

**Internal Quality Assurance Cell (IQAC)
Annual Quality Assurance Report
(AQAR)
(2014 – 2015)**

N S S COLLEGE, RAJAKUMARI

KULAPPARACHAL P.O, SANTHANPARA, IDUKKI 685619



Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

N S S College, Rajakumari

1.2 Address Line 1

Kulapparachal P O

Address Line 2

Idukki District

City/Town

Santhanpara Via

State

Kerala

Pin Code

689582

Institution e-mail address

nssrajakumari@yahoo.com

Contact Nos.

04868245370; 04868245515

Name of the Head of the Institution:

Dr. V G Lethabai

Tel. No. with STD Code:

04868245370

Mobile:

94956346041

Name of the IQAC Co-ordinator:

Dr. Praveen N

Mobile:

9447608163

IQAC e-mail address:

Iqac.nss@gmail.com

KLCOGN21882

1.3 NAAC Track ID(For ex. MHCOGN 18879)

KLCOGN21882

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/17/A&A/18.1

1.5 Website address:

www.nsscrky.ac.in

Web-link of the AQAR:

<http://www.nsscrky.ac.in/AQAR14-15.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.7	2017	2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

16/09/2016

1.8 AQAR for the year (for example 2010-11)

2014-15

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

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

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University,
Kottayam

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State In on Level

(ii) Themes: Electromagnetics, career guidance, environmental/agriculture

2.14 Significant Activities and contributions made by IQAC:

- Planned the various academic and co-curricular activities of the institution
- Monitored the feedback by the various stakeholders and discussed in the various academic and administrative bodies in and off the institution
- Piloted various cultural activities of the college in association with college union, women cell and NSS
- Given assistance to teachers to pursue research careers.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Sl. No	Plan of action	Outcome
1.	Academic calendar is prepared in unison with the examination calendar of the University	Academic and co-curricular activities are planned and implemented effectively
2.	Review the action plan in various platforms like college council, PTA, IQAC meetings	Feedback is obtained and the action plan is refined
3.	Admission committees are to be constituted as per the direction by the University and management	Admission procedures are carried out effectively and transparently
4.	Orientation programme for students and parents of the new admission	Created an awareness and bridged the gap between parents and students about the course, college and career

5.	Conduct of Anti-ragging awareness for the senior students in association with the Kerala Police	Conducted the programme and created a very good awareness to become a zero ragging campus
6.	PTS meetings for all UG classes	Conducted meetings regularly. Taken feedback from parents in written about the various aspects of the college, departments and courses. Feedbacks are reported to the departments and college authorities.
7.	Advanced and slow learners are to be considered	Walk with a Scholar and Scholar Support programmes are conducted
8.	Department meetings are to be convened	Frequent department meetings are convened
9.	Project works for UG and PG Students are to be carried out efficiently	Project works are given both in house and industry based
10.	Internal evaluations are to be carried out effectively.	Centralised internal evaluation tests are conducted at par with university examinations. Internal mark based grievances are minimised.
11.	College magazine is to be published to promote literary activities of students	Published magazine
12.	Department Alumni meetings are to be conducted	Conducted various Alumni meets which contributed many alumni talks

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate other body

Provide the details of the action taken

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of The Programme	Number of Existing Programmes	Number of Programs added during the year	Number of Self financing programmes	Number of Value added / career oriented programmes
PhD	0	0	0	0
PG	1	0	0	0
UG	5	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	6	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of Programmes

Pattern	Number of Programmes
Semester	6 - CBCSS
Trimester	0
Annual	0

1.3 Feedback from stakeholders

Feedback Collected and Analysed

Alumni Parents Employers

Mode of feedback Online Manual

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

Mahatma Gandhi University, Kottayam has introduced Choice Based Credit and Semester and Grading System in colleges affiliated to the University from the Academic Year 2009-10, under Direct Grading System. Regulations for Under Graduate Programmes under Choice Based Course-Credit-Semester System and Grading, 2013, was introduced in the University from the Academic year

2013-14 onwards, under Indirect Grading System. On the basis of the UGC directives, various Board of Studies / Expert committees framed draft Regulations and syllabi for various UG Programmes to be made effective from 2017-18 academic year onwards.

