



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**MANNAM MEMORIAL N. S. S. COLLEGE**

**MMNSS COLLEGE KOTTIYAM P O KOLLAM (DIST.)**

**691571**

**[www.mmnsscollege.ac.in](http://www.mmnsscollege.ac.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2024**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Mannam Memorial NSS College is an aided Arts and Science institution affiliated with the University of Kerala, located in the village of Kottiyam, Kollam. The college is owned and managed by the Nair Service Society, an organization inspired by the vision of its founder, Bharatha Kesari Sri Mannathu Padmanabhan, who regarded education as the foremost tool for progress. His mission was to impart pure knowledge and skills to students, shaping them into well-rounded individuals.

Established in 1981 as a junior college, Mannam Memorial NSS College began offering degree programs in 1991. In 2004, the college gained recognition under sections 12B and 2f of the University Grants Commission. Currently, the institution offers undergraduate courses in Physics, Chemistry/Polymer Chemistry, Zoology, English, Commerce, and Economics, along with a postgraduate program in Physics. The college follows the choice-based credit and semester system for both undergraduate and postgraduate programs, in accordance with the curriculum prescribed by the University of Kerala. The introduction of open courses in the fifth semester adds an interdisciplinary dimension to the academic offerings. The college at present is looking forward to the adoption of four year undergraduate programme (FYUGP) in accordance with the guidelines of National Education Policy (NEP) from the academic year 2024-25 onwards.

The college places a strong emphasis on regular evaluative and feedback mechanisms to maintain academic standards. Extracurricular talents are nurtured through various club activities, with club coordinators selected through voluntary faculty representation. Faculty members are granted full autonomy to organize and manage their respective clubs. The Internal Quality Assurance Cell (IQAC) monitors all college activities, providing motivation and support to the departments to ensure continuous quality enhancement.

The college also extends financial support to students through fee concessions provided by the Government of Kerala, scholarships, endowments, and other forms of financial aid.

### **Vision**

The founder of the college, the great visionary Sri Mannathu Padmanabhan, profoundly understood that education is the key to liberating communities from disunity and superstition. During a time when education was monopolized by the socially and economically privileged, he, with the support of a few dedicated individuals, established numerous educational institutions across Kerala, aiming to provide free and equitable education to all. In alignment with this ideology, the college recognizes the transformative power of education as a means for socio-cultural emancipation and economic empowerment of the underprivileged. The college holds as its vision the fundamental idea that education should transcend the mere transmission of a syllabus and must instead strive to enlighten individuals by imparting pure knowledge. This knowledge should not only strengthen the mind but also instil a lifelong passion for learning and foster a deep understanding of the world.

*"NA HI NJENE SADRISAM PAVITHREMAHI VIDYATHE"*

In this world, there is no purifier like knowledge.

The nation needs young men and women with minds free from prejudice, capable of independent and impartial thought. The educational policies adopted by the college are designed to cultivate such free thinkers. The college encourages open-mindedness, embracing all ideas, beliefs, and systems with an unbiased perspective. The classes at the college begin with a prayer, which, without endorsing any particular form of worship, invokes the Almighty to help open minds of the teaching-learning community to the vast realms of true knowledge.

## **Mission**

- Provide free and equitable education to all, without distinctions of caste, creed, or culture.
- Offer special support to the economically and socially disadvantaged sections of society.
- Foster free thinking by nurturing students to be mentally resilient and physically strong.
- Expand the horizons of knowledge, inspiring students to cultivate a lifelong desire for learning.
- Create an environment conducive to the holistic development of individuals, shaping them into responsible citizens who love their fellow beings, care for society, and are dedicated to their country.
- Equip students with the skills necessary for gainful employment.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- A relatively young institution with over four decades of esteemed reputation, providing quality education at an affordable price, ensuring accessibility to a broader community.
- Situated in a rural area along a major National Highway, the college enjoys excellent connectivity to nearby villages, enhancing its outreach and influence within the local community.
- Considerable opportunities for infrastructural enhancement exist, presenting prospects for expansion and the enrichment of campus facilities.
- The college is outfitted with half-a-dozen multimedia-enabled classrooms and e-learning resources, fostering a modern and dynamic teaching environment.
- Faculty members have successfully engaged in commendable research activities, reflecting the institution's robust research ethos and commitment to academic progress.
- The institution takes pride in its achievements in state and national level sports, demonstrating a strong focus on athletics and co-curricular engagement.
- The college boasts an impressive job placement track record, indicative of its dedication to student career development and strong industry linkages.
- Community-centric activities are a central focus, highlighting the institution's dedication to social responsibility and active community involvement.
- The college offers a well-resourced library, available to students throughout operational hours, nurturing a rich academic culture and promoting continuous learning.
- A highly effective tutorial system and counselling service provide tailored academic support, fostering comprehensive student development.
- The institution consistently outperforms neighbouring colleges in various aspects, evidenced by its higher pass rates under the same university, showcasing its educational strength.
- Faculty members exemplify leadership in social service and community outreach, serving as role models and instilling a sense of civic duty among students.
- The campus is eco-conscious, hygienic, and offers a tranquil yet lively atmosphere, ideal for academic

and personal growth.

- The college employs innovative instructional methods, encouraging creative thinking and intellectual development among students.

Nearly 80% of the student body benefits from tuition waivers under various schemes of the Government of Kerala like e-grants and the Kumara Pillai Commission Report (KPCR), making higher education accessible to economically disadvantaged students.

### **Institutional Weakness**

- Significant delays by the government in approving faculty vacancies hampers the timely recruitment of essential teaching staff.
- The university's overly prolonged centralized admission process results in a delayed start of academic programs, leading to a shortage of time for an effective teaching-learning experience.
- Students at entry level often exhibit inadequate language proficiency and subsequent lack of communication skills, which hinders their academic performance and professional development.
- Financial constraints make it difficult to organize seminars and conferences at an international level, limiting the institution's exposure and academic reach.
- Existing infrastructure, including classrooms and laboratories, requires substantial improvement to support the introduction of new job-oriented courses.
- The library facility requires significant upgrades, including further computerization and digitalization, to better serve the academic needs of students and faculty.

### **Institutional Opportunity**

- Expansion of Information and Communication Technology (ICT) facilities, transforming every classroom into a smart classroom, would significantly enhance the teaching-learning environment.
- Enhancement of laboratory facilities with additional equipment and computers is essential for keeping up with the evolving demands of modern education.
- The construction of additional waiting rooms and restrooms for students is necessary to improve campus amenities and ensure a comfortable environment.
- The frequent occurrence of unexpected power outages presents an opportunity to install a solar-powered UPS system, ensuring uninterrupted power supply and promoting sustainability.
- Introduction of various short-term certificate courses aimed at computer proficiency, computerized accounting, hardware knowledge, Artificial Intelligence and more, would greatly benefit students.
- The fifth semester's open course offers students additional knowledge and skills that can complement and improve their job prospects.
- There is potential to introduce new job-oriented undergraduate and postgraduate courses that align with current market demands.
- The college could further leverage the services of its alumni network to enhance job placements and establish stronger linkages with research centres and industry partners.
- Installing more biogas plants to process food waste and tapping into solar energy could meet the college's entire electricity needs, contributing to a more sustainable campus.
- Collaborations with other research institutions and universities could open up new avenues for academic exchange, joint research, and innovation.
- Increasing participation in research-related activities would further the college's academic standing and

contribute to the broader research and scientific community.

- Upgrading undergraduate departments to postgraduate levels and postgraduate departments to research centres would enhance the institution's academic offerings and research capabilities.
- There is opportunity to increase more certificate, add-on and skill development programs courses that would provide students with specialized skills and knowledge, making them more competitive in the job market.
- Inculcating more value education into the curriculum would help in the holistic development of students, instilling strong ethical principles and social responsibility.

There is opportunity to inculcate digital teaching-learning methods like flip learning to combat the insufficient classroom contact hours under the CBCSS system.

### **Institutional Challenge**

- The predominantly low socio-economic background of the majority of students presents a challenge in providing equitable access to resources and opportunities.
- Many students enter the institution with limited proficiency in the English language, creating obstacles in their academic progress and communication skills.
- An increasing dependence on smartphones and digital materials, which may not always be credible, is detracting students from developing the habit of reading books and engaging with traditional methods of learning and research.
- The number of working days is insufficient to effectively complete the curriculum under the Choice Based Credit and Semester System (CBCSS), leading to challenges in delivering comprehensive education.
- Rising operational costs coupled with budget reductions by government agencies for education place significant financial strain on the institution.
- The institution has not yet received funding from the Rashtriya Uchchatar Shiksha Abhiyan (RUSA), even after applying multiple times, limiting its ability to undertake large-scale developmental projects.
- The disposal of e-waste and chemical waste poses environmental and logistical challenges that need to be addressed urgently.
- Delays in the sanctioning of funds have hindered the organization of seminars, the execution of research projects, and the maintenance of laboratory facilities, impacting the overall academic environment.
- There is an insufficiency of permanent teaching faculty and supporting staff, which affects the efficient functioning of various departments and services within the institution.
- Government-mandated student-teacher ratios, particularly in language classes, are high, leading to overcrowded classrooms and diminished individual attention to students.

The tight schedules imposed by the semester system leave little time for extended research and extension activities, limiting the scope of research and scholarly engagement.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Mannam Memorial NSS College, Kottiyam, is a postgraduate institution offering six undergraduate and one postgraduate program. The college is guided by a clear vision and mission, embodying its motto, "In this world,

there is no purifier like knowledge." In 2010, the University of Kerala implemented the Choice Based Credit and Semester System (CBCSS), introducing a new dimension to degree programs with the inclusion of elective and open courses. The postgraduate program is also governed by the Credit and Semester System. As an affiliated college under the University of Kerala, the institution adheres to the curriculum prescribed by the University. Our faculty members actively contribute to the design and development of syllabi and curricula through participation in academic bodies. Workshops and seminars organized by the institution, the Kerala State Higher Education Council, and other relevant bodies offer opportunities for faculty members to familiarize themselves with the curriculum and any modifications introduced. Recently, faculty members of the college have participated in several workshops related to the implementation of the Four-Year Undergraduate Programme (FYUGP), which will commence in the 2024 academic year as per the directives of the National Education Policy (NEP). The Career Guidance and Placement Cell of the college proactively facilitates industry interactions, internships, and placement opportunities. Faculty members meticulously prepare teaching plans for the topics they are assigned, and the UG and PG monitoring committees, along with the Internal Quality Assurance Cell (IQAC), oversee and ensure the timely implementation of the curriculum. Our faculty members are committed to continuous quality improvement by engaging in conferences, publishing research papers in reputed journals, authoring books, participating in other research activities, and obtaining patents. It is mandatory for faculty to attend refresher and orientation courses to keep their knowledge and skills current.

### **Teaching-learning and Evaluation**

The admission process for undergraduate and postgraduate programs is managed directly by the University of Kerala through the Common Admission Process (CAP), ensuring transparency throughout. The primary criterion for selection is the marks obtained in the qualifying examination. The rank list is prepared based on merit and adheres to the reservation policies set by the government. The college has a strong track record of academic success, with several students achieving top ranks and positions at the University level. To support new students, the college conducts orientation programs for freshers and their parents. Regular tutorial meetings are held, and class tutors maintain a Tutor's Register to record all pertinent details about their wards. Student performance is consistently evaluated, with remedial classes and counselling provided for slow learners. In addition, students are offered certificate courses, add-on courses, and value-added courses to help them develop talents, self-confidence, and skills that will guide them to greater success. The college faculty comprises 25 permanent teachers, 11 guest lecturers, and one part-time lecturer. Faculty members periodically attend seminars, workshops, and other professional development activities to stay updated with emerging fields of knowledge. The Internal Quality Assurance Cell (IQAC) collects curriculum and institutional feedback, prepares reports, and ensures that appropriate actions are taken. Student evaluations are conducted in accordance with the norms established by the university. To enhance learning outcomes, ICT-aided teaching methods are employed. Teaching and learning are well-supported by library, laboratory, and internet facilities.

