



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		N S S College, Rajakumari
• Name of the Head of the institution		Dr. Rajeevan R
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		04866824515
• Mobile no		+919447608163
• Registered e-mail		nssrajakumari@yahoo.com
• Alternate e-mail		nssrajakumari@gmail.com
• Address		N S S College, Rajakumari
• City/Town		Kulapparachal, Idukki Dt.
• State/UT		Kerala
• Pin Code		685619
2.Institutional status		
• Affiliated /Constituent		Affiliated
• Type of Institution		Women
• Location		Rural
• Financial Status		UGC 2f and 12(B)

• Name of the Affiliating University	Mahatma Gandhi University, Kottayam				
• Name of the IQAC Coordinator	Dr. Praveen N				
• Phone No.	04868245370				
• Alternate phone No.	9447608163				
• Mobile	8111829035				
• IQAC e-mail address	praveen.naniyat@gmail.com				
• Alternate Email address	praveen.naniyat@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://nsscrky.ac.in/assets/files/aqar/aqar19_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	www.nsscrky.ac.in/academic_calendar20_21				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.7	2016	16/09/2016	15/09/2021
6.Date of Establishment of IQAC			14/01/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Infrastructure Grants to Colleges	RUSA	2019	6639782	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>-Conducted several online webinars and workshops -PTS is convened in the online mode -More number of skill development programmes -In Association with NSS, NCC COVID related preventive programs were conducted -Admission is carried out transparently and smoothly in the online mode</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Even with the COVID Pandemic difficulties, Academic Calendar was prepared and online classes were conducted effectively	The teaching learning process was carried out effectively
Admission process to be carried out transparently through online mode using admission portal of Mahatma Gandhi University	Admission procedures were conducted through online mode even in the pandemic period
Orientation programme for newly admitted students and their parents	Conducted orientation programme for students and parents were conducted in the online mode which created awareness of the programmes and their curriculum
Workshops and Seminars are to be conducted	Several online webinars, talks and workshops including 2 day and day workshops were conducted which transacted curriculum as well as knowledge on cutting technologies
Skill development is to be conducted	Skill development courses were conducted in the offline mode after the regular contact classes started. These programmes enhanced the skills of the students
Internal evaluation are to be carried out	Continuous evaluations were carried out in the online mode

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	27/03/2021

15. Multidisciplinary / interdisciplinary

College offers programmes in Computer Science, Electronics, Business Administration and Commerce which are of Job-oriented status have several courses of interdisciplinary and multidisciplinary structure. All the programmes were in the CBCSS pattern and offers elective and open courses that gives flexibility to learners for choosing multidisciplinary and interdisciplinary courses from other departments. Several add-on certificates offered by departments conducted by all departments aims to give skill development and capacity enhancement for the learners. These courses can be taken by any student of the college irrespective of their subject/department of study. These courses foster the student's capacity enhancement in the various academic and vocational domain.

16. Academic bank of credits (ABC):

Since Academic Bank of Credits is the newly implemented endeavour of National Academic Depository of the Government, participation to ABC is under the consideration of college and in the coming years, college will be a part of this venture.

17. Skill development:

Skill development is the primary aim envisaged in the New Education Policy and hence each HEI should be a centre for enhancing skills for employability. During the year 2020-21 several certificate programmes and capacity enhancement programmes were conducted by all departments even in the hard times of pandemic. N S S College, Rajakumari offered 6 certificate courses in the academic year 2020-21. The ASAP (Additional Skill Development Programme - an initiative of Government of Kerala) 3 certificate programmes in GST, Python and AWS were also conducted. Several webinars and workshops on skill development in Electronics, Computer Science, Entrepreneurship, Commercial Practices, Life Skills were also conducted in the online mode in the pandemic period.

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

As envisaged in the NEP, promotion of Indian arts and culture is important not only for the nation but also for every stakeholder in the higher education institution. During the pandemic period, since face to face programs that fosters the culture and arts were not

possible, college conducted celebrations through online platforms. Onam was celebrated in the college with various cultural programmes by students and teachers in the Google Meet platform. Students recorded their videos on their talents and played during the online programme. Organisations like NSS, NCC conducted several online programmes to promote arts and culture among students during the pandemic period. Teachers of the college officiated as counsellors for a state wide programme "Kooda" to create confidence among students who were kept away from the campus social life in the arena of pandemic.