The P.G syllabus in Electronics offers in depth knowledge of the subject starting from its basic concepts to the state of art technologies in use today. Students are also provided extensive laboratory training on the course content and the current requirements of industries and R&D. the course is designed with a view to catering to the present day requirements in industries, R&D field higher studies and self-employment. The syllabus will be revised in the next year.

B.Sc. Degree Programme in Electronics is a two core courses programme under course credit and semester system. The programme aims to provide a strong foundation for developing skills in electronic circuit designing, software development, assembling, digital communication techniques, embedded systems, signal processing etc. The programme is designed with the objective to equip students to pursue careers in Electronics, IT and Computer Hardware related fields or to go in for higher studies in the related disciplines.

The revised syllabus for BCA Programme provides a strong foundation to pursue post graduation programme in computer science / applications. The knowledge acquired by the students may also equip them to meet the industrial need, and get placed. The radical changes in technologies, both hardware as well as software, and their ever increasing adaptation to newer areas of application, demand frequent updating of the academic curriculum so that the students can rise to the expectation of the Industry. The syllabus revision committee has considered all these factors thoroughly before venturing into the revision exercise.

The Bachelor of Business Administration course covers all functional areas of management, law, mathematics, statistics, accounting, computer application and accounting software. The two project studies one theoretical (Minor) and other practical (Major) as well as the mandatory requirements of three industrial visit and resultant report presentation will provide a cutting edge to this under graduate programme over the other similar ones. At the under graduate level no other course provide the student a feel and basic understanding on such a variety of disciplines.

As many business houses are looking for talented personalities from commerce background with a deep practical knowledge in handling Accounts, Auditing, Banking & Insurance, Computerized Accounting, Banking and Financial Services and Analysis, and Co Operation the syllabus of BCom has been restructured to develop a well-trained commerce graduate in the above areas. The curriculum and syllabus of the B.Com with Computer Application and B.Com Co Operation course was designed by Mahatma Gandhi University to provide maximum resources to the students in this field and it will help them in their higher studies as well as at the time of appearing for test and interviews for getting jobs. In addition the students undergo a training programme in association with banks, industrial units and similar organisations. They should also prepare and submit a project report on Entrepreneurship development at the end of the sixth semester. This will surely equip them in preparing project reports independently for obtaining financial assistance from banks and other financial institutions either for starting new industrial units or for making extension on the existing units. The new syllabus also give special emphasis to computer based Financial Accounting - Tally, MS Office, Visual basic and C programming. By doing this

programme the students are equipped for their higher studies and can act as job givers by incorporating their own business units.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	12	10	0	0

2.2 No. of permanent faculty with Ph.D.

4

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	3	0	0	0	0	0	0	0	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	-	4
Presented papers	7	-	1
Resource Persons	-	-	-

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

- ICT enabled teaching and learning
- Student centred teaching
- PTS discusses the progress in learning.
- Library provided free internet facilities
- Students are free to stay back in laboratories to conduct experiments and library is open to students on demand

2.7 Total No. of actual teaching days during this academic year 151

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

Internal evaluation are conducted strictly as per the directions and rules laid down by Mahatma Gandhi University. Open book tests, take home examinations are conducted in certain departments.

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

8	2	8
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2.10 Average percentage of attendance of students 89

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BCA	40	2	31	1		85
BBA	60	0	4	27	20	85
BCom MI	43	13	21			79
BCom MII	32	15	10			78
BSc	29	3	5	6	2	55
MSc	10	5	4			75

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

Academic calendar is prepared and implemented. Based on the feedback taken from the stakeholders, monitoring of teaching and learning process is carried out. Through brain storming sessions, college council meetings, PTA meetings and department meetings, remedial steps are suggested to improve the teaching learning processes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	

Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	5
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	7	0	2
Technical Staff	0	1	0	1

Criterion – III

3. Research, Consultancy and Extension

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

1. Encouraged faculty to pursue Ph.D
2. Conducted workshops to sensitize new technologies in the subjects

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4			
Outlay in Rs. Lakhs	11.30			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9		
Non-Peer Review Journals			
e-Journals			
Conference proceedings	13		

3.5 Details on Impact factor of publications:

Range average -index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

Nil

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					1
Sponsoring agencies					IEEE

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

1. Distributed free medicine to prevent communicable disease in the month of June

(ORBIT)-STUDENTS ORGANISATION OF Department of Business Administration with the help of Homeo Dispensary, Rajakumary distributed homeo medicines to students, teachers and public in order to prevent communicable diseases such as Chikungunya, chickenpox, common cold

2. Opportunities of Agri Business in Kerala- A seminar for students and public.

The seminar was conducted on 18th July 2017. **M/S AnjanaChandran** , Assistant Manager of VFPCCK has taken the class , The topic for the seminar was “Opportunities of Agri Business in Kerala.