### **Research, Innovations and Extension**

The college boasts an active research committee dedicated to overseeing and encouraging research activities within the institution. Dr. Prakash Chandran from the Department of Chemistry has secured two patents, one national and the other international. During this term, four faculty members have earned their PhD degrees, and two have also obtained PhD guideships. Dr. Lalu S. Kurup of the Oriental Languages Department, who serves as the coordinator of the Electoral Literacy Club (ELC), received the Best Coordinator of the District award. The Departments of the college have organized numerous research seminars, conferences, and workshops, bringing eminent academicians and researchers to engage with the college's academic community. These

events, conducted in association with IQAC and various other bodies, have facilitated valuable interactions. Over the past five years, faculty members have published numerous articles in peer-reviewed journals and conference proceedings of both national and international significance. The college's students and faculty actively participate in extension programs that benefit the community. The NSS and NCC units regularly organize need-based extension activities for the local population. During the floods of 2018, both the NCC and NSS units were deeply involved in relief operations. The Department of Chemistry played a crucial role during the COVID-19 pandemic by distributing free sanitizers and providing hands-free sanitizer dispensing machines to the Medical College in Kottayam district.

## **Infrastructure and Learning Resources**

Spanning across 21 acres, the college boasts a robust infrastructure that adequately supports its academic, co-curricular, and extracurricular activities. The development of these facilities has progressed in step with the evolving academic landscape and the demands of the times. Every building and infrastructure component is meticulously maintained and strategically utilized for maximum efficiency. Since being brought under UGC Sections 2(f) and 12(B) in 2010, the college has judiciously applied the funds received from UGC to significantly enhance its infrastructure. The campus is designed with sustainability in mind, with buildings that harness natural light and ventilation, minimizing energy consumption. The laboratories are state-of-the-art, and every department, along with the administrative office and library, is equipped with high-speed internet connectivity. The entire campus benefits from Wi-Fi coverage. The library, which is fully automated, provides specialized reading and reference areas for both students and faculty. All students gain computer literacy through the integration of ICT-based courses within the college's curriculum. The college also features a versatile, well-furnished auditorium that hosts a range of intellectual, cultural, and co-curricular events. Strategically placed water stations ensure access to safe drinking water throughout the campus, backed by an uninterrupted water supply. For sports enthusiasts, the campus offers a badminton court, a playground, and a fitness centre. Moving forward, it is anticipated that future infrastructure developments will be supported by funding from agencies such as RUSA, DST, and through the proactive efforts of the college management.

## **Student Support and Progression**

A significant portion of the student body at this institution comes from economically disadvantaged backgrounds. To support financially needy students, the government and the college provide a range of scholarships and freeships, with nearly 80% of students benefiting from fee concessions for tuition and examinations. The college fosters student creativity and expression by encouraging the publication of wall magazines, manuscript magazines, newsletters, and the annual college magazine. Students are also engaged in various club activities tailored to their interests. A broad spectrum of counseling services is available to address students' diverse needs. Additionally, the Career Guidance and Placement Cell, along with the Grievance Redressal Cell, offers essential support services. The college is proactive in maintaining a safe and inclusive environment through the efforts of the anti-ragging cell, minority cell, SC/ST committee, OBC cell, internal complaints cell, and Women's Study Unit, which all work to prevent and address issues related to ragging, caste, and gender. High-achieving students, including university rank holders, are recognized and celebrated with awards, scholarships, and mementos. Contributions from the PTA, faculty, and alumni help provide awards, prizes, financial support, and endowments. The college facilitates access to government and UGC financial aid for those in need. The college library is well-stocked and equipped with modern ICT resources, while the laboratories boast state-of-the-art instruments and equipment. Ample comfort rooms and amenities are provided for both students and staff. The Career Guidance and Counseling Cell diligently prepares students

for successful job placements, and the college regularly organizes campus recruitment drives to connect students with potential employers.

### **Governance, Leadership and Management**

The college's vision and mission are closely aligned with the government's higher education policy, which seeks to eliminate social disparities and promote equality through education. Additionally, the institution is committed to empowering women and advancing gender equality through educational initiatives. The college operates under a transparent, adaptable, and highly effective administrative framework that ensures smooth and efficient functioning across both academic and administrative levels. The administration follows a decentralized model, allowing active participation from all stakeholders in the institution's growth and development. Leadership within the college is shared among the Principal, the College Council, the Internal Quality Assurance Cell (IQAC), staff, student representatives, and other key stakeholders, each playing a significant role in managing the institution. Since the college is an aided institution under NSS Management, all major decisions are implemented after obtaining the Manager's approval, ensuring thorough consideration and transparency. Quality improvement initiatives are meticulously planned and executed with openness and effectiveness. Staff recruitment processes adhere strictly to government norms, with the presence of a government nominee to oversee fairness. Faculty participation in quality enhancement activities such as orientation programs, seminars, refresher courses, and faculty development programs (FDP) requires approval from the Manager and a recommendation from the Principal. The college management which actively encourages faculty participation in such research endeavours provide timely consent for faculty development and research initiatives. The college's administrative wing collaborates closely with the faculty, and vice versa, to maintain seamless operations. Financial and accounting activities are subject to government audits to ensure accountability. Before any quality enhancement policies are implemented, they undergo thorough review and scrutiny by the IQAC to ensure they meet the highest standards.

### **Institutional Values and Best Practices**

The college is committed to sustainable development, fostering a green campus where environmental stewardship is a priority. The National Service Scheme (NSS), supported by the Nature Club, actively addresses environmental concerns. Students are encouraged to maintain a plastic-free campus, and the combined efforts of NSS volunteers and faculty have helped to foreground sustainability as an ideal way of living. To raise awareness about environmental protection, the college organizes discussions on crucial topics like Water Conservation, Sustainable Energy, Global Warming, and Wetland Conservation. The Bhoomithrasena Club, NSS, and Nature Club regularly host classes on contemporary environmental issues, conduct nature surveys, and organize camps that deepen students' connection to nature. Tree planting is strongly encouraged, with saplings provided by the forest department distributed among students and planted on campus. The college observes Environment Day and other significant nature-related days with appropriate ceremonies. Among the college's most valued practices are two best practices: Yoga Training and Legal Awareness. Yoga classes contribute not only to the students' physical well-being but also address their spiritual needs, offering a holistic approach to wellness. Sustaining Legal Awareness as a best practice instils a sense of civic responsibility and ethical conduct in students, encouraging them to adhere to laws and regulations. It also empowers them to recognize and challenge injustices, ensuring they are well-equipped to advocate for themselves and others.



## 2. PROFILE

### 2.1 BASIC INFORMATION

<b>Name and Address of the College</b>	
Name	MANNAM MEMORIAL N. S. S. COLLEGE
Address	MMNSS COLLEGE KOTTIYAM P O KOLLAM (Dist.)
City	Kottiyam
State	Kerala
Pin	691571
Website	<a href="http://www.mmnsscollege.ac.in">www.mmnsscollege.ac.in</a>

<b>Contacts for Communication</b>					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Lekshmy S	0474-2530522	6282631746	-	mmnssc@yahoo.com
IQAC / CIQA coordinator	Nair G Krishnaprasad	-	9447888495	-	nairgkrishnaprasad@gmail.com

<b>Status of the Institution</b>	
Institution Status	Grant-in-aid

<b>Type of Institution</b>	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	No

<b>Establishment Details</b>	

State	University name	Document
Kerala	University of Kerala	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	10-03-2004	<a href="#">View Document</a>
12B of UGC	10-03-2004	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	MMNSS COLLEGE KOTTIYAM P O KOLLAM (Dist.)	Rural	17.97	7326.79

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English,language and literature	30	Plus Two or equivalent	English	65	64
UG	BA,Economics,	30	Plus Two or equivalent	English	50	45
UG	BSc,Physics,	30	Plus Two or equivalent	English	48	22
UG	BSc,Chemistry,	30	Plus Two or equivalent	English	38	17
UG	BSc,Zoology ,	30	Plus Two or equivalent	English	29	21
UG	BCom,Commerce,Computer Applications	30	Plus Two or equivalent	English	31	31
PG	MSc,Physics,	20	BSc Physics Degree	English	15	15

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				36			
Recruited	0	0	0	0	0	1	0	1	9	27	0	36
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						22
Recruited	10		1		0	11
Yet to Recruit						11
Sanctioned by the Management/Society or Other Authorized Bodies						3
Recruited	2		1		0	3
Yet to Recruit						0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				2
Recruited	1	0	0	1
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	5	10	0	16
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	2	4	0	6
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	5	0	5
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	6	0	6
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>	<b>Others</b>	<b>Total</b>
		0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	227	0	0	0	227
	Female	363	0	0	0	363
	Others	0	0	0	0	0
PG	Male	5	0	0	0	5
	Female	23	0	0	0	23
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	17	18	16	18
	Female	24	21	14	17
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	19	18	26	31
	Female	55	45	53	34
	Others	0	0	0	0
General	Male	49	64	48	57
	Female	128	115	97	90
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		292	281	254	247

1. Multidisciplinary/interdisciplinary:

In order to develop the multifaceted capacities of students—intellectual, aesthetic, social, physical, emotional, and moral—the college implements a wide array of multidisciplinary activities. With an understanding of the various challenges faced by students, the college has taken proactive measures by offering vocational courses designed to equip students with practical skills that will empower them to become self-reliant. The objective is to prepare students in such a way that they do not have to depend solely on government jobs for their livelihoods but can instead create pathways towards self-employment and entrepreneurship. The college adheres to a multidisciplinary curriculum, which is meticulously crafted to provide students with a well-rounded educational experience. In their fifth semester, students are granted the freedom to select an additional subject from other departments allowing them to broaden their academic horizons. This approach enables students to develop a multidisciplinary outlook by engaging in subjects such as Astrophysics, Sex Education, and English Language and Communication, which are specifically chosen to enhance their intellectual versatility and adaptability. Furthermore, the college places significant emphasis on practical and applied sciences, with a strong focus on agriculture and animal husbandry. These subjects are given special attention through the organization of specialized webinars and seminars, which are aimed at deepening students' understanding and engagement in these critical areas. The importance of environmental studies is also underscored, with dedicated books and resources included in the syllabus to promote environmental awareness and sustainability. The academic committee and IQAC of the college also emphasize to inculcate more value-added courses, multidisciplinary programs, internships, and skill enhancement courses. The undergraduate students of the college are encouraged to enroll in courses offered by various departments within the institution and to participate in MOOCs through SWAYAM, NPTEL, and other government platforms, thereby gaining additional competencies in their learning skills. The institution works presently in anticipation of implementing NEP 2020 guidelines to optimize students' acquisition of life skills. In addition to academic and vocational training, the college

	<p>recognizes the crucial role of physical education in the overall development of students. Therefore, sports are given utmost importance, with comprehensive programs and facilities designed to encourage active participation and foster a spirit of teamwork and healthy competition among students.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The College is affiliated to the University of Kerala and rigorously follows the curriculum framework and syllabi approved by the University. In alignment with the guidelines of the National Education Policy, the University has proposed the introduction of the Four-Year Undergraduate Programme (FYUGP) starting from the 2024-25 academic year. This program is exclusively structured around the Academic Bank of Credits and the college, through the concerted efforts of its various bodies such as the Internal Quality Assurance Cell (IQAC), College Level Monitoring Committee (CLMC), Departmental Level Monitoring Committee (DLMC), and the College Council, has diligently prepared necessary groundwork and infrastructure to ensure the smooth implementation of the FYUGP. The college already operates a robust student management system, where all pertinent details, including attendance and internal marks, are meticulously recorded and uploaded to the University's student portal. This process ensures a seamless flow and access to student-related data between the college and the University. Additionally, the college offers a variety of elective courses, allowing students to choose their preferred subjects. This flexibility enables the college to adapt to the multiple entry and exit options, as well as collaborations with other colleges and universities. The faculty at the college are well-informed and equipped to adapt to blended modes of teaching like the flipped learning method. The e-content developed by the Department of English and circulated through platforms like YouTube are highly sought after and accessed by students from other colleges. The faculty remains enthusiastic about providing relevant online materials and preparing hard copies of essential resources to help students achieve high academic performance. Furthermore, the teachers of the college are actively involved in authoring textbooks for the university. It is a matter of pride that textbooks prepared by the faculty of the institution have been prescribed by the University of</p>