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

College offers 5 UG programmes and 1 PG Programme. Necessary changes have been adopted in the syllabus and curriculum to implement a learner centric, outcome based education by the Institution. Every programme has been set an outcome and every course is having a specific outcome as envisaged by the affiliating University and are published in the college website. All the 6 programmes being offered as outcomes-based education (OBE) which are designed keeping in mind the regional and global requirements. The syllabus and curriculum of UG and PG programmes of Mahatma Gandhi University has clearly stated Programme Outcomes, Programme Specific Outcomes and course outcomes. All courses are designed with outcomes cantered on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creating. Majority of the faculty were actively involved in the question bank preparation of the Under Graduate and Post Graduate programmes of the Mahatma Gandhi University which is one of the component for the evaluation of outcome attained by the student.

20.Distance education/online education:

Covid-19 pandemic forced the teaching, learning and evaluation process in the online mode and this institution has successfully carried out the teaching learning process efficiently and effectively in the online mode. Even though college does not have any LMS platform, every faculty in the college uses Google Classroom as the LMS platform. College conducted three day workshop on MOODLE and the design of an LMS platform is underway. Online classes were recorded by each faculty and shared in the Google Classrooms and YouTube so that no student is kept away from the class due to lack of bandwidth. This reduces the digital divide among the students. Survey conducted by the college and Government revealed that no student is divided apart from the online classes due to lack of equipment and bandwidth. Efforts have been made to conduct the online certificate programmes in MOODLE platform so that students

can do the certificate programmes effectively within the stipulated time. The college is equipped with sufficient bandwidth leased line to handle the online classes for the entire faculty at a time. Institution will continue to carry out the teaching learning evaluation process in the blended mode as online teaching is the need of the hour in the higher education sector as envisaged in the NEP.

Extended Profile

1.Programme

1.1	6
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	215
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	132
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	215
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	33
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	33
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	8744866
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	86
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

NSS College Rajakumari is affiliated to Mahatma Gandhi University Kottayam, so we follow the curriculum designed by it. Following are the various means through which it executes the curriculum. An Academic Calendar is prepared every year at Institute level and the action plans are formed accordingly. Faculty members prepare their teaching plans considering the Academic Calendar. Curricular and co-curricular activities are planned in the academic calendar to achieve the set outcomes. During pandemic period, the academic communitiy of the college used various platforms platforms like Google Class room, youtube, whatsapp etc. were also used for

teaching and assessment, hence eliminating the digital divide. Also an LMS on behalf of the college is planned to design under MOODLE platform

The College regularly organizes and conducts bridge courses for the newly admitted students. A Question Bank containing model question papers and old university question papers are made available to the students. Two internal test papers and assignments are conducted as part of continuous evaluation. Department level monitoring committee monitor and evaluate the courses and DLMC examines the complaints of offended students regarding the evaluation .

Thus, by optimum utilization of available infrastructure, entire curriculum delivery is very well planned, effectively implemented, and properly documented by all the faculty members.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic plan for the year is prepared in the beginning of the academic year and is published, after getting approval from College Council. University's Academic Calendar is referred while preparing the college academic calendar. Faculty members prepare all their plans as per the Academic Calendar. IQAC ensures that Academic calendar is prepared on time.

The activities of the clubs, cells, associations etc. are planned at the beginning of the academic year and carried out in the most efficient manner. Teachers are given charge of various activities and there is a very efficient mechanism in which the entire college fraternity contributes. The College Council, Grievance Redressal Cell, Women's Cell, students clubs etc. are part of this self-regulating mechanism which play pivotal roles in the day to day functioning of the college.

The details of various programmes, courses, programme outcomes, programme specific outcomes, course outcomes, syllabus, and details of assessment process for all the programmes are made available in the College Website. An Internal Examination Committee is

constituted for ensuring the quality of internal assessment. Two internal test papers are conducted in a semester as part of continuous evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

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

1.2 - Academic Flexibility

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

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

6

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

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

6

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

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

338

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

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

The diverse programmes offered in the various disciplines have incorporated the cross-cutting issues relevant to Gender, Human Values, Environment and Sustainability into the Curriculum. As per the new UGC regulation, Environment Studies and Human Rights has been incorporated into the fifth semester UG syllabus. The programmes are structured in such a way that students acquire the basic concepts of the cross-cutting issues.