3. Mushroom cultivation.

ORBIT (Students organization of department of Business Administration) with the help of VFPCCK Idukki, conducted a seminar on Mushroom cultivation. Assistant manager of **VFPCCK** Adimali conducted the class for the students and public

4. As part of Onam and Xmas celebration different department students have contributed to provide grocery and food to different orphanages.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total in Lakhs
Computers		15	Management	5.07
Renovation of Canteen			PTA and Management	3.6
Water Purifier			Management	1.23
Water Tank			Management	0.86
Total				10.76

4.2 Computerization of administration and library

- Office is computerised
- Library is computerised with PALibs software and supporting network resource centre
- Salary bills of staffs is processed through SPARK portal of Govt. of Kerala

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5600					
Reference Books	135					
e-Books						
Journals	7					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	77	63	60	1		5	4	5
Added	15	15	0	0		0	0	0
Total	92	63	60	1		5	4	5

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

- Separate computer laboratories for electronics and computer application students which are equipped with latest hardware
- ICT enabled teaching in all departments
- OFC based leased line provided by BSNL to the institution.
- All laboratories are connected with Wi-Fi facility

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.07
ii) Campus Infrastructure and facilities	5.69
iii) Equipments	
iv) Others	
	10.76

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation program to give awareness on programme of study, department, college and career were given to first year students and parents.
- College website is updated to give information to all stakeholders
- College calendar is published every year to give relevant information to students
- The public address system is efficiently utilized to give information to students regarding examination fee, exam dates.
- Grievances cell monitored the student amenity related issues and brought into the notice of authorities
- Helped the placement cell by giving timely information regarding in and off campus recruitment drives
- Given necessary suggestions and directions to departments to conduct workshops and seminars

5.2 Efforts made by the institution for tracking the progression

- Students as well as parents are given necessary awareness on programme they are admitted. The future scope, job potential and various aspects of the programmes were discussed.
- Feedback from the parents and students were taken regularly. Open discussion on general issues pertaining to the overall development of the institution is carried out during PTS meetings. Student progress is discussed in these meetings and student-parent-teacher interaction is done to discuss the strengths and weaknesses of individual student.
- Student attendance is taken in each hour of class and is strictly monitored. Consolidated attendance is published in the notice board of the departments. Any shortage in attendance is informed to parents.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
656	22	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	327	49.85		329	50.15

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
360	65	14	212	1	656	357	67	14	217	1	656

Demand ratio: Information not available as admission is carried out by Centralised allotment process of Mahatma Gandhi University, Kottayam.

Dropout % - 0.661

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

- Training for PG entrance examination conducted by Business Administration Department.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET SLET GA CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Various career programmes conducted by Business Administration dept.:

1. By Diisha Mentors- Interview training & GD
2. General Election and rule
3. Mushroom culture

Various career programmes conducted by Electronics Dept.

1. Career programmes for Ist year students and parents

Various career programmes conducted by Computer Applications Dept.

2. Career programmes for Ist year students and parents

Various career programmes conducted by Commerce Dept.

3. Career programmes for Ist year students and parents conducted by Business Administration department

No. of students benefitted

600

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	50	17	2

5.8 Details of gender sensitization programmes

Women cell conducted 3 programmes:

1. Program on Cyber laws and women
2. Program on Drug abuse
3. Program on health and hygiene

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4	2000
Financial support from government	391	1528360
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

Homeo medicine distribution by Health department and Business Administration department.

5.13 Major grievances of students (if any) redressed: 1. Canteen renovation
2. Poor condition of college play ground

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the College

To uplift the socio-economic backwardness of this area by providing job-oriented education in new generation programmes like Electronics, Computer hardware and Software, Business administration and Commerce and to equip the stakeholders competent and hardworking to survive the challenges in the present competitive world.