	<p>Kerala since 2017. The college's faculty are consistently engaged in creating online content, including text materials, instructional videos, demonstration videos of the latest experiments, workshops, and remedial and tutorial sessions. These resources are designed to help students reach their full potential and excel in their academic pursuits.</p>
<p>3. Skill development:</p>	<p>The college has implemented a series of skill development programs to enhance students' practical abilities across various disciplines. The Entrepreneur Club actively organizes workshops on soap manufacturing and ornament making, providing students with hands-on experience in small-scale industries and entrepreneurial ventures. Similarly, the Theatre Club holds annual theatre workshops aimed at cultivating students' acting skills and stage presentation abilities, thereby fostering their confidence and creativity in performing arts. Skill development is seamlessly integrated into the college curriculum as well. To refine students' communication abilities, the curriculum includes a dedicated course titled "English for Career," specifically designed to enhance professional language skills. Additionally, the English Department offers an open course on "English Grammar and Communication" for students from other departments during their fifth semester, allowing them to improve their linguistic proficiency and adaptability in various contexts. The Commerce Department, with a focus on equipping students with essential technical skills, has strategically selected "B.Com with Computer Application" as a core subject. This specialization is aimed at developing students' expertise in computer-based accounting and data management, ensuring they are well-prepared for the demands of the modern business environment.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The college houses an esteemed Oriental Language Department where both Malayalam and Hindi are taught with equal significance. Special emphasis is placed on promoting both languages. These departments are dedicated to enhancing students' knowledge of Indian languages, culture, and knowledge systems, among other important subjects. Each year, the Malayalam Department organizes Ramayana recitals and discussions, and even during the COVID-19 pandemic, the tradition of celebrating the Ramayana month was upheld through online</p>

discussions and recitals.

<https://www.youtube.com/watch?v=FvIQcS3cjpM>

<https://www.youtube.com/watch?v=KMxOls1Yduc>

<https://www.youtube.com/watch?v=PAautVQIyiM>

<https://www.youtube.com/watch?v=LYxt0M7UtZc>

Although the college does not have a History Department, other humanities departments functioning in the college make conscious attempt to incorporate discussions about Indian and local history. The college proudly collaborated with the district authorities to host two historically significant programs: one on the cultural significance of Gandhian Studies and another on the Kadakkal Revolt, a landmark event in the social evolution of Kerala.

<https://www.youtube.com/watch?v=huR45qLbhzA>

<https://www.youtube.com/watch?v=GkVjC9wdz2k>

The college continually encourages both its faculty and students to deepen their understanding of local history and to develop resources that make this knowledge accessible to the local community. Faculty members are also urged to participate in seminars related to local history, and research that explores and documents the cultural heritage of the region. Dr. K.G. Meera from the Department of English was awarded a Ph.D. for her research on "Life Writing, Counter-Memory, Practices: Towards a Cultural History of Malabar, 1900-1950." Health awareness programs based on traditional Indian methods are regularly conducted, with a particular emphasis on yoga. The college adopts hybrid methods to promote yoga, stressing that the Indian way of living is the optimal path to achieving happiness and success in life.

<https://www.youtube.com/watch?v=4Q1SCmGbS-4>

Students are actively encouraged to undertake research projects that explore and celebrate Indian traditions. The following video for instance shows the students of the college interviewing a Kummatti kali (A traditional Kerala art form) expert.

<https://youtu.be/O13mUdRfPj0>

In essence, the college is deeply committed to fostering an understanding and appreciation of Indian culture and regional heritage, employing innovative hybrid methods to enrich the learning experience.

5. Focus on Outcome based education (OBE):

The college has wholeheartedly embraced the Outcome Based Education (OBE) and is committed

to fulfilling objectives of the program structure and curriculum approved by the University of Kerala. To ensure academic excellence in this direction, the college has developed a robust and credible system of continuous evaluation and internal assessment. This system is designed to closely monitor the progress of every student, focusing on key aspects such as academic performance and regularity. The continuous assessment approach of the college allows the faculty to identify and address the needs of students who may be struggling or who are considered slow learners. Based on these assessments, targeted interventions are planned and executed to ensure that these students are equipped to overcome challenges and achieve academic success. To create an optimal teaching-learning environment, the college has adopted a blended teaching-learning pedagogy. This approach combines traditional classroom methods with digital tools and resources to provide a comprehensive educational experience. Through this blended approach, the faculty continuously monitors the achievement of learning objectives and outcomes. They assess whether students are acquiring the necessary expertise, knowledge, skills, and capabilities, and take appropriate measures to ensure that all students meet these academic benchmarks. The college is dedicated to fostering an environment where every student has the opportunity to excel, with a focus on personalized support and the use of innovative teaching methods. This commitment ensures that the undergraduates are well-prepared to face the challenges of the modern world, equipped with the skills and knowledge necessary for success.

6. Distance education/online education:

To achieve the goal of extending the college's faculty expertise beyond the campus, the institution has systematically promoted the use of blended and online modes of education. In support of this initiative, the college has subscribed to various platforms such as Google Meet, Webex, and others. Additionally, the Department of English has invested in Camtasia software, which is effectively utilized to record lectures. These recorded sessions are then uploaded to platforms accessible to students from other colleges affiliated with the University, enabling a broader audience to benefit from our faculty's instruction. This initiative is primarily executed through the creation of YouTube channels by our

faculty members, which have now garnered hundreds of subscribers. This generous effort reflects our commitment to providing education at no cost to all students within the university's network. The widespread availability of these resources underscores our faculty's dedication to enriching society with valuable information and knowledge. By embracing these innovative approaches, the college not only enhances the learning experience for its own students but also contributes to the academic growth of the wider university community. This initiative demonstrates our unwavering commitment to the democratization of education and the dissemination of knowledge, ensuring that quality education is accessible to all, regardless of geographic or economic barriers. The following are the links of four prominent YouTube channels created and run by the faculty of the institution.

<https://www.youtube.com/@kishkripa>

<https://www.youtube.com/@i-scholar>

<http://www.youtube.com/@nairkrishnaprasad6063>

<https://youtu.be/r0h8INWtegg?si=ndIOAJm7VG7M9Z5S>

### **Institutional Initiatives for Electoral Literacy**

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>With the purpose of providing valuable information regarding the conceptual framework of democracy to the young generation, a meeting convened under the auspices of the Tahsildar of Kollam district on October 2022, has directed the colleges to form Electoral Literacy Club. Following the direction, MMNSS College Kottiyam has formed its Electoral Literacy Club on 13-12-2022 following a one day workshop was organized for the coordinators of the electoral literacy club under the auspices of the Tahsildar of Kollam on the same day to disseminate all essential information regarding the functioning of the club.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Dr Lalu S Kurup of the Oriental Languages Department has been selected as the coordinator and Diya S Nazreen of Second Year BA English and K Anulal of first year BSc Physics has been selected as the campus ambassadors of the club. All the students of the college are members of the club. The ELC of</p>

the college is representative in character as the students' ambassadors, one from the Science Stream and the other from the Humanities Stream are chalked out their roles to represent the needs and responsibilities of the students of the college. They manage the dissemination of the information by maintaining contact with the students' representatives of all the batches in the college.

3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.

1. On 07-12-2022, a special campaign was organized to get students enrolled into the electoral roll. 2. On 26-12-2022, an awareness class on electoral literacy was conducted during one of the sessions of the NSS Camp. The Deputy Tahsildar of Kollam District, Sri Ramesh Madhavan was the resource person. 3. The Electoral Literacy Club organized a Quiz Competition on Electoral Literacy and Indian Democracy on 03-01-2023. Sneha Suresh of Second Year BSc Physics secured the first prize while Amal A of First Year MSc Physics and Sooraj S S of First Year BSc Zoology shared the second prize. Sarath P.S., of First Year MSc Physics won the third prize. 4. On 11-01-2023, the ELC of the college organized a campaign to link the voter id cards with Adhaar cards. A team under the leadership of the Deputy Tahsildar of Kollam District, Sri Ramesh Madhavan visited the college and conducted a talk on the importance of linking voter id cards with Adhaar cards. The campaign benefited a larger community as the beneficiaries of the programme were not only students, teachers and non-teaching staffs but also their family members. 5. On 20-01-2023, The electoral literacy club deputed a team of students from the college to participate in the voters' id Adhaar card linking campaign organized at the office of the honourable Tahsildar of Kollam District. 6. On 25-01-2023, National Voters' Day celebration was conducted at TKM Engineering college. Co-coordinators of Electoral Literacy Clubs from all the colleges of Kollam district were instructed to participate. On the occasion, the club coordinator of MMNSS College Kottiyam, Dr. Lalu S Kurup was elected as the best Electoral Literacy Club coordinator of the district for his exemplary conduct of activities in the college. 7. On 28-11-2023, the Electoral Club conducted a seminar on the topic "Indian Constitution: History & Significance". Sri. R S Harikrishnan, faculty of the Political Science

	<p>Department was the resource person. 8. On the morning of 28-11-2023, the Electoral Club of the College, taking into consideration the National Constitution Day, organized an oath-taking ceremony, assembling all the students and teachers of the college. Dr. Lekshmi S, the College Principal read out the oath for the students. The Electoral Club also distributed free handbook containing the essence of the constitution to all the students of the campus. 9. The Electoral Club organized a college level quiz competition on 22-01-2024. At the end of the competition Akshara and Faseela of the Department of Commerce won the first prize and were deputed to participate in the competition organized by the district collectorate on 22-01-2024. 10. According to the directive issued by the Election Commission of India, the Electoral Literacy Club organized an Electoral Literacy class at the campus on 06-03-2024. As part of the awareness campaign, a selfie point was prepared in the campus with the caption “Mera Pehla Vote DeshKeliya” (My First Vote for the Country) in the backdrop. The programme was inaugurated by the honourable MLA of Chathannoor Legislative Assembly, Sri Jayalal. A reels competition was also conducted for the students.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>MMNSS College Kottiyam, has always upheld the virtues of the Constitution and has strenuously worked to disseminate its principles to its students. The college has played a crucial role in the formation of the ELC in the campus and has monitored its functioning to ensure that the purpose of the ELC is fulfilled in the best possible way. The following socially relevant projects were undertaken by the college to strengthen the functioning of the ELC in the campus and thereby benefit the community at large. 1. On 11-01-2023, the college has directed the ELC to organize a campaign to link the voter id cards with Adhaar cards. The college invited a team under the leadership of the Deputy Tahsildar of Kollam District, Sri Ramesh Madhavan, to visit the college and facilitate the linking voter id cards with Adhaar cards, which was deemed important by the Election Commission of India. The initiative taken by the college has benefited a larger community as the beneficiaries of the programme were not only students, teachers and non-teaching staffs but also their family members. 2. On 28-11-2023, the College,</p>

	<p>taking into consideration the National Constitution Day, directed the ELC to organize an oath-taking ceremony, assembling all the students and teachers of the college. Dr. Lekshmi S, the College Principal read out the oath for the students and other faculty members. The College has also made an exemplary attempt to distribute free handbook containing the essence of the constitution to all the students of the campus.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The ELC of the College is committed to ensure that the students enjoy and fulfill the rights and responsibilities chalked out by the venerable constitution of the country. The ELC has upheld the task of enlightening the students regarding the provisions of enfranchisement chartered by the constitution and the Election Commission of India as its fundamental objective. In this direction, the ELC has undertaken the following initiatives to facilitate the enrollment of the students into the electoral roll.</p> <p>1. On 11-01-2023, the Electoral Literacy Club of the college organized a campaign to link the voter id cards with Adhaar cards. A team under the leadership of the Deputy Tahsildar of Kollam District, Sri Ramesh Madhavan visited the college to facilitate the linking of voter id cards with Adhaar cards. During the conduct of the campaign 7 students from the first year degree programmes and 18 students from the second year degree programmes were identified to be without voters' id cards. The same has been brought before the attention of Sri Ramesh Madhavan and he has collected the details of the students, including copies of their Adhaar cards, to initiate the process of enrolling the students to the electoral roll. He has promised to share their details to the concerned revenue/panchayat offices to further the process of issuing their voters' id cards.</p>

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
722	785	835	822	793

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 93

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
35	35	35	37	36

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
17.51	19.36	16.58	24.02	15.47

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

Our institution, affiliated with the University of Kerala, adheres to the prescribed curriculum and academic calendar of the University, ensuring effective curriculum planning and delivery.

