



YEARLY STATUS REPORT - 2022-2023

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	9449952727	
• 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	Nair G Krishnaprasad				
• Phone No.	04742530522				
• Alternate phone No.	9446453489				
• Mobile	9447888495				
• IQAC e-mail address	iqac.mmnssc@gmail.com				
• Alternate Email address	nairgkrishnaprasad@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://mmnssccollege.webw.co.in/uploads/files/2023-10-11-064138.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://mmnssccollege.webw.co.in/uploads/files/2024-03-03-082831.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	8	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. To Increase the knowledge of the legal system and to Improve understanding of legal ethics, a legal orientation class is conducted in association with legal awareness and gender sensitization cell.		
2. In association with Career Guidance cell six programs were conducted.		
3. To provide students with additional skills and knowledge 21 Add on courses were conducted during the year in association with different departments.		
4. Result analysis of each semester is made mandatory		
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	
Promoting research activities of faculty members	Teachers engaged in research are nearing completion	
13.Whether the AQAR was placed before statutory body?	Yes	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
College Council	24/01/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	04/04/2024

15. Multidisciplinary / interdisciplinary

In order to develop the all-round capacities of the students - intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the college has multidisciplinary activities. Keeping in view the problems faced by the students, the college gave vocational courses to students. The aim is to make the students equipped, so that they don't need to rely on Government jobs but instead pave a way towards self-employment. Multi disciplinary curriculum is followed with students of V semester given the freedom to select a subject other than their core one. Subjects like Astro Physics, Sex Education, English Language and communication enable students to have a multi-disciplinary outlook. Agriculture and animal husbandry are given thrust and webinars and seminars are conducted in this. Studies on environment is promoted and books are included in the syllabus. Sports is given utmost importance.

16. Academic bank of credits (ABC):

MMNSS college is affiliated to University of Kerala and adheres to the curriculum framework and syllabi as approved by the University from time to time. The College is prepared to implement Academic Bank of Credits framework as approved by the University. The college already has student management system and all details including attendance, internal marks etc are entered and the same is then synced with the University student portal so that there is a seamless flow and access of all student related data between the college and the University. Thus as and when the University adopts the ABC, the College has all necessary infrastructure in place to implement it. Further the college already offers elective course where students choose which courses they want to opt so college can adapt to the multiple entry, exists and collaborations with other college, University and international institutions regarding the same. The faculty of the college are competent to migrate to the blended mode of teaching- Flipped learning method is adopted effectively by various departments in the college. The e content developed by the Department of English is in wide circulation and in

high demand and accessed by students of other colleges. The faculty is enthusiastic to provide relevant online materials and prepare hard copies of materials required to enable students to achieve good grades. Teachers are also engaged in preparing textbooks for the university. It is proud to note that textbooks prepared by our faculty is prescribed by the University of Kerala since 2017. The faculty of the college are constantly engaged in creating online content including text material, instructional videos, demonstrational videos, of latest experiments, workshops and remedial and tutorial sessions to help the students achieve their optional best.

17.Skill development:

A theatre workshop was conducted by the Theatre Club to develop skill of acting and stage presentation. Skill development is a part of the curriculum too. communication skills are sharpened by including a paper entitled English for Career. B.Com Computer application is a core subject.

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

The college has an oriental language department where Malayalam and Hindi are taught. Importance is given to both languages. Students are encouraged to take Hindi for study. Our English department is also a prominent centre of excellence and we are proud to say for the last three years we have secured high pass percentage and top ranks. These departments take special care to enhance knowledge on India Languages, Culture, Knowledge System amongst other topics. Each year Ramayana recital and discussions are done.

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

The college has adopted the learning outcome based curriculum framework and will implement in letter and spirit the program structure and curriculum approved by University of Kerala. The College has established a robust and credible continuous evaluation and internal assessment system to constantly monitor the progress of all its students including their regularity. Based on this assessments the faculty plan their intervention to help the weak students and slow learners so they can be competent to face any challenge. To create the best teaching-learning environment for its students the college has implemented the blended teaching-learning pedagogy. Though the blended approach the faculty constantly monitor whether the learning objectives and learning outcomes are being achieved or not and take necessary steps to ensure that all students gain the expertise, knowledge skills and capabilities.