Mission of the College

- To mould the stakeholders of the various programmes to excel in their fields
- To give opportunity for community and extension activities and hence to create awareness of the real world situations
- To nurture the inbuilt capability of every student through curricular and non-curricular activities
- To facilitate the stakeholder expertise in solving practical as well as real world situations through well-equipped laboratories and in-house projects
- To convert the laboratories into active research centers

6.2 Does the Institution has a management Information System

College has a well-connected internet leased dedicated line with Wi-Fi facility which enables to connect all the departments and university. The website of the college communicates with the stakeholders regarding the latest announcements and news. Every notice to the students and teachers are announced through public address system and notice board.

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

6.3.1 Curriculum Development

Eventhough syllabus and curriculum are revised and developed by the University, this institution has played a major role in designing, developing and improving the undergraduate degree programmes of Mahatma Gandhi University. Teachers of

Computer Applications, Electronics and Business Administration are included in the Board of Studies, Expert Committee on syllabus revision and Academic council of Mahatma Gandhi University which revised the syllabus and curriculum of degree programmes during the year 2017-18.

6.3.2 Teaching and Learning

- Fresher's as well as the parents are given induction programme which enable the students and parents to get awareness on the programme they opted
- ICT enabled teaching is encouraged by providing facilities to all departments.
- Walk with a Scholar and Scholar Support Programmes of Govt. of Kerala are effectively carried out to cater the needs of advanced and slow learners.
- Class tutors are effectively communicated with the students and redressed the grievances in academic and general topics
- Weekly class tests, internal test series are conducted regularly as per the academic calendar in accordance with the university calendar. Marks of the internal tests, external university results are discussed with the parents during PTA meetings.
- Internal marks are published in the notice board, ratified by the students and uploaded to the University portal promptly without any grievances and errors.
- Seminars, workshops on all subjects are conducted regularly.

National Science Day was observed by Department of Electronics by screening video lectures by Prof. Walter Levin of MIT. National Service Scheme has observed National Yoga day by giving yoga sessions to students. Department of Business Administration has organised workshop on mushroom culture in association with Vegetable and Food Promotion Council, Adimali. One day workshop on Electromagnetics was organised by Department of Electronics sponsored by IEEE Cochin chapter.

6.3.3 Examination and Evaluation

As per the rules and regulations stipulated by Mahatma Gandhi University, internal examinations and external evaluations are conducted promptly. Department level monitoring committee and College level monitoring committee is functioning to monitor the effectiveness in internal evaluation process. The internal marks are published in the notice board before uploading into the university portal, ratified by the students, teachers and head of the department.

Teachers are also conducting weekly tests, module wise tests, assignments and seminars. Project works are assigned to get exposure on latest trends and industrial standards.

6.3.4 Research and Development

Three teachers are on UGC-FDP to complete Ph.D. at various universities of Kerala. 5 teachers are doing Ph.D. on part-time basis.

6.3.5 **Library, ICT and physical infrastructure / instrumentation:**

- Library is a centralised one with UGC network resource centre functioning to give students an opportunity to use internet.
- INFLIBNET is provided in the library
- All the departments have ICT enabled facility
- Wi - Fi enabled Campus.
- The labs are well equipped with the modern equipment and computers supported by management and UGC.
- Gymnasium is equipped with latest fitness equipment

6.3.6 **Human Resource Management**

- College council, Alumni, various clubs and forums supports the functioning of the college with an intention to provide better education to the common in this area.

6.3.7 **Faculty and Staff recruitment**

- Faculty and staff are recruited transparently by the management as per the norms laid down by UGC/University and Government.
- Guest faculties are recruited on need basis by the management as per the norms by the Govt. of Kerala
- Ministerial guest staff is recruited and supported by PTA

6.3.8 **Industry Interaction / Collaboration**

- Students of BBA, BCA and BSc Electronics are carrying out project work during their final year/semesters. Many of the students are doing project at R & D institutions, cut-in technology organisations and business entrepreneurs.

6.3.9 **Admission of Students**

The admission to the various UG and PG degree programmes are managed by the online Central Allotment Process (CAP) of Mahatma Gandhi University at par with the are as follows:

- 50% of the sets are filled by the University for general merit
- 20% of the seats are reserved for SC/ST and filled by the CAP process
- 20% of the seats are reserved for management quota
- 10% is reserved for community candidates.