The college academic calendar, framed by the Academic Committee and IQAC, sets the overall schedule, while department-level calendars further refine curricular and co-curricular activities.

**A systematic implementation is ensured through:**

- **Master Timetable:** Prepared by the Academic Committee, it guides the creation and execution of department-level timetables, ensuring effective curriculum delivery.
- **Unit-wise Portion Division:** Facilitates systematic curriculum transactions within each course.
- **Work Diary & Academic Audits:** Monitored by HoDs and the Principal, these ensure timely curriculum delivery
- **Internal Examinations:** Conducted by College Level Monitoring Committee (CLMC) and Department level Monitoring Committee (DLMC) as per university norms, these assess student progress.

**A student-centric approach is adopted, supplementing classroom teaching with:**

- Seminars, projects, assignments, etc., catering to diverse learning needs.
- Expert talks, exhibitions, and extension activities to enrich learning.
- Platforms like Google Classroom for anytime access to study materials.
- Induction and bridge courses to ease the transition from higher secondary education.
- Add on programmes for curriculum enrichment
- Remedial classes for additional support.

**Continuous improvement is facilitated through:**

- Feedback collection and analysis from various stakeholders by IQAC, thereby formulating necessary corrective measures.
- Faculty participation in faculty development programs, refresher courses, short term courses etc which promoting professional growth and enhancing educational standards.
- Reviews from PTS meetings

On the whole our institution ensures effective curriculum planning and delivery through a well-planned

and documented process. A student-centric approach is followed, incorporating various activities and support mechanisms. Continuous improvement is facilitated through feedback analysis and faculty development programs.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 44

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>

### Other Upload Files

1

[View Document](#)

### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

**Response:** 47.94

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
650	623	0	300	324

  

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

**Response:**

MMNSS College demonstrates a strong commitment to integrating crucial cross-cutting themes into its diverse curriculum. These themes, such as professional ethics, gender equality, human values, environmental sustainability, and social responsibility, are woven into courses across various departments.

The Department of Zoology emphasizes environmental sustainability and ethical considerations, particularly through two key courses:

- 1. Ecology Habitat Destruction and Disaster Management:** offers a deep dive into wildlife conservation, emphasizing ethical and sustainable practices. Students learn about endangered species, their habitats, and the threats they face, along with the importance of public engagement and environmental awareness.
- 2. Human Health and Sex Education:** combines health education with ethical decision-making. It covers physical, mental, and emotional health, considering social influences. Comprehensive sex education empowers informed choices for better well-being.

The Department of Physics offers a course on **Statistical Mechanics, Research Methodology and Disaster Management:** that teaches students to assess and mitigate natural disaster risks. It fosters responsibility towards society and environment, emphasizing ethics and science's role in community protection.

The Department of Botany offers a course in **Plant Physiology, Plant Ecology, Horticulture, and Plant Biotechnology:** which emphasizes ecological conservation and the human-nature connection. It promotes climate responsibility and sustainable agriculture for environmental well-being.

The Department of English offers two courses that address gender and environmental issues:

- 1. Women's Studies:** which explores women's issues, emphasizing gender equality and human values. It also examines how gender intersects with environmental concerns, advocating for

sustainable practices and environmental justice.

2. **Environmental Studies and Disaster Management:** which examines how environmental policies affect vulnerable communities, stressing the importance of sustainability and ethics in environmental protection. Notably, the university textbook "Ecoscapes" was co-authored by a faculty member.

The Department of Commerce integrates cross-cutting issues into five main courses, including:

1. **Methodology and Perspectives of Business Education**
2. **Environmental Studies**
3. **Management Concepts and Thoughts**
4. **Informatics and Cyber Laws**
5. **Entrepreneurship Development**

These courses collectively emphasize professional ethics, environmental sustainability, and gender equality. Ethical considerations are woven throughout the curriculum, fostering social responsibility and ethical decision-making among students.

The Department of Political Science offers courses on social movements and governance:

1. **New Social Movements:** which helps students understand social movements with a focus on gender, Dalit, and tribal movements in Kerala, fostering an understanding of social justice and human values.
2. **Decentralization and Local Governance:** which emphasizes the role of local governance in promoting social justice and sustainable development.

The Department of Economics focuses on sustainable economic development and ethical practices through courses like

1. **Economics of Growth and Development**
2. **Indian Economy Since Liberalization,**
3. **Human Resource Management.** T

These courses stress ethical decision-making and human values in economic policy and the workplace. The institution also celebrates events like World Environment Day and Energy Conservation Day to address environmental concerns. Ramayanam Varacharanam promotes moral values, while seminars on legal orientation, gender sensitization, and women's empowerment highlight gender issues. This holistic approach ensures students are academically proficient and ethically grounded, reflecting the institution's commitment to nurturing socially responsible professionals.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

### 1.3.2

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 36.7

**1.3.2.1 Number of students undertaking project work/field work / internships**

Response: 265

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1**

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

<b>File Description</b>	<b>Document</b>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 86.58

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
247	254	281	292	294

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
281	281	281	281	281

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 58.42

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
30	29	33	33	38

**2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
56	56	56	56	55

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio  
(Data for the latest completed academic year)**

**Response:** 20.63

## 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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

- \* 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 the teaching learning process, help in the all-round development of students.
- \* Our Institution has 6 ICT enabled class rooms (with projectors and desktop computers) and the entire campus is Wi-fi enabled. Every department ensure that all the students have access to the ICT tools. Our main computer lab of commerce department and the mini computer lab of the department of physics provide necessary facilities to students for learning & project related works.
- \* The college has well maintained laboratories which provide adequate experiential learning to students of Physics, Chemistry and zoology. The industrial visits/study tours conducted in the final year of their study provide necessary exposure to the real-world applications of the respective subjects and useful in shaping their careers.
- \* The students from English, Economics and commerce departments conduct online surveys (using google form)/field works relevant to their projects.
- \* Language lab helps students to learn & practice the English language in an effective way with the support of ICT tools.
- \* Our college has been approved as a nodal centre for Amritha Virtual labs (Physics, Chemistry & Zoology domains). This enabled us to conduct Virtual lab workshop for our students.
- \* Our college provide all the necessary facilities to conduct government-initiated skill enhancement programs such as ASAP & WWS for the benefit of students.
- \* Teachers utilize E-resources such as E-books & E-journals for knowledge updation and share to students. During COVID period, teachers have extensively used online Video conferencing platforms such as Google meet for effective curriculum delivery.
- \* Teachers record videos of teaching portions and share through Google class room or upload in the you tube channel (during COVID)
- \* Teachers utilize WhatsApp messenger as a learning medium. Each department maintains class wise WhatsApp group and share general information and study materials.
- \* College library has provided INFLIBNET facility to every student. So, a student can access various e-resources whenever required.
- \* The extra-curricular programs organized by various clubs promote experiential as well as participatory learning. Students are encouraged to make brochures, compere each event, support with necessary ICT tools and write reports.
- \* In order to promote soft skills amongst students, we conduct PowerPoint presentation competitions in specific topics, with active participation from students.
- \* Using the available ICT tools, we conduct film festival every year in order to provide an experiential learning, as film studies are a part of the curriculum.

\* **Quiz club** motivates the students for knowledge updating through regular competitions. The student co-ordinators prepare questions with the support of ICT tools (Microsoft PowerPoint mostly). We also encourage students to dig deeper with the questioning activities and develop the skills required for a quiz master. This is another example which ensure student participation with a test on their problem-solving skills.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 97.27

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
36	36	36	38	37

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 2.4.2

***Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)***

**Response:** 86.52

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
34	34	32	27	27

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

**Internal and External Assessment Procedures**

**Internal Assessment:**

- **Continuous Internal Evaluation (CIE):** Includes attendance, assignments/seminars, and semester-wise model examinations.
- **Attendance:** Recorded every hour; 75% minimum is mandatory. Non-compliance requires condonation procedures as per university guidelines.
- **Model Examinations:** Conducted at semester end in the university exam format.
- **College Level Monitoring Committee (CLMC):** Manages model exam administration, including question paper setting, invigilator assignments, seating arrangements, and timely valuation. Results are uploaded to the University server and a hard copy is forwarded to the University by the principal. Internal marks are filed in the department and communicated to parents during Parent-Teacher Meetings (PTMs).

**External Assessment:**

- **Syllabus Completion:** Teachers must finish the syllabus as per the academic calendar before semester exams.
- **Examination Protocol:** Tutors make students aware of the consequences of malpractices. University exams are conducted under CCTV surveillance.

- **Examination Cell:** Overseen by the Chief Examination Superintendent, responsible for exam conduct, schedule updates, invigilator assignments, and safe custody of question papers. Question packets are opened no earlier than 15 minutes before the exam.
- **Examination Squads:** Internal and university squads monitor exams to prevent malpractices. Any malpractice is reported to the university for appropriate action.

### Grievance Redressal System:

- **Three-Level Committee Structure:**
  - **Department Level Monitoring Committee (DLMC):** First point of contact for grievance redressal. Issues are resolved or escalated to the College Level Monitoring Committee (CLMC) if unresolved.
  - **College Level Monitoring Committee (CLMC):** Handles unresolved grievances from the DLMC and addresses complaints regarding teaching delays and favoritism in internal marks.
  - **University Level Monitoring Committee (ULMC):** Manages grievances that need escalation beyond the college level.
- **Grievance Handling:**
  - Internal assessment marks are posted on department notice boards with a period for appeals. Grievances are addressed promptly.
  - Requests for retests due to genuine reasons are considered.
  - Students with special needs receive accommodations such as scribes, separate halls, or isolated rooms under CCTV surveillance. During COVID, these protocols were adapted to manage health concerns.
  - University-level grievances are forwarded through the principal. Common external exam grievances include out-of-syllabus questions or score discrepancies. Students may request revaluation, scrutiny, or re-examination if needed.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

**Response:**

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.

**Communication of course outcomes**

- Every year college conducts orientation programme for the first-year students and their parents. In the orientation programme, the evaluation process and learning outcomes are explained in great detail to the students and parents.
- The college follows the syllabus designed by the University of Kerala, in which Programme Outcomes and Course Outcomes are clearly outlined. The CLMC compiles the COs and POs from the university syllabus for all the courses offered by the college. This file is uploaded in the college website for easy dissemination of information.
- The POs and COs are also displayed in the notice boards of each department.
- Faculty members communicate course outcomes and program outcomes to students enrolled in their programmes during PTS meetings through informational materials.
- Faculty members outline learning objectives to students in class through course syllabus.
- Each department holds regular meetings to discuss and review issues pertaining to the syllabus covered by each teacher and other academic issues.
- IQAC notifies the faculty and students about syllabus revision

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**2.6.2**

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

*Attainment of POs and COs are evaluated*

1. The continuous and comprehensive evaluation under the CBCSS is very useful in ensuring the achievement of learning outcomes of the students.
2. The IQAC discusses the learning outcomes with the various departments and give suggestions in

tracking the academic progression of the students.