20.Distance education/online education:

The college can carry out its teaching-learning process in blended mode where continuous monitoring and evaluation is done to ensure that faculty can do timely intervention so students can understand and remove their weakness in a time bound manner. For this purpose, the college has subscribed to many formats like gmeet, webex etc. Moreover, the Dept of English has purchased Camtasia software and uses it effectively to deliver lectures to enhance students all over the university and to equip them with knowledge to achieve good results. The policy of sharing knowledge by creating YouTube channels shows how much involved our faculty in giving access to knowledge to all students of the university free of cost. This positive move shows the commitment of our faculty to enrich our society with information.

Extended Profile**1.Programme**

1.1	202
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	710
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	56
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	265
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	36
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	36
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	9.14565 lakh
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	
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	
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 in accordance with 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 in accordance with 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 are organised 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 analyzed 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	Nil

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

6

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)

21

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)	View File

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

718

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

1.3 - Curriculum Enrichment

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

Environment and Sustainability (ZO 241) provides knowledge of how environment functions, and promotes an understanding of issues of scale, complexity and conflict resolution. Writings on Contemporary Issues (EN 1121) included as foundational course for students of all disciplines sensitizes them to issues of human rights, impact of globalization on third world countries and poverty alleviation,

gender inequities and substance abuse in teenagers. Environmental Studies (EN 1221.1), induces a comprehensive understanding of environmental issues and discusses problems and solutions related to potential threats on environment and sustainability. In Economics of Growth and Development (EC1543), gender inequities pervading economic decisions and their influence on gender balance are taught. Gender economics is gender neutral and encompasses male, female and other gendered identities. The paper Methodology and Perspectives of Social Sciences (EC 1141) deals with academic and ethical issues like plagiarism and value judgments. In Human Resource Management (EC 1551), students learn the importance of mutual respect, camaraderie, compassion, commitment and team spirit. Department of Commerce has included in its syllabus, papers such as Environment and Sustainability and Human Values in Environmental Studies (CO 1121) and Professional Ethics in Business Ethics and Co-operate Governance (CO 222). The paper Environmental Studies and Phytogeography (BO 1542) deals with ecosystem, biodiversity conservation and environmental pollution. Two courses—Paristhidhi Sidhanthavum Avishkaravum—ML1331 (Environmental Theory and Praxis), Dalit Ezhuthum Pennezhuthum: Sidhanthavum Avishkaravum—ML1431 (Dalit Writing and Women's Writing: Theory and Praxis)—which create an awareness in students about gender issues and environmental problems are offered in the mother tongue.

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

265

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

1.4.2 - Feedback process of the Institution may

A. Feedback collected, analyzed

be classified as follows		and action taken and feedback available on website
File Description	Documents	
Upload any additional information	No File Uploaded	
URL for feedback report	http://mmnsscollege.webw.co.in/uploads/igacfeedback/2024-05-24-195214.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		
247		
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		
29		
File Description	Documents	
Any additional information	No File Uploaded	
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 beginning 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	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
710	36

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

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.

7.Students are involved in the research projects and are thus encouraged to develop research interest at the undergraduate level.

8.Science students are encouraged to visit Research Institutes/organizations

9.We conduct film festival every year in order to give them an experiential learning

10.Entrepreneurship club arranges 'meet the entrepreneur' programme

11.They are encouraged to make maximum use of the library which is open beyond the working hours of the college.

12.Quiz club motivates the students for knowledge updating through regular competitions.

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	Nil

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. 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. 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

36

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

2.4 - Teacher Profile and Quality

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

36

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

22

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

142

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.

1.The college conducts orientation programme 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.

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.

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

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The academic performance of each student is evaluated at the PTA meetings held every semester.