The college is affiliated to Mahatma Gandhi University, Kottayam and we follow the syllabus and curriculum given by the university. The college cannot add additional topics to the syllabus. But various programmes related to crosscutting issues are including in regular activities of various clubs and associations in the college. The NCC

and NSS units of the college engage in social awareness, cultural programmes, Legal Awareness Programme and awareness on Drug Abuse. Different functional cells and clubs of the college engage in various schemes and programmes related to these cross-cutting issues. The women cell of the college provides training to girl students. The institution gives equal opportunities to students irrespective of the gender in department activities, student union elections and various cell / club activities.

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

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

8

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

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

306

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

1.4 - Feedback System

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

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

215

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

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

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

43

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

It was the year of the COVID pandemic. The institution completely switched to an online mode of teaching. Through each online class, the teachers had to motivate, counsel, and make them accept the situation.

The institution organized an online orientation program for all First year UG Students. Since they come from schools, they are oriented to the different curriculum aspects and opportunities for them after graduation. The benefits of joining various organizations such as NSS, NCC, etc, and their role in society are emphasized.: All the first-year UG students are given a bridge course.

- The institution also organizes webinars, and peer teaching for advanced learners.
- There is a seminar series called GURUDAKISHNA Series by the PG Dept. of Electronics, Alumni lecture series from the Business Administration and Computer Application departments where notable Alumni conduct webinars, workshops, and motivational speeches to guide the students.
- Youth Parliament was conducted to understand the parliamentary

procedures and to realize the strength and effectiveness of democracy.

- Class tests are given on a regular basis. Also, slow learners are allowed to re-appear on the tests.
- They are given remedial teaching.
- The slow learners are helped by the advanced learners.
- Recorded sessions, class notes, questions and answers, and web links are provided in the google classrooms.

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

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

Number of Students	Number of Teachers
607	33

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

- It was a year of the COVID pandemic,
- The students are not only encouraged to participate in skill development programs but also are motivated to give their ideas to Young Innovators Programme (YIP), organized by the State Government. Here, students can give their ideas and selected ideas are implemented with the help of experts assigned by the Government.

- Seminars, workshops, training programs are conducted in the online mode are conducted
- Final Year Project work enhanced students' experiential and participative learning
- Every student is assigned with a mentor to do the project work of their interest

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

It was the year of the COVID pandemic. All the faculty use ICT to facilitate the teaching-learning process. Classes are offered through Google Classroom and YouTube channels. Recorded Video Lectures are offered through Google Classroom, making students capable of accessing them anytime and anywhere. Video Conferencing Platforms like Zoom, Google Meet, etc. are used to facilitate effective communication and collaboration in the virtual classroom. YouTube lectures by experts and Film shows are provided for effective self-learning and better comprehension of the concepts. Teachers use online assessment tools like Google Forms for quick evaluation and results. Assignments and Project works are submitted online and immediate rectification is noted. This method is convenient as it allows quick transmission despite geographical barriers. The grading process is transparent as the students can view the progress of their assignments. Teachers are well-trained in ICT-enabled teaching techniques. An Orientation Programme on LMS was conducted for teachers as well as students in order to familiarize them with the online teaching scenario. Campus-wide net connectivity and the Digital library and E-resources like N-LIST and other online resources like INFLIBNET facility ensure access to e-resources. College library is automated. Each Department is equipped with computers and LCD projectors

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

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

2.3.3.1 - Number of mentors

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

33

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

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

404

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

2.5 - Evaluation Process and Reforms

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

The College strictly adheres to Mahatma Gandhi University's prescribed guidelines regarding internal assessment evaluation. The continuous internal evaluation is based on four components- internal examinations, attendance, assignments/seminar/viva voce, with fixed weightage to each element.

The internal examinations are conducted by Internal Exam Committee headed by a Coordinator.

Planning the timetable, allotting classrooms, collection and sorting of question papers, valuation and the publishing of consolidated mark lists come under the responsibility of this Cell.

Two internal examinations are conducted for each semester. Question papers for the internal exams are set at the department level according to the pattern of University examinations and handed over to the Internal Exam Committee. The venue and the date of the internal exam will be announced one week prior to the exam

Uploading internal marks to the University portal: Internal mark sheets of each course, Form A, and consolidated internal mark sheets of Form B is published on the notice board. The students are given a provision to verify the internal marks and submit grievances.

The verified marks are uploaded to the university website within the stipulated time after the three-tier process of verification at the faculty, HOD and Principal levels.

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

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

At the Department level, grievances are resolved by the Department Level Monitoring Committee ,HOD and the concerned faculty.

Grievances related to the inability to attend the examination on specified dates can be first presented to the HOD who directs it to the concerned teacher or department.