3. The direct assessment of the attainment of desired learning outcomes is done by tracking the student performance. The tutor can obtain details of student performance from the university website. In general, the student grade depends on university exam, CIE and grace marks obtained for NSS, NCC, sports and arts.
4. Moreover, different course delivery methods are adopted by the faculty like interactive lecture sessions with discussions, quizzes, Assignment/Project and seminar presentations for the assessment of learning outcomes.
5. The academic performance of each student is evaluated and communicated at the PTS meetings held every semester.
6. 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.
7. In order to encourage the students to strive towards the achievement of POs and COs further, the college has instituted endowment awards for the students who excel in academics. The attainment of ranks at university level and the good number of students who progress into higher education, prove the efficacy of these efforts.
8. Indirect assessment of programme outcomes is achieved through student feedback and alumni feedback.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

### 2.6.3

#### **Pass percentage of Students during last five years (excluding backlog students)**

**Response:** 80.71

##### **2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
196	210	228	226	211

##### **2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
264	276	281	259	247

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

**Online student satisfaction survey regarding teaching learning process**

**Response: 3.53**

<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)*

**Response:** 7.54

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	3.2	4.34

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

A Research committee headed by the Principal and teachers as members has been functioning in this college. The main activities of the committee are to coordinate research activities, motivate and encourage the faculty and students to take up research projects. Its activities also include promotion of interdisciplinary research, evaluate and approve project proposals and facilitate major and minor projects, student scholarships and schemes and initiate research based activities. Teachers and students are actively involved in presenting their research papers in conferences and seminars both inside and outside the college and also publish their works in reputed national and international journals books or chapters in books, thus maintaining the transfer of knowledge in research. All the departments conduct seminars/workshops every year which give special emphasis on research, which thoroughly explain the basics of Research Methodology and research design and techniques as well, literally the “stepping stone

to research”.

Nature awareness programmes, Poster making, debates, essay writing and quiz competitions were conducted by Bhoomithrasena, Nature club, and Forestry club helped to inculcate the value and indispensability factor of nature in students. The managerial skills of the students were enhanced by conducting exhibitions also revealed their artistic talents and also by the release of manuscripts, magazines and books. Field studies, study tours, Industrial and Research Laboratory visits provided them with much better exposure. Celebration of National and international days, commemorative days etc has created awareness of the importance of such days in students.

The entrepreneur club of the college functions with the vision of inculcating Entrepreneurial Culture in students and equip them with the skills, techniques and confidence to act as torch-bearers of entrepreneurship for the new generation. Skill enhancement programmes like hands on training on jewellery making, soap making and fabric painting were conducted, which would help the students to earn while they learn. Industrial visits were conducted which provided them with real time experience, gave them an opportunity to interact with the people in the unit, watch their work pattern and the challenges they face. Several motivational classes were organized by ED club, and some of them are “Spark Yourself” which was an activity oriented session and opened a pathway before students as to how to frame business plans, “Meet A Successful Entrepreneur” through which the students realized how to turn dreams into reality, “Leadership and Lifeskills” gave the students an ample idea of confidence building and to overcome the real time challenges in life.

Besides having a strong internal mentoring system for students, they also got benefitted with motivational classes from external skilled mentors via Walk With Scholar programme for meritorious students, which provides guidance for their higher studies and employment. Such students also have been given classes with special emphasis on research which would help them to think out of the box. Programmes conducted by NCC and NSS Units, and Clubs brought to light the interpersonal skills, leadership qualities and administrative capacities of students. The Science departments have well equipped and operational laboratories.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.2.2

***Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 24

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	7	1	4

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.17

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
02	08	03	01	02

File Description	Document
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 3.3.2

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.29

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
13	2	4	3	5

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1

**Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**

It is highly needed to inculcate social values and responsibilities to the faculty members and students by imparting extension activities in the local community so as to be inclusive. Through extension and outreach programs, we sensitize our students to develop social values, widespread their responsibilities and knowledge in societal issues and problems by making them involved with the community people. National Service Scheme and National Cadet Corp also serve society through various activities. In addition, outreach programs and invited lectures are also given to the community. Students with profound interest attain social values and responsibility. Above all, the students get hold of social justice, value, responsibility, and sustainability. The extension also is the aspect of education that emphasizes community services. These are often integrated with curricula as extended opportunities, intended to help, serve, reflect, and learn. Various departments of our college actively contributed to the society through their Extension Programmes.

During the year 2018-19, Department of Physics in association SIET conducted a three day science residential workshop for high school students. 36 students participated the program in which MLA Shri Noushad inaugurated and the S. Ilakkaya, Assistant Collector was the chief guest. This programme helped the students to enhance their scientific temperament. During 2018-19 department of English conducted a program titled " Drive Your Language " a basic English training for autorickshaw drivers of kottiyam town focussing on helping them communicates with tourists. Pamphlets and English communication study kits were supplied.

During the academic year 2019- 20 , the department of commerce conducted a hands on session on GST

for business people in Kottiyam 21-11-2019. This gave the business men a comprehensive knowledge about GST. During the same academic year, Department of Physics conducted a home energy survey locally to foster the importance of energy conservations and management. The survey was conducted to help the residence identify opportunities to improve the energy efficiency of their homes.

During 2020-21 academic year, the Department of Chemistry prepared hand sanitizer and supplied to government institutions like police station, postal department and supplied it to hospital and also to students who appeared for university exams during the covid pandemic. This helped the students develop social commitment. The Department of Zoology in association with Horitcop conducted one day seminar cum workshop on Apiculture on 3-8-2020. An exhibition on Honey and Honey Products were also conducted. The products were sold for a discount of 40% for all.

During the academic year 2022-23, the Dept of Physics in association with IQAC celebrated world space week on 12-10-2023. Anand Shankar O T, Scientist ISRO Thiruvananthapuram was the chief guest. During the same academic year, the Department of English conducted a “skilling up programme” to enrich language and vocabulary among school students. The course was conducted at NSS UP School, Kottiyam. The classes were conducted for the primary students. The students who took classes from the college were all trained teachers with TTC. Handouts and supplementary materials on the topic were supplied to students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2

#### **Awards and recognitions received for extension activities from government / government recognised bodies**

##### **Response:**

Awards and recognitions elevate the standing of the college in the academic community, contributing to its reputation as a centre of excellence. They serve as a powerful incentive for faculty members to strive for excellence in their teaching, research and service and contribute to the long-term legacy of the institution, creating a history of achievement that can inspire future generations.

MMNSS College, Kottiyam took its pride in the eminent faculty members of each department and their contributions to the institution. Dr. Prakash Chandran, Head of Chemistry Department achieved one of the prestigious award “International and Indian Patent Award” from The Patent Office, Government of India for an invention entitled DETERGENT COMPATIBLE ASSAY FOR PROTEIN ESTIMATION. Dr. Lalu.S.Kurup, faculty of Oriental languages received the certificate of Appreciation for his role as “ELC Coordinator” as part of Electoral Literary Club and successfully coordinating the enrolment activities in connection with the Special Summary Revision of Electoral Roll 2023. Electoral Literary Club focused on fostering interest in literature, public speaking and debating skills with a particular

emphasis on issues related to politics, governance and elections. The Young Innovative Programme is designed to nurture creativity, entrepreneurship and innovation among students or young professionals. Dr.Mahima C.V, one of the faculty of Commerce Department received the certificate for participating in the State Level Young Innovators Challenge 2019-2022.

Awards and Recognitions achieved by our students are equally significant as they reflect the quality of education, the capabilities of the student body and the supportive environment provided by the institution. The Young Innovative Program aims to provide opportunities to students who develop innovative solutions to real-world problems and to encourage entrepreneurial thinking. Arun Krishnan.S, one of our students has participated in the Young Entrepreneurship Conclave-2018 organized by Entrepreneurship Development Cell and achieved the recognition on his idea titled " One backpack for Text Book App". During the second cycle of YIP, Sreelekshmi M S and Ananthu S got qualified for the district level and state level respectively. Sri. Aashik Safar received the Best Volunteer Award for the year 2018-19 for his valuable service through NSS. Sri. Anandan.A received the Best NSS Volunteer Award for the year 2019-20 for exemplary services rendered through NSS and promoting the spirit of volunteerism. Anoop.S.Pillai, one of the cadets in NCC ranked as UO, has been awarded "Chief Minister's Scholarship 2018-19". 20 NCC cadets successfully completed Swacch Bharat Summer internship.

These awards and recognitions not only enhance the reputation of the institution but also an inspiration to strengthen its growth and impact.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.3

*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 54

**3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
15	10	7	16	6

<b>File Description</b>	<b>Document</b>
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response:** 4

<b>File Description</b>	<b>Document</b>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

---

### 4.1 Physical Facilities

#### 4.1.1

**The Institution has adequate infrastructure and other facilities for,**

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

**Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)**

**Response:**

College focuses primarily on fulfilling the academic needs and the overall development of the students. College has a good ambiance for the effective teaching- learning process. The students are given good platform for the holistic development by inculcating moral values, civic sense and responsibility while extending institutional resources to society for befriending environment. The teachers give ample attention to improve the slow learners by giving diagnostic tests, achievement tests, remedial classes, student support programme, open book tests and surprise tests. Bright students are also given a platform for peer teaching as peer groups can identify the stress and problems easily. So the teachers can identify the problems of the slow learners with their help and support them to make their learning enjoyable. Apart from the traditional lecture method the teachers adopted a student centered approach by ensuring enough student participation in the teaching learning process by giving assignments, seminars, book reviews and quiz competitions, etc. Discussions and debates are conducted on social issues within the framework of the syllabus. The institution endows adequate infrastructure facilities with special focus on quality education availing of financial assistance from the UGC, the Management, the Parent Teacher Association. The college has sufficient buildings including class rooms and laboratories for running the current programmes. However, in case of addition of new courses, the management takes initiatives to provide the necessary basic infrastructure including buildings. The general approach of the management gives special emphasis on providing annual maintenance for all buildings including class rooms and toilets. Whenever the college receives funds from UGC, the management takes special care in providing smart class rooms, at least one each for every department.

There are 6 UG and 1 PG courses offered in this college. The institution provides enough class rooms as per the requirement to accomplish the various courses offered by the University. The campus is extensive of an area of 21 acres. The college has 25 class rooms, auditorium, gymnasium and a seminar hall. All the class rooms have green boards, podiums and adequate seating facilities. 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. All the labs of the institution are well equipped and updated from time to time, to face the revisions incorporated in the syllabus. There are separate labs for PG and UG students in Science Departments. The UG Chemistry laboratory can accommodate 38 students whereas the Physics laboratory can house about 50 students. The Physics department has two separate laboratories for M.Sc.

programme. The department of Commerce has a well-equipped computer lab with 25 PCs and the department of English has an English Language Lab with several computers and multimedia projectors.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2

*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 20.94

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
1.94	6.54	3.88	2.87	4.23

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

#### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

**Response:**

The college library occupies a 2,465-square-foot building spread across three floors. It houses a comprehensive collection of 16,024 titles. Beyond traditional books, the library boasts a rare assortment

that includes an ancient Malayalam script version of the Bhagavad Gita, a palm leaf manuscript, and an original handwritten book manuscript. The library subscribes to five newspapers in both English and Malayalam, as well as ten periodicals. It operates from 9:30 AM to 4:00 PM.

A distinctive feature of the library is the "Career Corner," which offers an extensive collection of career guidance books. The library maintains rigorous records through a gate register and an issue register. Additionally, it possesses a significant collection of reference books. The college library has achieved complete automation, with all books cataloged and managed via the "Granta" software.

Moreover, the library provides access to the N-LIST (National Library and Information Services Infrastructure for Scholarly Content) digital resource platform, offered by INFLIBNET. This service is available to all students, aiding them in finding reference materials for their end-semester projects and fostering a passion for research. The library is equipped with five computers, three of which are designated for students to browse the internet and access digital resources.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

MM NSS College, Kottiyam, Kollam, Kerala, consistently prioritizes the enhancement and modernization of its IT facilities to ensure that students and faculty have access to the latest technological resources. The institution is committed to providing a robust digital environment that supports both academic and administrative functions.

**Current IT Resources**

As of the latest update, the college boasts a total of 58 computers available for common use for students. These computers are equipped with internet access, which is made possible through reliable service providers such as Kerala Vision-5G, BSNL, and Jio. This multi-provider setup ensures that the campus has consistent and high-speed internet connectivity, facilitating research, online learning, and other digital activities.