6.4 Welfare scheme for

Teaching and non-teaching: As per the pay rules of the Govt. of Kerala, following welfare schemes for teaching and non-teaching staffs are implemented.

Provident Fund, SLI, Accident Benefit Scheme, Group Insurance, Pension schemes, Onam Festival allowance and advance, College canteen etc.

Students:

Fee concession as per Kumara Pillai Commission Report (KPCR) for all back log and low income class, Merit scholarship by Higher Education dept., merit scholarship for forward caste by Forward Caste Commission, Govt. of Kerala, SreedharaPanicker memorial endowment for meritorious students, Hostel fee for SC/ST students etc.

6.5 **Total corpus fund generated:** Rupees 1528360/- only

6.6 **Whether annual financial audit has been done** Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management audit team	yes	Academic committee and College council
Administrative	Yes	Local fund audit Govt of Kerala, DC audit, Accountant General	yes	College council

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Mahatma Gandhi University has introduced question bank system for UG degree programmes. Majority of the teachers of Electronics, Computer Applications, Business Administration and Commerce have co-operated and contributed to the question bank system in the role of contributors and co-ordinators. In the coming years, similar to online question paper delivery for PG examinations, UG degree examinations are also becoming in the online mode. This will increase the security and error free delivery of question papers to the college.

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

Nil

6.11 Activities and support from the Alumni Association

Alumni contributed in terms of motivational talks, contribution to enhance laboratory facilities etc.

- Gurudakhina, inspired alumni lectures are organised by the alumni of Electronics department
- Alumni of Electronics Department have enhanced the electronics laboratory by laying anti-static vinyl flooring.

6.12 Activities and support from the Parent – Teacher Association

- The executive committee of the PTA meets frequently to monitor and discuss student grievances and affairs.
- The infrastructure is improved with the aid of PTA fund
- Teaching assistance is provided by PTA through advance salary. Financial assistance is provided for temporary ministerial and security staff.
- Temporary technical staff salary is supported by PTA
- PTS meetings are conducted to discuss overall development of students
- Annual PTA meeting is convened to discuss the general and financial matters including budget.
- PTA financially supports the repairing, electrical, plumbing and maintenance works.

6.13 Development programmes for support staff

- Assistance is given to attend the e-grantz training programmes

- Staff meeting is carried out once in every month to discuss the overall functioning of the office and administration.

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

In association with the NSS, college keeps the campus follows green protocol. Campus is plastic free and given sufficient awareness to the students regarding the littering of plastics and non-degradable wastes. Common area is provided to dump the degradable and non-degradable wastes. Every year new saplings are planted under the auspices of NSS and

Criterion – VII

7. Innovations and Best Practices

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

1. The automation of the office is implemented.
2. Provide internet facility to each department has helped in teaching – learning.
3. Green Campus – Clean Campus programmes were organised by the institution

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

1. Emphasis was given to curricular and co-curricular activities in the action plan and these were effectively implemented.
2. Admissions to various UG and PG programmes were conducted as directed by the University
3. Internal examinations were conducted effectively as planned and a Continuous Evaluation of marks were uploaded to the University on time.
4. Tutorials and PTS meetings were regularly conducted by various departments and the review of these meetings has helped in timely redressal of student grievances.
5. Faculties from various departments participated in many Workshops ,Faculty Development Programmes and Seminars and have numerous Publications to their credit.
6. Women Cell Committee strengthen its function to provide a platform for listening to complaints and to empower and to orient women to recognize their true potential.
7. Various environmental awareness programmes, Blood Donation Awareness Campaign , Anti-drug abuse Campaign were organised by the institution

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practice: I

Title of the Practice: *The Info Archive*

Goal

The Department of Computer Applications introduced the novel concept during the year 2011-12 —The Info Archive —to help poor students in its roll. The info archive gives an opportunity for the students to refer text books and study materials free of cost.

The Context

Most of the students studying BCA course comes from families of very poor financial background. The text books and reference books for the course are costly and are not affordable to most of them. Based on the feedback obtained from the students of previous batches, the department introduced the concept of info archive to help the needed students. The department introduced the practice in the academic year 2011-12 in which passing out students are directed to contribute as many text books as they can to the department. Now the info archive of the department has nearly 60 books contributed by the final year students of 2011-12, 2012-13, 2013-14, and 2014-15

The Practice

The Info Archive constitutes the reference books and text books for the BCA students. The students can refer books during their free time or in the morning / afternoon sessions.