Grievance regarding evaluation is brought to the concerned teacher's notice at the time of distribution of valued answer scripts. The discussion of question papers at the time of distribution of valued answer scripts offers a first chance for the student to scrutinize their answer scripts in the presence of faculty. Grievances, if any, can be resolved at this stage.

Slow learners are given chances of supplementary examination and are supported by scholar support programme of Kerala Government.

In addition to this, a progress report of internal examinations is given to the parents in the class-wise PTS. At this stage too students can raise their grievances if any.

Display of internal mark sheets of each course, form A and consolidated internal marks, Form B in the notice board gives provision for the students to verify their internal marks and ensures transparency

At the College level, Grievances are resolved through a committee

constituting the Principal as chairman, internal examination cell coordinator, and HOD of the concerned department. The grievances which are not resolved at level one are redressed by a college-level committee. If the grievance is not resolved at the lower levels, a student can approach the University level.

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

2.6 - Student Performance and Learning Outcomes

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

POs, PSOs and COs of all the UG and PG programmes offered by the College are communicated through Websites. The College organizes Orientation Programmes and Bridge Courses for first-year students at the onset of each academic year. The programme details such as nature, scope and application, syllabus, the pattern of examination, expected outcome, PO, PSO and COs are communicated to the students through this platform. The faculty members communicate POs, PSOs and COs to the students and clarify their doubts while introducing topics every Semester. Curricular and Co-Curricular Programmes are planned by the faculty to attain the expected PO Exhibition of PO and PSO of every programme in front of each respective department.

The tests, assignments, seminars, projects and learning activities are aligned to incorporate the attainment of COs and PSOs envisaged in the Course plans and adequately communicated to them. Each department has published a handbook of POs, PSOs and COs and they are displayed to the students through Moodle.

Handbook of POs, PSOs and COs is available on the table of the Head of the Department. POs, PSOs and COs are displayed on the website.

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

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

The college gathers information on learning outcomes through ceaseless evaluation methods like Class tests for estimating COs

Seminar introductions and classroom discussions

Participation in field trips

Performance in viva

Involvement of students in club and support cell activities

College evaluates the attainment of program-specific outcomes and course outcomes on the basis of the development of students to further education and their employability.

The college provides career guidance to final-year students through seminars, workshops, etc., to boost their confidence level and overall personality.

The college has given multiple placement assistance to students.

The evaluation is carried out on the basis of random sampling. The responsibility for the assessment and preparing the report on the attainment of the program outcome is given to the head of the IQAC department by the head of the department.

A survey form is made for third-year students even an Alumni survey is conducted as and when they are employed.

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

2.6.3 - Pass percentage of Students during the year

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

166

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://nsscrky.ac.in/assets/feedback/survey2021.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

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

3.2 - Innovation Ecosystem

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

During the academic year 2020-'21 as we were affected by Covid 19 Pandemic we depend more on web tools for the knowledge interaction between the different stakeholders of our institution.

All departments in the college arranged online sessions by well-placed alumni in motivating the present bunch of students.

Motivated and helped the students to manage their stress during the pandemic through webinars focusing on softskill, personality development and leadership practice.

Peer teaching sessions were organized to provide a platform to interact with senior students and to introduce the basics of software project development.

All faculty members undergone training programs on MOODLE platform and other online teaching support systems. It helped our faculty to

confidently switch to online teaching and evaluating the student's performance through online quizzes, test papers, assignment submission etc. A complete LMS based on MOODLE for the college will be ready by this year.

Social media group is created for competitive exam training.

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

5

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

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

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

2

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

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

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

3

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

3.4 - Extension Activities

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

The College developed a substitute system for effectively handling teaching in online platform. Initiated measures for faculty to be trained in online platforms and learning support systems like

MOODLE. It became mandatory for the teachers to be trained to handle topics on the online platform, due to the lockdown imposed to combat the dreaded Coronavirus.

The NCC Unit and NSS units in association with the teachers and PTA put in an exemplary performance in helping the neighborhood by distributing masks, sanitizers, and PPE kits to the Public Health Centers nearby.

The Departments arranged many talks on online platforms by eminent personalities and well-placed alumni motivating and inspiring the students in their academic environment. The teachers played their role in giving needed counseling and support to students who were having problems adopting online teaching.

When the teaching returned to the offline method, life on the campus became more vibrant through activities of various clubs and student associations

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

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

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

0

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

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

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

8

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

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

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

200

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

3.5 - Collaboration

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

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

0

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Campus

College occupies 19 acres of campus. Only a portion of the land is utilized considering further expansion.

