practice of meditation regularly, and it leads to decrease in our stress levels in everyday life. Meditation gives a boost in our feelings of happiness and calmness.The webinar ended with a vote of thanks delivered by Anandanstudent of final year B. Com.

1. Health club in association with IQAC conducted different yoga programmes for students of different batches through Google meet on
2. 3 July 2020 https://meet.google.com/gtt-jers-edr
3. 15 July 2020 https://meet.google.com/tbt-jtyt-eve
4. 4 August 2020 18 August 2020 https://meet.google.com/htt-tgrf-ghj
5. 31 August 2020 https://meet.google.com/thx-eimu-hoy
6. 8 September 2020https://meet.google.com/pot-tesb-rftt
7. 24 September 2020 https://meet.google.com/odt-tdsb-pol
8. 21 October 2020https://meet.google.com/eyt-gtsb-tgt
9. 22 October 2020https://meet.google.com/yrt-trtsb-qrtr
10. 23 October 2020https://meet.google.com/tbt-jers-edr
11. 6 November 2020 https://meet.google.com/hai-vvby-koa
12. 13 November 2020 https://meet.google.com/zqu-pnrp-jmf
13. 28 December 2020https://meet.google.com/thx-eimu-hoy
14. 17 January 2021https://meet.google.com/gtu-qcoj-iww
15. 23 January 2021https://meet.google.com/ tbt-jers-edr
16. 10 February 2021https://meet.google.com/gtu-qcoj-iww
17. 17 February 2021https://meet.google.com/ odt-tdsb-pol

2 Legal Awarenes Programme

Legal Awareness Programme was conducted online due to covid and a five day class was arranged online Our own Law lecturer Adv Raveendran Pillai took classs. A study material was prepared and given to students.

 https://drive.google.com/file/d/1bjGoqhOjopxxt-srSt5cFb0XUqWK5khO/view?usp=sharing

1. A webinar on 'Law Literacy for Students' was conducted by the Women's Study Unit of M.M.N.S.S. College, Kottiyam, in association with IQAC on 08 March 2021, as a part of celebrating the International Women's Day. Dr. AparnaSreekumar, Assistant Professor, NUALS expounded the need for spreading legal awareness among the young generation. The session provided an opportunity for both girls and boys to contemplate on the various implications of law, where a total of 95 students participated. Dr. S. Beena, the college Principal presided over the session. Dr. K.S. Beena, (convenor, WSU) and Dr. Chitra P. (Coordinator, IQAC) offered felicitation.

2. The Department of Commerce, MMNSS College in collaboration with IQAC organized a webinar on Intellectual Property Rights on 29th April 2021 at 4.00pm through the platform google meet inorder to promote the relevance of IPR among the students and academic community as well.

3. The program began with a prayer song after which the welcome speech was delivered by Smt. Kavitha L, Assistant Professsor of Commerce and Programme Co-ordinator. She welcomed the speakers, chief guests and all the participants on behalf of Department of Commerce and IQAC.The presidential address was given by Dr.Sreekumar M, Associate Professor and Head, Department of Commerce. In his speech he introduced the resource person to the participants and explained the motive behind organsiing this webinar. After the presidential address honourable principal Dr.Beena s formally inaugurated the webinar and extended her full hearted support to the program. The felicitation speech was rendered by Dr.Chithra P, Assistant Professor of commerce and IQAC Co-ordinator. She expressed her happiness in felicitating the programme and wished all success. The session was handled by Dr. N L Sajikumar, Professor, Govt. Law college, Calicut. He explained the various legal sides of intellectual property rights and shared his knowledge about various legal aspects associated with it. He also spoke about how the ownership of Intellectual property is determined and the protection extended by law for intellectual property.

4. The programme ended with the vote of thanks rendered by Athulya M, final year B. Com student who thanked the respective speakers, organisers and participants .

1. ON 16 MAY 2021 a webinar was organised by IQAC club on the topic "IntellectualPropertyRights" for the students of MMNSS COLLEGE KOTTIYAM through Google Meet platform. The webinar began with a silent prayer after which the welcome speech was delivered by Dr.Chithra.P Assistant Professor of commerce and IQAC coordinator welcomed all the students to the program.

The webinar was handled by Adv.RavindranPillaipractising lawyer in kollam court who gave a brief description about the aspects relating to the topic. It was an informative and energetic class. This session had completed very successfully with an introduction towards an idea about IPR. Students were so luckily to have this class. They had understood that IPR are the rights given to persons over positive creations of their minds. The webinar ended with a vote of thanks by Sreelekshmi M.S of second year Bcom

File Description	Documents
Best practices in the Institutional website	http://mmnsscollege.ac.in/iqac.php
Any other relevant information	https://drive.google.com/file/d/1XYny5TznXUQRGMA6FAJxdFEG1WqMHJRq/view?usp=sharing

7.3 - Institutional Distinctiveness

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

The Nair Service Society is an organistaion established under the leadership of Shri 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 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 teahcers provides quality education through effective curriculum transaction, promotion of academic research,

sof The Nair Service Society is an organistaion established under the leadership of Shri 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 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 tis various projects. The college with six under graduate department and 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. the Motto of the institution upholds the noble ideals of education , which is crystallized in its founding principle, Na hi Jnanena Sadrusham Pavitramiha Vidyate.-meaning in this world there is no purifier like knowledge. The vision of the college recognizes that education is the way towards developing the country and the process of education is not a mere transaction of the syllabus but an effort to enlighten an individual through imparting pure knowledge and guiding them to use their knowledge as a catalyst 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 for that purpose it attempts to mould students into men and women of integrity and character so 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 flag bearer of knowledge and a potential centre for excellence. 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 tis various projects. The college with six under graduate department and post graduate course has been accredited by NAAC wt. B grade in 2018. The college maintains its vision, mission and goals in its conduct with the students, parents, and the society. 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 that education is the way towards developing the country and the process of education is not a mere transaction of the syllabus but an effort to enlighten an individual through imparting pure knowledge and guiding them to use their knowledge as a catalyst for social welfare. Liberation through education is the ultimate aim of the institution and for that purpose it attempts to moulds students into men and women of integrity and for that purpose it attempts to mould students into men and women of integrity and character so 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 flag bearer of knowledge and a potential centre for excellence.

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

7.3.2 - Plan of action for the next academic year

Future Plan for the year 2021-22

The future plans of Action for next Academic year is

 1. To further Strengthen the ICT

2. To start more Post graduation courses

3. To make PG Department of Physics a research department

4. To create more eco friendly learning space

5. To strengthen sports actitivites

6.To provide opportunities for students to visit national institutes

7. To conduct certificate courses in yoga and legal awareness.

8. To conduct campus recruitment drives

9. To increase the number of computers in the computer lab

10. To train students for PG entrance exams