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, surprisetests, 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	Nil

2.6.3 - Pass percentage of Students during the year

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

203

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	Nil

2.7 - Student Satisfaction Survey

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

<http://mmnsscollege.webw.co.in/uploads/otherlinks/StudentsSatisfactionSurvey2022-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

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

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

0

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

10

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

0

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

Training programmes and skill development programmes are organised for developing skills and capacities to take up innovative entrepreneurial initiatives. There is an Entrepreneurship Development club actively functioning in the college. The ED club functions with an objective to build entrepreneurial qualities among students. This is achieved by providing various skill training programmes, talks by successful entrepreneurs, soft skill development classes, motivational talks and visits to nearby industrial units.

The college collaborates with Kerala Development and Innovation Strategy Council (K-DISC), a strategic think-tank and advisory body constituted by the government of Kerala to promote innovation among students. Young Innovators Programme (YIP), a flagship programme of KDISC aims at developing and transforming our society into a knowledge society. Seven groups from our college have registered for the YIP 2021-2022. Students from the Department of Commerce, the Dept of Zoology, and the Dept of English actively participated for the same and one group from Department of Commerce got selected to the next stage after the first round of screening.

The college takes special care to enable students to use the knowledge gained through such innovation to use it for social benefit and encourages to take up innovative entrepreneurship programmes with local people after completion of education. The end result of these programmes is to equip students to take up new projects and provide employment for local people. Thus, this programme indirectly achieves a community orientation too and promotes entrepreneurship not just among students but among local

people as well.

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

2

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

3

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

6

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

24

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 hygiene awareness among people in the neighbourhood. Hand sanitisers were made and supplied by the Department of Chemistry. National Service Scheme volunteers, NCC, students and teachers actively participated in blood donation camps. Energy conservation campaigns were conducted among neighborhood community by different clubs.

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**1**

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

17

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

1592

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

7

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.

These consists of 25 class rooms, auditorium, gymnasium and a seminar hall. All the class rooms have black boards, podiums and adequate seating facilities. The college also conducts regular checks and inspections of all aspects of the facilities periodically and regularly to ensure optimum working of each system and facility. The seminar hall is provided with facilities including a public address system, a computer and an LCD projector. All departments have at least one smart class room provided with interactive multimedia projector and Wi-Fi connectivity. There are separate labs for PG and UG students in Science Departments. The Physics department has two separate laboratories for M.Sc. programme. The department of Commerce has a well-equipped computer lab and the department of English has an English Language Lab with several computers and multimedia projectors. The College labs are efficiently managed and regularly monitored by the authorized Lab Assistants under the supervision of the Department in-charge. The College classrooms, boards, and furniture facilities, are used regularly by the students during the day for their specific activities like lectures, tutorials and so on. The classrooms and the laboratories are efficiently done by the non-teaching staff on a daily basis. The college has an adequate number of the computers and the computers are enabled with Internet connections including the library. The library is also equipped with Local Area Network facility. The College has various committees that oversee the work and performance in the respective area.

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

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

We have a general purpose sports ground for conducting various sports events. We have constructed a cricket practice net cage and a new fitness centre for the students. The Intramural Tournaments and the Coaching Camps for various disciplines are conducted in this ground. A Volleyball court, kabaddi court and Shuttle Badminton court are also laid in the campus. The Indoor Games provided by the

college are Table Tennis, Chess and Shuttle Badminton. The College has a well-equipped gymnasium with modern equipment. The college also has an auditorium which can accommodate about 800 students. The NCC unit of 7 Battalion is active in all the various programmes of the college. Yoga classes are organized for volunteers during the annual NSS camps held every year. The programmes like ASAP, WWS etc. provide internal and external mentoring classes for students on communication skills and life skills.

In addition to academics, the college also pays attention to the health and fitness of the students. The gymnasium is a proud addition to the services and facilities offered by the institution to the students. The college has a separate building, where the equipments are installed.