**Interactive Learning Environments**

To further support interactive and modern teaching methodologies, MM NSS College has established 5 smart classrooms across various departments. These smart classrooms are located in the Commerce, English, Chemistry, Zoology, and Physics departments. Each of these rooms is equipped with advanced technology to enhance the teaching and learning experience, enabling the use of multimedia presentations, interactive software, and other digital tools.

In addition to smart classrooms, the college has also provided 6 projectors across different departments, ensuring that each department can conduct presentations, seminars, and other educational activities effectively.

### Recent Updates and Expansions

The college has demonstrated a strong commitment to upgrading its IT infrastructure over the past few years. During the academic year 2021-22, the institution added 10 new computers, each supported by an uninterrupted power supply (UPS), to its existing resources. These activities reflect the college's ongoing efforts to maintain up-to-date facilities that meet the growing needs of students and faculty.

MM NSS College continues to invest in its IT infrastructure, ensuring that it remains at the forefront of educational technology and that its students and faculty have access to the best possible digital resources.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 4.3.2

#### Student – Computer ratio (Data for the latest completed academic year)

**Response:** 12.45

#### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

**Response:** 58

File Description	Document
Extracts stock register/ highlighting the computers issued to respective departments for student’s usage.	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities*

*excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 23.1

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
4.96	2.75	4.23	4.87	4.66

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 78.47

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
570	609	662	646	618

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.3

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 69.35

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
690	397	690	531	436

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 34.94

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
69	103	90	103	100

**5.2.1.2 Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
265	277	282	261	246

<b>File Description</b>	<b>Document</b>
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.2.2

*Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 4.73

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
09	08	10	9	5

<b>File Description</b>	<b>Document</b>
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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 last five years**

**Response:** 37

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
10	07	06	11	3

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3.2

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 5

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
07	04	3	6	5

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 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**

**Response:**

The Alumni Associations of MMNSS College Kottiyam offer a wide range of benefits and services to support the institution. Alumni relations have become a vital component of the college's advancement efforts. The Department of Zoology's alumni association, 'Shadow,' holds its annual meeting on December 26 every year. Shadow is dedicated to supporting students from socially and financially disadvantaged backgrounds by providing essential study materials such as textbooks and stationery. Alumni members also contribute by conducting research methodology classes for current students, volunteering in campus clean-up initiatives, and assisting in the preparation of specimens for laboratory exams.

The second alumni association, a registered association as per government norms, 'Swapnalayam,' was established by the 1987-89 batch and is actively involved in supporting the college. Motivated by fond memories and a deep affection for the campus, they engage in various campus support activities. On World Environment Day in 2019, they donated 100 tree saplings. They also make regular visits to the college, offering non-financial assistance such as repairing benches and desks. During the 2020-21 academic year, Swapnalayam provided three whiteboards and two green boards for classrooms in need.

The Department of Commerce hosts its alumni meeting on January 26 every year. The Commerce alumni are highly active in contributing to the welfare of the college. They frequently assist in maintaining the department's computer lab by providing free software and hardware support. Additionally, they volunteer to improve the upkeep of the B.Com classrooms by maintaining benches and desks. The Commerce alumni also aid financially disadvantaged students by supplying study materials, and during the 2018-23 term, they donated 200 notebooks to first-year B.Com students.

The Department of Chemistry holds its alumni meeting during the Onam vacation every year. The Chemistry alumni work closely with the college to ensure the progress and well-being of students. They periodically offer non-financial assistance, including repairing the furniture in the B.Sc. Chemistry classrooms, providing notebooks and textbooks to students, and volunteering to maintain the chemistry lab.

The Department of English holds its alumni meeting during the Christmas vacation. The English alumni offer significant support for student development by providing free orientation classes for NET aspirants and offering classes and materials to undergraduates seeking admission to prestigious institutions like Central Universities. They also conduct research methodology classes, theatre workshops and provide non-financial aids like supplying notebooks and textbooks to students.

The Department of Physics holds its alumni meeting during the Christmas holidays every year. The Physics alumni are dedicated to promoting the college's advancement. As part of their energy-saving initiative, they contributed 50 LED lamps and tube lights to replace the existing conventional lighting. They also donated 50 tree saplings on World Environment Day, June 5, 2021.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

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### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### **Response:**

#### Motto:

“In this world there is no purifier like knowledge”

#### Vision:

To recognise 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.

The institution upholds its motto of imparting knowledge as the best known purifier. This vision is extended to mould generations of leaders and achievers by shaping self-reliant, responsible, and sensitive individuals with wellbalanced personalities. The institution also promotes “education for an all-round development” and in order to achieve this goal, it is firmly wedded to the ideal of providing every tangible and intangible facilities to its students; so as to develop their potentials and ensure their social compatibility to help them shoulder the responsibilities of later life.

#### Mission:

To impart to the student’s knowledge in various branches of learning and mould them into men of character and culture so that they will be useful to our nation, to themselves and to the future.

The institution has opened up the frontiers of knowledge before its students thereby widening the horizons of their intellectual curiosity. Along with this the students are equipped with adequate skills to push themselves to the forefronts of the society. In order to develop all-round capacities of the students in an integrated manner, the college is preparing to include multidisciplinary subjects as per National Educational Policy (NEP)2020. To ensure the inclusivity of students from various disciplines the college promotes initiatives such as Urjakiran, Vana maholsavavam nature awareness campaign etc. Thus, the institution creates an atmosphere for the holistic development of the individual following the NEP principles. With their humble adherence to the vision of its founder Bharata Kesari Sri Mannathu Padmanabhan, the NSS institutions continue to serve the society by offering quality education to all at affordable expenditure.

The college promote a culture of participative management. A college level monitoring committee (CLMC) comprising of the heads of the Department and the principal meet every month to discuss the progress of the CBCSS programme. The Department Level Monitoring Committee (DLMC) which

comprises of the head of the department, faculty members and non-teaching staff members also meets regularly to discuss the same at the department level. Besides, the Department Level Staff meet every month to discuss matters including the conduct of internal examinations and seminars, evaluation of students' progress, university practical examinations, over all discipline and students' welfare in the college campus, workload, timetable, and work ethics and cleaning of the departments. The periodic review of all these activities, discussions with the respective committees, resolving the problems that emerge during these discussions etc., are taken care of by IQAC on regular basis. Student's club committees and the college union are granted autonomy to ensure their whole-hearted participation. In addition to all this, PTA meetings are held regularly. Valuable suggestion and feedback from parents and well-wishers help us to understand ourselves better and improvise upon the existing system.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### Response:

The Institution is governed by a structured framework involving several key bodies. The Governing Body, comprising representatives from the University of Kerala, Directorate of Collegiate Education, management, and the Institution Head, oversees overall control. The Manager is responsible for the college's operational functioning, with decisions forwarded to the Principal for implementation. The Director of Collegiate Education ensures excellence across all aspects of development.

The College Council, formed according to University Statutes, devises strategies for implementing top management decisions. The Principal, supported by the College Council, coordinates various college activities and monitors different sections. The College Council and departmental meetings facilitate communication between the Principal, teachers, and students. Additionally, the Academic Committee handles reverse information flow and coordinates curricular and extracurricular activities. It formulates the academic calendar at the start of each year, detailing all college activities and their schedules. Departments then create their academic plans based on this calendar, with success ensured through monthly reviews.

The Internal Quality Assurance Cell (IQAC), chaired by the Principal, includes a Coordinator, Joint Coordinator, seven core committee members, and seven steering committee members. The IQAC enjoys significant autonomy to promote both academic and non-academic excellence. Academic and non-academic clubs, including NSS, NCC, and the College Union, contribute to decision-making processes.

Non-teaching staff includes office staff, such as the head Accountant, UD and LD clerks, attenders, peons, and the librarian.

The Parent-Teacher Association (PTA) plays a crucial role, with the Principal serving as President, a parent elected as Vice President, and a teacher as Teacher Secretary. The PTA’s executive committee includes both teachers and parents and supports various college activities.

Regarding recruitment, vacancies due to retirement, transfers, or new course approvals are reported to the Directorate of Collegiate Education, Government of Kerala. Once concurrence is received, notifications are published in local and national dailies. Assistant Professor positions are filled based on merit through an interview board consisting of field experts, a Government nominee, and a management representative, adhering to UGC and Kerala University regulations. Promotions and career advancements follow UGC’s Career Advancement Scheme (CAS) guidelines. The institution encourages faculty participation in development programs and adheres to Kerala Service Rules for office staff appointments.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2

#### *Institution implements e-governance in its operations*

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

The institution has a teaching faculty strength of 37 and administrative staff strength of 11. The management as well as the institutional authorities are keen on maintaining a well-motivated and fully satisfied group of staff to execute their duties wholeheartedly.

The salary and benefits of the faculty and administrative staff are directly paid by the state government. All welfare measures available in the government sector are available to the staff of the college as well. Benefits on retirement such as a monthly pension, commutation of pension, terminal leave surrender, family pension etc. are provided in time.

The Institution is having a staff club where all teaching and non-teaching staff are members.

It functions by utilizing the fund of all staff for welfare activities of the teaching staff and non-teaching staff.

The welfare measures for teaching and non teaching staff include

- Group Insurance Scheme
- State Life Insurance
- Festival Allowance/ Advance
- Accident claim
- Provident fund
- medical reimbursement
- Career advancement benefits
- Maternity Leave
- Leave for Study Purpose
- Duty leave
- Special Casual Leave for differently-abled staff .
- Canteen facilities and recreational facilities are provided .
- The technical staffs are given in-house training on maintenance of lab instruments and equipment.
- Cultural and annual tour programmes are arranged for the staff for their recreation amidst their busy schedule.

**Performance Appraisal System for employees**

All the faculty members submit Performance based self Appraisal, along with supporting documents, annually to IQAC. The self-appraisal template is in the same format prescribed in UGC regulations for the placement and promotion of faculty members. IQAC makes an assessment of the filled appraisal forms and gives necessary directions and recommendations.

The placement and promotion of non-teaching staff are based on rules and regulations provided in Kerala Service Rules(KSR).

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>

### 6.3.2

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 0

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3

***Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years***

**Response:** 32.77

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	27	25	12	8

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
9	13	14	13	11

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

#### **Response:**

The fee structure for the various programmes offered by the college is fixed by the University of Kerala and the Government. The College collects the same and remits the same with the respective authority. The efficient use of financial resources is coordinated and monitored by the designated Committees. Formal discussions are held at given intervals and the decisions made are communicated to the stakeholders. The various infrastructural requirements for classrooms, computer labs, and equipment for innovative teaching, library and other requirements are forwarded to the management. The purchases are according to the quotations and the budget allocated to them.. The payment procedures are regulated by the head accountant and the administrative office. Furthermore, the Principal allots and disburses available funds to various departments according to the received demand request. The college ensures optimum utilization of the available financial resources. The expenditure incurred during the year are audited by the auditor appointed by the Management and government audit is conducted for the expenditures from the UGC and other governmental agencies.

As the quality of human resource has prime importance for the development of the college, an active research committee is working in the institution to materialize the objective. Research committee encouraged teachers to apply for projects and secure grants .The college does not have any budget earmarked solely for research.

Mannam Memorial N.S.S. College has a transparent and well-planned financial management system and conducts external audits of the college books of accounts for the respective financial year.

External Audit is done by the directorate of Collegiate Education. At the time of annual audits, the audit

team verifies all the documents related to the various public funds received and utilised by the college. Objections and questions of any kind during the audit were promptly addressed by presenting relevant documents to the auditors and final accounts are settled. Every effort was put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction.

The Accountant General, Kerala also conduct their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

The institution has a strong financial advisory board for Management Funds and all the accounts sanctioned is audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the Secretary of the NSS Colleges' Central Committee. The internal audit of Management accounts is done by the Treasurer, NSS Colleges' Central Committee periodically.