The books are kept in the department and are readily available for reference. The department is planning to increase the number of books with the help of its alumni. The alumni who are well placed can donate books to the department as a token of appreciation for the help they received during their study in this college.

The main difficulty which may arise is the maintenance of the old books, and another concern is the space for storing the books. Now the books are available for reference only and we need to have the service of a librarian if lending of books is to be introduced.

Evidence of Success

The present crop of students in the department feels they are highly benefitted from the concept of getting the study material free of cost. The books are frequently referred which itself speaks volumes on the success of the practice.

Problems Encountered and Resources Required

Major concern is the fund for proper binding and maintenance of books. Also if the lending facility is to be introduced, services of a librarian becomes imminent

Notes

As the concept became popular, other departments have implemented the same in their programmes.

Best Practice: II

Title of the Practice : *Question Bank*

Goal

For the past few years, Department of Computer Applications started the practice of collecting the University questions since its establishment. The Department has a huge collection of University questions for the immediate reference for its student community. The question bank of university questions collected since 1998 is of immense value for the faculty as well as students. The question bank contains almost ninety percent of questions of the M.G University, ever since the introduction of BCA course.

The Context

For the students studying in any course, the immediate concern is to excel in the University examination. Once the syllabus for a paper is completed, students would like to have the possible set of questions for reference. As such, the faculty of the department started the practice of collecting the University questions for future batches of students. At the end of the course, students are directed to go through the question bank and submit assignments on a selected set of questions.

The Practice

The question bank of BCA questions is just like a plethora of information for the students as a treasure like this is not available even on websites. This question bank has generated so much of interest even from outside colleges where BCA course is taught. The student community in our college is extremely lucky to have the question bank at their disposal. The department is continuing this practice though the number of questions is ever increasing

Evidence of Success

The exemplary results achieved recently and the number of university ranks obtained in the short span of time is clear proof on the success of the practice. By referring the question bank, even an average student becomes highly successful.

Problems Encountered and Resources Required

Proper binding and subject wise categorization is becoming a difficult task as the number of questions are on the increase with passing of academic years.

Notes

Mahatma Gandhi University, Kottayam has introduced question bank system during this year 2017-18 for UG courses and it was a tremendous opportunity for the faculty and students of our college to contribute questions to the bank. Our teachers have contributed without much effort an extensive amount of questions to the question bank of the University for the subjects of computer application programme

7.4 Contribution to environmental awareness / protection

1. All the departments participated in the Campus Clean Campaign. The whole college community devotes themselves in cleaning the campus. One hour is dedicated for this.
2. In the World Environment Day Celebrations, around 70 saplings were planted in the campus.
3. An awareness programme on hazards of plastic waste has been conducted for the students.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

1. Highly Competent Faculty
2. The U G and PG result is higher than the University average.
3. Low drop out percentage.
4. Direct personnel interaction with parents and students.

Weakness:

1. Semester working days not enough to complete the syllabus on time
2. Lack of Financial support for conducting various seminars and campaigns.
3. Almost all students are from weaker section including linguistic minority

8. Plans of institution for next year

1. Academic activities are to be planned in advance
2. Smooth and transparent admission process in accordance with the rules and regulations as per the University
3. PTS meetings to be conducted in all departments
4. Regular meetings of anti-ragging Cell and Discipline Committee to be conducted
5. Induction programme for I st year UG to be conducted
6. College handbook to be prepared and distributed to all the students and staff of the institution
7. Department to monitor the academic progress of slow learners
8. Sufficient tutorials to be conducted and difficulties of students to be duly analyzed
9. Smooth conduct of Internal Examination and publication of CE mark periodically
10. Collection of feedback form from students under the guidance of IQAC
11. Coaching classes for UGC-NET for PG students and Bank test for all students to be organized
12. Strengthening student support activities like women Cell, grievance cells and undertaking more outreach programme.
13. Infrastructural facilities in the campus to be improved.

14. Cultivate Vegetable garden for college hostel.
15. Should conduct a survey among the inhabitants of the VII ward of RajakumariPanchayat on health hazards due to the use of pesticides

Appendix – I

STUDENTS FEEDBACK FORM

COLLEGE LEVEL

Department _____

Class _____

Academic Year _____

Assess your College for each parameter.