A yoga trainer/teacher from a sister institution is invited and the Yoga training camps are regularly arranged for teachers and students. The celebration of the International Yoga Day has become a regular affair and many students and staff participate in the same.

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

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

6

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

0

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)	View File

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

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

0.37335

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

100

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 wifi facility in all three blocks. Library too is supported with wifi connection. All the IT facilities are properly maintained. The campus has a computer ratio 20:1. BSNL, Kerala Vision and Jio provide internet facility.

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

4.3.2 - Number of Computers

50

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

9.14565

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.

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. CCTVs installed in to make sure of the safety and the security of all students, teachers and equipment.

Laboratory ;

As the College has seven Science departments, the Laboratory policy forms the core in the working of the institution.

1. Locations of laboratory safety showers, eyewash stations, and fire extinguishers help to assure protective measures to minimize the causalities.

2. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

Library;

For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

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

556

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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

A. All of the above

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

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

617

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

617

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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

A. All 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**

5

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**

55

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**

7

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.

5

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)

The college has a student's union. The members are elected through election, announced by the University every year. The college follows parliamentary system for the selection of the officebearers of the student's union. The union is constituted and functions as per the guidelines of the University of Kerala. Students having lack of attendance and academic arrears are not allowed to contest in the election. Thus we ensure the inclusion of candidates with good academic back ground in the student's union. The college union election was conducted for selection of office bearers and executives. The college union have an executive committee consisting of the chairman, vice chairman, general secretary, university union councilors, magazine editor and arts club secretary. A member of teaching faculty acts as an advisor for the student's council and it is this person who coordinates the yearlong activities of the college union in association with the office bearers. University union Councilors function as the link with the university in various student related issues. Students' grievance redressal cell, Library Advisory Committee, Department Associations and Sports Committees are the various academic and administrative bodies that have student representatives in them.

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

18

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

There is a registered alumni Association.

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	Nil
Upload any additional information	No File Uploaded

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

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 2021-22. 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. 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.

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.

Teaching and Learning includes lectures, group discussions, presentation by the students, brainstorming sessions, quiz, field and industrial visit, study tours etc. IQAC collects feedback about the teaching learning process. The end semester examinations for UG and PG are conducted by the University and the continuous evaluation process is carried out by the college. The Research Committee encourages the teachers to apply for Research Projects, Industrial collaborations etc. and also encourages attending National/International seminars/ Workshop/ Conference. The ICT facilities and other learning resources are made available in the institution Seminar hall, classrooms, staff rooms, well equipped laboratories, library, students' common room, fitness centre, games field, canteen etc. along with 24x7 Wi-Fi connectivity are part of the infrastructure of the campus. The College is under central surveillance with the installation of CCTVs, College Council, committees, various clubs, teaching and non-teaching staff associations working in the college provide the teachers and staff a platform to express and improve their leadership qualities. The participation of students in various club activities facilitates them with exposure and an opportunity. Field visits/tours to related places, industries and institutes are encouraged by the college. PG students carry out their projects in various institutes and industries. 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.

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 Schemes 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.

1. Welfare Schemes 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

14

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

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 Nonteaching 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)

0

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

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.

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

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.

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)

B. Any 3 of the above

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

The college provides girls a comfortable and safe ambience of 'feel at home' within the campus. 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. Priority is given to women hygiene at and necessary facilities are provided in the campus. The college has 65% plus girls students and the top leaders of college union include women. 20% of seats in various student organisations are reserved for women. Clubs have women coordinators. Students actively participate in games and sports. Many women cadets have attended NCC camps and fitness workshops. Legal Awareness and gender Sensitization cell was formed as per UGC SKSHAM Project and a lady teacher was appointed as the convenor.