Any kind of objections and questions during the audit, are promptly addressed by presenting relevant documents to the auditors. Every effort is put in to maintain transparency in the financial records, and also to record corresponding documents of every financial transaction. There were no serious financial irregularities or objections detected during audit or examined by audit. Some mismatch were highlighted in the Audit report mainly due to lack of knowhow and expertise.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### Response:

IQAC is a significant administrative body that is responsible for all quality matters to initiate, plan and supervise various activities that are necessary to increase the quality of education imparted in an institution. The principal is the Chairperson of the Committee. Nair G Krishnaprasad, Department of Physics is the Co-ordinator. In addition to the Co-ordinator, there are 7 teachers, Office superintendent, one member from management, one member from local bodies, one student, one alumnus, and one stakeholder as its members. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To ensure institutionalized quality assurance, the IQAC conducts systematic and comprehensive reviews of teaching-learning processes, methodologies, and outcomes. Several measures are undertaken to achieve targeted benchmarks.

- 1.Regular feedback analysis and action taken: The IQAC of the college has implemented a feedback system for students based on institutional parameters such as infrastructure and facilities, curriculum delivery and pedagogy, discipline and environment, staff and support, club and cocurricular activities, and so on. Feedback system is very important for the progress of the institution as it allows self-reflexivity and reform. The feedback submitted online are analysed, and measures are taken for reforms and redressal. They function as the stimulant for upgradation of teaching-learning processes, developments in infrastructure and facilities, skill-enhancement and professional development of the staff, capacity building and enrichment of students. The online feedback mechanism offers a constructive self-assessment procedure integral to fostering and enhancing academic excellence and institutional development. Regular feedback is collected and analysed properly. The findings are communicated to the concerned authority and accordingly actions were undertaken.
- 2.Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution-wide dissemination of the proceedings of such activities.
- 3.Development and application of innovative practices in various programmes/activities leading to quality enhancement.
- 4.Participation in the creation of a learner-centric environment conducive for quality education.
- 5.Work for the development of internalization and institutionalization of quality enhancement policies and practices.
- 6.Act as a nodal unit of the institution for augmenting quality-related activities.
- 7.Prepare focused Annual Quality Assurance Reports (AQARs).
- 8.Academic and Administrative Audit (AAA): Main purpose of AAA, initiated by IQAC is the effective implementation of teaching learning processes and proper documentation of all academic and administrative matters of each department. The internal academic audit is done by academic cell members in each year for the quality assurance of teaching learning processes. The peer review-based audit evaluates the accomplishment of all procedures in teaching -learning processes.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5.2

### Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** C. Any 2 of the above

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

#### **Response:**

#### **Promotion of Gender Equity at MMNSS College, Kottiyam**

MMNSS College, Kottiyam, has been at the forefront of promoting gender equity among its students. The institution regularly organizes programs focused on gender sensitization, legal awareness, self-defense, and health and wellness. Initiatives like promotion of women empowerment, legal awareness classes for girls and initiatives on female health and well being demonstrate the college's commitment to creating a safe and equitable environment for all students. Moreover, the college actively celebrates International Women's Day, conducts workshops on women's rights, and provides platforms for discussions on gender-related issues. These efforts not only educate but also empower students to advocate for gender equity in their communities. Through its dedicated programs and initiatives, MMNSS College, Kottiyam, continues to champion the cause of gender equity, ensuring that its students are well-equipped to lead a future rooted in equality and respect.

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Legal awareness class on sexual harassment	24/12/2018	24/12/2018	60	23
Self defense program as part of International Women's day celebration	08/03/2019	08/03/2019	95	0
Women Empowerment	08/03/2019	08/03/2019	89	0
Self defense	26/06/2019	26/06/2019	95	20

program				
Women Empowerment	06/01/2020	06/01/2020	78	32
Awareness program on the Spread of Breast Cancer and Uterus Cancer	14/08/2019	14/08/2019	110	70
Yoga for Better Life	15/01/2020	15/01/2020	63	23
How to tackle the increasing divorce rates in Kerala	04/10/2019	04/10/2019	70	75
Generation Equality for Women Rights	04/03/2020	04/03/2020	150	110
Yoga for Better Life	21/06/2020	21/06/2020	35	29
Understanding Health Fitness and wellness	21/09/2020	21/09/2020	55	40
Human Perfection through Heartfulness Yoga Meditation	21/10/2020	21/10/2020	48	59
Awareness program on the Spread of Breast, Ovarian and Prostrate Cancers	07/01/2021	07/01/2021	78	34
Bottle Art Making	12/ 01/2021	12/ 01/2021	78	29
Cyber Crime and	04/02/2021	04/02/2021	56	67

Cyber Security for Students				
Female Specific Diseases	15/02/2021	15/02/2021	80	0
Law Literacy for Students	08/03/2021	08/03/2021	47	45
Awareness on mental Health and Hygiene of Students during Pandemic	29/03/2021	29/03/2021	34	29
Webinar on Women in Science	14-02-2022	14-02-2022	40	30
Cancers in Women	24-04-2022	24-04-2022	46	25
Independence of Women from dowry	15-08-2021	15-08-2021	55	30
Five days lecture series on Ramayana with emphasis on women Characters	04-08-2021	10-08-2021	52	35
Women's Empower Week celebration	20-01-2022	20-01-2022	39	27
Webinar on Women and Society	20-01-2022	20-01-2022	47	18
Women's Empowerment -Reality	21-01-2022	21-01-2022	44	26
Essay writing competition in the topic "Womens Day"	08-03-2022	08-03-2022	12	4

Legal Orientation and Gender Sensitization	13/10/2022	13/10/2022	89	21
Women's Day Celebrations Organized by Legal Awareness and Gender Sensitization Cell	16/03/2023	16/03/2023	67	33

File Description	Document
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2

**The Institution has facilities and initiatives for**

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>

### 7.1.3

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>

#### **7.1.4**

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

#### **Response:**

MMNSS College is committed to creating an inclusive environment that promotes tolerance and harmony across diverse cultural, regional, linguistic, communal, socioeconomic, and other dimensions. This commitment is reflected in the institution's wide range of initiatives and activities aimed at embracing and celebrating diversity.

#### **Cultural and Regional Inclusivity**

The college actively celebrates various cultural and regional festivals, fostering a sense of unity and mutual respect among students. For instance, the Onam Celebration introduced students to Kerala's rich cultural heritage, promoting an appreciation for local traditions. Similarly, the APJ Abdul Kalam Birthday Celebration highlighted Kalam's contributions to science and education, encouraging students from all backgrounds to pursue excellence and innovation. These events not only celebrate diversity but also instill a sense of pride and belonging.

#### **Educational and Awareness Programs**

Educational initiatives such as the World Wetland Celebration, World Ozone Day, and the World Space Week webinars provide students with valuable insights into global and local environmental issues, emphasizing the importance of sustainable practices and conservation. These programs highlight the college's commitment to raising awareness and fostering a sense of global responsibility among students.

The institution also addresses social issues through various awareness programs. For example, the Vector-Borne Disease Awareness and World AIDS Day webinars equipped students with essential information on health and prevention strategies, while the National Cancer Awareness and World Diabetes Day sessions provided crucial knowledge about managing and preventing these diseases. Such initiatives ensure that students are informed and prepared to contribute positively to society.

## Social Responsibility and Community Support

MMNSS College actively engages in community outreach and support activities. During the COVID-19 pandemic, the college organized multiple initiatives, including the Break the Chain Campaign and the distribution of COVID-19 protection kits and food packets. These efforts underscored the institution's dedication to supporting vulnerable communities and promoting public health.

Additionally, the college's collaboration with the Kollam Pain and Palliative Care Centre and other local organizations to provide palliative care and distribute essential supplies reflects its commitment to social responsibility and community service.

## Promoting Gender Equality and Human Rights

The institution celebrates significant days such as International Women's Day and Human Rights Day to promote gender equality and human rights. These celebrations aim to increase awareness and commitment to upholding human rights standards and addressing gender-related issues.

## Encouraging Holistic Development

Events like the International Yoga Day and World Mental Health Day emphasize the importance of physical and mental well-being. By promoting yoga and mental health awareness, the college supports students' overall development and encourages them to adopt healthy lifestyles.

## Diverse Learning Opportunities

The college's diverse range of webinars, workshops, and seminars—ranging from the International Day of Women and Girls in Science to the Wildlife Conservation Week Celebration—provides students with opportunities to explore various fields and perspectives. This approach not only broadens their knowledge but also fosters an environment where different viewpoints and disciplines are valued.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

#### **1. Yoga Training: A Holistic Approach to Wellness**

**Objectives**

The Yoga Training program at MMNSS College is designed to:

**Promote Physical and Mental Health:** Enhance the overall physical and mental well-being of participants.

**Combat Lifestyle Diseases:** Provide solutions to lifestyle diseases prevalent due to sedentary habits.

**Foster Spiritual Fulfillment:** Encourage a sense of inner peace and spiritual satisfaction.

**Integrate Holistic Practices:** Promote yoga as a comprehensive approach to health within the community.

## **Context**

In the modern era, the increase in lifestyle diseases such as diabetes, hypertension, and stress-related disorders has raised concerns about the well-being of both students and staff. The sedentary lifestyle adopted by many, coupled with the stress of academic and administrative responsibilities, necessitated the introduction of a program that could address these issues effectively.

## **Implementation and Activities**

The Yoga Training initiative, launched on November 12, 2018, was a collaboration between the Department of Physical Education and the Yoga Club. Initially held three days a week from 8:30 to 9:30 AM over three months, the program focused on various asanas, especially Surya Namaskara (Sun Salutation), for its extensive benefits. It concluded on February 22, 2019, and has since become a regular part of the college's health and wellness activities.

## **Continued Engagement**

In the following academic years, yoga became integral to campus life for both students and staff. A group of students now practices yoga every morning from 8:30 to 9:15 during zero hours. These students also train newcomers and lead yoga sessions during the NSS Camp annually. Below is a brief list of one program from each academic year as evidence of ongoing engagement.

**Stress Relief Techniques Workshop (June 21, 2022):** The Department of Physics and IQAC organized a workshop led by Smt. Archana, a yoga trainer from Krishnayanam Yoga Centre, Kollam.

**International Yoga Day Celebration (June 21, 2021):** During the COVID-19 pandemic, the College held an online yoga session with Dr. Rekha Bhardwaj, Director of Physical Education and Certified Yoga Teacher from Government College, Srikananpur, Rajasthan.

**Webinar: Human Perfection through Heartfulness Yoga Meditation (October 21, 2020):** The college's Health Club hosted a webinar and yoga practice session with Dr. S. Jagadish, a retired gynecologist and avid yoga practitioner, during the COVID-19 lockdown.

**Yoga Day Celebrations (June 21, 2019):** The campus organized a Yoga Day celebration and practice session for students, led by Dr. Hareesh Padinjarethil, Senior Sports Officer at IIT Bombay.

## Evidence of Success

The Yoga Training program has yielded significant benefits:

**Improved Health Indicators:** Participants, particularly faculty and administrative staff, reported lower cholesterol and blood sugar levels following the program.

**Enhanced Mental Clarity and Focus:** Students experienced a refreshed state of mind, aiding their academic performance.

## Challenges and Resources Required

Despite its success, the Yoga Training program faced certain challenges:

**Infrastructural Limitations:** The lack of adequate change rooms and cloakrooms hindered the smooth conduct of sessions.

**Financial Constraints:** Sustaining the program required continuous financial support to secure skilled trainers and maintain quality.

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## Best Practice-2

### Title: Legal Awareness Programme

### Objectives

The Legal Awareness programme at MMNSS College aims to:

**Empower Students:** Equip students with knowledge about their legal rights and responsibilities.

**Promote Gender Sensitization:** Raise awareness about women's rights and the importance of gender equality.

**Enhance Civic Responsibility:** Foster an understanding of the judicial system and its relevance in everyday life.

### Context

In today's complex society, legal literacy is crucial for informed citizenship. Recognizing this, MMNSS College initiated Legal Awareness program to bridge the gap in students' awareness regarding their legal rights and obligations. The program was particularly focused on addressing issues relevant to students, such as cybercrimes, gender-based violence, and human rights, thereby promoting a sense of civic duty and ethical behaviour.