No	Parameters	Excellent	Very Good	Good	Average	Poor
1	Internal Evaluation and Grievance Redressal Mechanism					
2	Library Facility					
3	Discipline					
4	Club and Extension					
5	Canteen					
6	Toilet and Recreational Facilities					
7	Help in Career Guidance					
8	Office Assistance					
9	Student Teacher Relationship					
10	Quality of Teachers.					
11	Arts and Sports promotion					
12	Suggestions if any					

Appendix-II

PARENTS FEEDBACK FORM

Dear Parent.

This form has been designed to seek feedback from parents to strengthen the quality teaching-learning environment in the college and also to assess and to improve academic, non-academic and infrastructure facilities.

Name of the parent	
Contact Number	
Name of the Ward	
Name of the Course Studied	
Academic year	

Parameters	Excellent	Very Good	Good	Average	Poor
Admission Procedure					
Fee structure					
Infrastructure					
Lab facilities					
Faculty					
Internal Evaluation and Grievance Redressal Mechanism					
Club and Extension					
Library					
Canteen Facilities					
Discipline					
PTS					
Placement					
Quality of education					
Suggestion for improvements:					

Appendix-III

ALUMNI FEEDBACK FORM

We are glad that you have spent valuable years pursuing courses of your choice at NSS College Rajakumari. We shall be thankful if you can spare some of your valuable time to fill up this feedback form and give us valuable suggestions for further improvement of the College.

Parameters	Excellent	Very Good	Good	Average	Poor
Admission Procedure					
Fee structure					
Infrastructure					
Lab facilities					
Faculty					
Quality of support material					
Club and Extension					
Library					
Canteen Facilities					
Discipline					
Placement					
How do you rate the quality of education received from the college for pursuing higher education?					
How do you rate the quality of education received from the college for securing employment ?					
How do you rate development activities organized by the Department/College for your overall development?					
Suggestion for improvements:					

Appendix-IV

EMPLOYER FEEDBACK FORM

Dear Employer's, Please use this form to structure our alumni (your employee) performance evaluation process

Name of the Employer and Address	
Employer Phone	
Employer Email	
Name of the Employee	
Job Title or Work Assignment	
Employee Joining Date	

How you rate our students with respect to

Parameters	Good	Average	Poor
Work Quality			
Being open to new ideas and learning new technologies?			
Work -place behavior			
Relation with Others			
Suggestions and Criticism			
Their ethical and moral values.			
Communication skills.			
How you rate the support you received from the college during placement drive?			
Any other comments			

Appendix-V

N S S COLLEGE RAJAKUMARI ACADEMIC CALENDER-2017-18

DATE	ACTIVITY
01/6/2017	College opens after Mid-summer Vacation-Semester III and V of UG and Semester III of PG Classes commences
03/6/2017	UG admission starts
29/06/2017	I st Degree Classes commences
12/07/2017	PG IInd Semester classes ends
13/07/2017	PG IIIrd Semester classes commences
03/8/2017	Internal Test Series-I for III and V Semesters of UG begins
16/08/2017	PG Ist Semester classes commences
01/09/2017 to 10/09/2017	Onam holidays
12/10/2017	Internal Test Series-II for III and V Semesters of UG and PG – III begins
26/10/2017	Publication of Internal Marks Semester I (UG) & Semester I PG internal series –I
27/10/2017	III rd , V th UG classes ends
22/11/2017	I st Semester UG classes ends
23/11/2017	Semester I (UG) & Semester I PG internal Test series- II begins
06/12/2017	I, III semester PG classes ends
07/12/2017	II, IV Semester PG Classes commences
23/12/2017 to 01/01/2018	X-mas holidays
11/1/2018	Internal Test series I of UG- II, IV & VI th Semesters and Semester IV of PG begins
28/2/2018	Internal Test Series II of Semester II, IV and VI of UG and PG IV begins Internal Test Series- I of PG-II begins
21/3/2018	Internal Test Series- II of UG –II and PG-II begins
28/3/2018	Publication of internal marks
31/3/2018	College closes for Mid-summer Vacation. End of II,IV & VI semester of UG and II & IV of PG classes