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

7.1.2 - The Institution has facilities for

D. Any 1 of the above

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

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 primary focus is to reduce, reuse and recycle the waste. The college has different dustbins to segregate the different waste like solid, biomedical, etc. Daily the biodegradable waste disposed to a place and it is used as manure for the trees in the campus. Since, 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, eyecovers, apron, gloves and boots as they help in fighting the transmission of infection. It is also advised to immunize against Hepatitis B for necessary precaution. Haritha Karma Sena (A group of trained workers of Haritha Kerala Mission, an initiative of Govt of Kerala.) collects non-biodegradable waste from the college to shredding units for recycling. Laboratory waste are generally placed in the waste bins available in each laboratory and will be collected by the cleaners. All broken laboratory glassware, any sharp objects of metal or glass, all fine powders (preferably inside a bottle or jar) and dirty sample tubes or other items lightly contaminated with chemicals are placed in separate bins and are disposed to the waste collectors. Bottles for bulk solvents, empty reagent Glass bottles are being reused for storing solutions needed in the laboratory after thorough cleaning. Syringes and Needles are not used in our chemical laboratories.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all 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: <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping 	A. Any 4 or All of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

A. Any 4 or all of the above

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

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

Religious tolerance is a key concept and the college celebrates

Onam, Christmas, Ramadan and other festivals. Republic Day and Independence days are celebrated. World environment day were celebrated by planting trees .Gandhi Jayanthi was celebrated with week long cleaning .Having an active Students Palliative Club with NSS Unit (Unit No. 37 A & B), as part of enhancing its community outreach activities.It helps in overall personality development of the students. It increases the interaction between this educational institution and the neighboring population creating a bond of trust and goodness between the two.Our volunteers regularly visit the house of palliative persons. By continuous contact, our volunteers would know the needs and demands of them and always interact with the patients and their families to provide moral support for them.The Health Inspector discussed the palliative requirements of the patients residing in Mayyanad Panchayath.

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

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

(Republic Day Celebration, Independence Day Celebration, Gandhi Jayanthi, National Flag Day, HumanRights Day etc)

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, 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.

A. All of the above

Annual awareness programmes on Code of Conduct are organized	
File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>Day Celebrated Date Organised by World Environment Day 06-06-2022 NSS International Yoga Day 2022 21-06-2022 Health & Yoga Club Human Rights Day Celebrations 12-09-2022 Legal Awareness and Gender Sensitization Cell Women's Day Celebrations 16/03/2023 Legal Awareness and Gender Sensitization Cell Hiroshima Nagasaki Dinacharanam 08-10-2022 Oriental Languages Kerala Piravi Dinacharanam 11-01-2022 Oriental Languages World Mother Language Day Celebration 21/02/23 Oriental Languages Bharanabhasha Varaghosham 11-04-2022 Oriental Languages Celebrating World Translation Day 30/09/22 Oriental Languages International Day against drug abuse 27-06-2022 NCC Republic Day Rally 26/01/2023 NSS Anti Drug Awareness Day 27/06/2022 NSS International Yoga Day 21/06/2022 NSS Kerala Piravi Celebration 11-01-2022 Dept: Zoology World Alzheimer's Day & World Rose Day Celebration 26/09/2022 Dept: Zoology World Animal Welfare Day Celebration 10-04-2022 Dept: Zoology World Heart Day 29/09/2022 Dept: Zoology World Mental Health Day 10-10-2022 Dept: Zoology Independence Day 15-08-2022 NSS,NCC</p>	
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 2022-2023

There is an active club to promote Yoga among students. Yoga club organises several training sessions during each year. Health Club, Department of physics, NCC, NSS and IQAC celebrated international yoga day with various programs.

Legal Awareness Programme

Legal Awareness Programme aims to empower the students with the knowledge of their legal rights and duties, to sensitize men about rights of women and to create awareness about the various machineries of the Justice delivery system. Legal Awareness and Gender Sensitization Cell in Association with IQAC conducted an Invited Talk on Legal Rights and Responsibilities of Students

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

7.3 - Institutional Distinctiveness

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

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. 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 Pavitrarniha 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 character so they will be useful to the nation, to themselves and to the forth coming 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

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 activities
- 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