### Implementation and Activities

The Legal Awareness program has been a cornerstone of MMNSS College's best practices since its inception, with several key activities conducted from 2018 to 2023. Some of the highlights are as follows

**Human Rights Day Celebration (December 9, 2022):** The Legal Awareness and Gender Sensitization Cell, in collaboration with IQAC, Human Rights Foundations Kollam (HRF), and the District Legal Services Authority, hosted a session with Adv. Vinod Mathew Wilson and Adv. Vijayakumar. The event addressed human rights protection, legal provisions, and gender sensitization.

**Invited Talk on Legal Rights and Responsibilities of Students (November 24, 2021):** The Legal Awareness and Gender Sensitization Cell, with IQAC, organized a talk led by Adv. Sooranadu Ravindran Pillai. He emphasized students' rights, including educational freedom, freedom of expression and inquiry, and the right to privacy and confidentiality of records.

**Webinar on Law Literacy for Students (March 9, 2021):** During the COVID-19 lockdown, the college held a webinar on law literacy. Dr. Aparna Sreekumar, Assistant Professor at NUALS, led the session, highlighting the importance of law literacy for students and key constitutional protections for their rights.

**One-Day Seminar on Women Empowerment: Women and Child Protection Laws (January 6, 2020):** The Women's Study Unit, in association with IQAC, organized a seminar on protection laws for women and children. Dr. Parvathy Menon, Former HoD of Zoology at NSS College, Neeramankara, discussed key laws safeguarding these groups.

**Invited Talk on Dowry Prohibition Act (November 26, 2018):** The Women's Study Unit hosted a talk by Adv. Manu Vilsan on the Dowry Prohibition Act. He discussed the legal implications of dowry and measures to protect women from dowry-related issues.

### **Impact and Success**

The Legal Awareness program has had a profound impact on the college community:

**Increased Legal Knowledge:** Students gained a deeper understanding of legal concepts, equipping them to navigate the complexities of modern society.

**Enhanced Gender Sensitization:** The program successfully raised awareness about gender equality and the legal protections available to women.

**Civic Empowerment:** The programmes fostered an understanding of the judicial system, empowering students to advocate for themselves and others.

### **Challenges and Resources Required**

The Legal Awareness program faced challenges:

**Time Constraints:** The busy academic schedule under the Choice Based Credit and Semester System (CBCSS) limited student participation in some activities.

**Financial Constraints:** The need for increased financial support to conduct more comprehensive legal awareness programs was identified.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

MMNSS College, Kottiyam, affiliated to the University of Kerala, was established in 1981 by the Nair Service Society to honour its visionary founder, Sri Mannathu Padmanabhan. The college was founded with a clear mission: to provide quality education across various disciplines and nurture students into individuals of strong moral character. From its inception, the institution has been deeply rooted in the motto “Na hi Jnanena Sadrusham Pavitramiha Vidyate,” which translates to "In this world, there is no purifier like knowledge." This guiding principle continues to shape the college’s vision and mission, which emphasize education as a key driver in the nation's development by empowering youth.

For MMNSS College, education is not merely the act of delivering a syllabus; it is a transformative process aimed at enlightening individuals through the dissemination of pure knowledge. The college believes that true education guides students to use their knowledge as a force for social welfare. The ultimate goal of the institution is to achieve liberation through education, shaping its students into men and women of integrity and character who will contribute meaningfully to the nation, to their own personal growth, and to future generations.

The college's faculty, known for their dedication and expertise, play a critical role in providing quality education. They ensure effective curriculum delivery while also fostering academic research, enhancing soft skills, offering remedial coaching, career guidance, and placement services. Among the college's many strengths, academic excellence stands out as a distinctive hallmark. Since its inception, MMNSS College has consistently distinguished itself from neighbouring institutions through its exceptional academic achievements. Year after year, the institution has produced university ranks, with students excelling in securing scholarships, medals, and other honours.

The academic term from 2018 to 2023 is particularly noteworthy, as it produced several exemplary instances of academic brilliance. In the 2022-23 academic year, six students—Nitheesh S. Babu, Gouri Raj R. G., Gopika Anil, Anila S., Anjali R., and Aparna S. Madhu—were awarded the prestigious Kerala Chief Minister’s Student Excellence Award for their outstanding academic performance. Similarly, in the 2021-22 academic year, Sreelekshmi P. received the Chief Minister’s Student Excellence Award for her stellar performance in the B.Com degree examination. During the same year, Nimisha R. S. from the Zoology Department secured the First Rank in the University, while three other students, Gopika Anil, Amritha G., and Varsha V. S., of the English Department achieved fifth, seventh, and ninth positions respectively in the University Rank List.

The previous academic year, 2020-21, saw further success, with Darsha S. S. from the English Department earning the First Rank in the University, and two of her peers, Swathy Nair and Parvathy V. R., securing fifth and seventh positions. Additionally, during this period, the college celebrated another significant achievement when Devika J. S. secured the Second Rank in the University for the MSc Physics program. In the 2019-20 academic year, the college boasted an impressive undergraduate pass percentage of 85%, an achievement unmatched by any other institution in Kollam District. This accomplishment placed MMNSS College among the top 10 institutions within the University. The previous year, 2018-19, saw a similar trend, with the college achieving a combined undergraduate pass percentage of 79%, placing it among the top-performing institutions in both the district and the university.

The consistent academic excellence of MMNSS College, Kottiyam, is a testament to its unwavering commitment to providing quality education. The college's legacy of nurturing well-rounded individuals who excel academically and contribute positively to society speaks of the success of its founding principles. As the institution continues to grow, it remains dedicated to its mission of shaping future generations through the power of knowledge, ensuring that its students are equipped to make a lasting impact on the world.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

As our institution advances on its progressive journey, we are committed to fostering dreams and ambitions across every domain. Our foremost priority is to achieve unparalleled academic excellence. We aim to elevate our current undergraduate departments to postgraduate departments and develop present postgraduate department into a research department. Among our most significant aspirations is the construction of a new block to accommodate new courses. We also plan to establish additional smart classrooms in all departments, forge stronger industry partnerships, and seek support from the RashtriyaUchchatar Shiksha Abhiyan (RUSA) to enhance infrastructure.

Moreover, the college intends to expand our digital infrastructure with more computers and dedicated digital hub. The college also wants to launch more community outreach initiatives, undertake significant projects, and host international conferences. The continued activities of the Women's Study Centre will remain a priority, with a renewed focus on promoting gender equity. Additionally, we are committed to developing advanced research laboratories to further enrich our academic environment. With unwavering confidence, the institution strives to remain a guiding light, continually enhancing its contributions to both our students and the broader community.

### **Concluding Remarks :**

A significant challenge that the college faces on its journey toward excellence and progress stems from the socio-economic and cultural backgrounds of our students. Many of these students come from families struggling with financial hardships, which severely limits their opportunities for academic advancement and cultural enrichment. The pressing task before us is to elevate these students by broadening their knowledge base and honing their skills in the artistic and literary fields.

Adding to these challenges, the college grapples with financial constraints. Since 2018, we have not received any monetary grants from the UGC, and despite multiple applications, financial aid from RUSA has also been elusive. Nevertheless, the college remains steadfast in its commitment to leading our student community toward excellence, even with limited financial resources. We rise above these obstacles, driven by the unwavering dedication of our deeply motivated faculty and administrative staff, who are passionately committed to the vision and mission of the institution. Through their relentless efforts, the college continues to defy the odds, ensuring that our students receive the education and support they deserve.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p><b>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</b></p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :44</p> <p>Remark : DVV has considered the supporting document and made changes accordingly</p>																				
1.2.2	<p><b>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</b></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>717</td> <td>730</td> <td>0</td> <td>300</td> <td>324</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>650</td> <td>623</td> <td>0</td> <td>300</td> <td>324</td> </tr> </tbody> </table> <p>Remark : DVV has considered the supporting document and made changes accordingly</p>	2022-23	2021-22	2020-21	2019-20	2018-19	717	730	0	300	324	2022-23	2021-22	2020-21	2019-20	2018-19	650	623	0	300	324
2022-23	2021-22	2020-21	2019-20	2018-19																	
717	730	0	300	324																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
650	623	0	300	324																	
1.4.1	<p><b>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</b></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken&amp; communicated to the relevant bodies and feedback hosted on the institutional website</p> <p>Answer After DVV Verification: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies</p> <p>Remark : DVV has considered the supporting document and made changes accordingly</p>																				
2.1.2	<p><b>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</b></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</p> <p>Answer before DVV Verification:</p>																				

2022-23	2021-22	2020-21	2019-20	2018-19
35	30	39	41	46

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
30	29	33	33	38

**2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
56	56	56	56	55

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
56	56	56	56	55

Remark : DVV has considered the supporting document and made changes accordingly

**2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)**

**2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
35	35	33	28	28

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
34	34	32	27	27

Remark : DVV has considered the supporting document and made changes accordingly

**3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years**

**3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	12	7	2	7

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	7	1	4

Remark : DVV has considered the supporting document and made changes accordingly

**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	27	5	2	7

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
02	08	03	01	02

Remark : DVV has considered the supporting document and made changes accordingly

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
14	4	4	4	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
13	2	4	3	5

Remark : DVV has considered the supporting document and made changes accordingly

**3.4.3 Number of extension and outreach programs conducted by the institution through organized**

*forums including NSS/NCC with involvement of community during the last five years.*

**3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
26	18	11	27	12

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
15	10	7	16	6

Remark : DVV has considered the supporting document and made changes accordingly

5.1.2 ***Following capacity development and skills enhancement activities are organised for improving students' capability***

- 1. Soft skills***
- 2. Language and communication skills***
- 3. Life skills (Yoga, physical fitness, health and hygiene)***
- 4. ICT/computing skills***

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has considered the supporting document and made changes accordingly

5.1.3 ***Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years***

**5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
672	397	690	531	436

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
690	397	690	531	436

Remark : DVV has considered the supporting document and made changes accordingly

5.1.4 ***The institution adopts the following for redressal of student grievances including sexual***

*harassment and ragging cases*

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has considered the supporting document and made changes accordingly

5.2.2 **Percentage of students qualifying in state/national/ international level examinations during the last five years**

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	13	14	9	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
09	08	10	9	5

Remark : DVV has considered the supporting document and made changes accordingly

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 last five years**

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
17	8	7	15	6

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
10	07	06	11	3

Remark : DVV has considered the supporting document and made changes accordingly

5.3.2	<p><b>Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)</b></p> <p><b>5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 392 1046 524"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>11</td> <td>3</td> <td>16</td> <td>15</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 602 1046 734"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>07</td> <td>04</td> <td>3</td> <td>6</td> <td>5</td> </tr> </tbody> </table> <p>Remark : DVV has considered the supporting document and made changes accordingly</p>	2022-23	2021-22	2020-21	2019-20	2018-19	23	11	3	16	15	2022-23	2021-22	2020-21	2019-20	2018-19	07	04	3	6	5
2022-23	2021-22	2020-21	2019-20	2018-19																	
23	11	3	16	15																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
07	04	3	6	5																	
6.5.2	<p><b>Quality assurance initiatives of the institution include:</b></p> <ol style="list-style-type: none"> <li><b>1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented</b></li> <li><b>2. Academic and Administrative Audit (AAA) and follow-up action taken</b></li> <li><b>3. Collaborative quality initiatives with other institution(s)</b></li> <li><b>4. Participation in NIRF and other recognized rankings</b></li> <li><b>5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or more of the above  Answer After DVV Verification: C. Any 2 of the above</p> <p>Remark : DVV has considered the supporting document and made changes accordingly</p>																				
7.1.3	<p><b>Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following</b></p> <ol style="list-style-type: none"> <li><b>1. Green audit / Environment audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Clean and green campus initiatives</b></li> <li><b>4. Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : A. All of the above  Answer After DVV Verification: B. Any 3 of the above</p> <p>Remark : DVV has considered the supporting document and made changes accordingly</p>																				

## 2.Extended Profile Deviations

ID	Extended Questions
1.1	<b>Number of teaching staff / full time teachers during the last five years (Without repeat count):</b>

Answer before DVV Verification : 86

Answer after DVV Verification : 93

1.2 **Number of teaching staff / full time teachers year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
36	36	36	38	37

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
35	35	35	37	36