Classrooms

There are 18 classrooms with WiFi facility and 7 classrooms are ICT enabled. All the classrooms have basic amenities for an academic environment.

Auditorium / Seminar Hall

We have a Seminar hall with a seating capacity of 100 persons which is equipped with audio-video facility including a Digital Smart Board.

Laboratories

We have a specialized electronic lab equipped with all essential electronic equipments to the need of Under Graduate and Post Graduate students.

Computer lab

The college has three well-equipped computer labs - two for Department of Electronics and one for Department of Computer Applications.

SMART Classrooms

We have 7 classrooms which are equipped with ICT,

Wi-Fi enabled campus.

A leased line fiber connection with a speed of 300 Mbps is available in the campus. The campus is fully Wi-Fi Connected.

Library

A partially automated college library

College office

A well-furnished automated office.

Care for "differently-abled"

The campus is differently-abled friendly with ramps to access classrooms and the campus boasts of a dedicated toilet with wheelchair access.

Safety of students

There are required numbers of fire extinguishers in each block for ensuring the safety of the students.

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

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

College Sports ground

We have 4 track 100 meters ground for athletic events. Along with this, we have a long jump and high jump pits. We are conducting field events like javelin throw, discus throw, and shot-put in this ground. This ground is used by our teams for practicing cricket and football. Also we have a volleyball / badminton court.

Yoga training

For the past two years, we impart yoga training for boys and girls to develop discipline and inner strength.

Gymnasium and Health club

We have a well-equipped gymnasium for our weight lifters, wrestlers, athletes and other students. The gymnasium has multi-gym machines, barbells, and different weights.

Volleyball ground

We have an outdoor clay volleyball court as per standards for our volleyball players. The court is used by the volleyball team as well as the casual game enthusiasts.

Cultural activities

We have an open-air auditorium that can seat around 200 students. All the major functions and cultural activities are taken care of in the auditorium. During the college annual cultural competitions, other venues like the seminar hall and few classrooms are used. Also this auditorium is used for flash mobs and other programs that require an open area.

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

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

7

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

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

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

3963230

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

4.2 - Library as a Learning Resource

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

Library Automation

- The library is automated using KOHA version 18.05.05 in 2019. But this version is updated to 21.05.04.000 in 2021. Before 2019 the library automation software was PALIBS. KOHA is a user-friendly open source Integrated Library Management Software which has a number of advanced features.
- To enable author-based, subject -based, title -based search facilities, Online Public Access Catalogue (OPAC) is provided using KOHA software.

Library Support Services :

- Subscription to UGC (INFLIBNET) E-books and E-journals via N-LIST.
- Offers user orientation programme on library services.
- Reference assistance to students to help them searching books and journals required for projects and assignments.
- Seminars, webinars etc are conducting in the fields of research, career opportunities, NLIST
- New books are purchased on request from staff and students.
- Book Reservation facility is available in the library.
- Previous year question papers in print form is available

4.2.3 The library provides access to e-journals through N-LIST, e-ShodhSindhu, Shodhganga membership- Shodhganga is an open access repository of full-text theses submitted to universities in India. The hyperlink to enter into Shodhganga is provided in college website.

- The library provides access to e-books through N-LIST
- Databases for Previous year question papers, syllabus, research publications of teachers etc have been created

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://drive.google.com/drive/folders/1IY601XpU9Vsx8E3LMx8unpxX7vZo_0lI

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

A. Any 4 or more of the above

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

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

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

18505

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

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

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

24

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

4.3 - IT Infrastructure

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

- The campus is Wi-Fi enabled campus. All the departments can access the internet which is helpful for teachers and students to enhance their knowledge at their convenience.

- We have eighteen classrooms. Out of these, seven are ICT enabled.
- There is one seminar halls with , Digital Interactive Smart Board and audio equipment which can seat 100 persons.

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

4.3.2 - Number of Computers

86

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

446558

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

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

- The college management ensures the campus is spic and span round the year.
- The Management appointed one cleaning staff on daily wages to clean and maintain the campus. The entire campus, classrooms and toilets are cleaned every day by them.
- The office annexure is taken care of by office staff as they vacuum the entire annexure daily.
- Water Tanks are cleaned every month.
- Two sanitary napkin incinerators are also attached to the girl's toilets.
- A bio-waste plant is installed in the campus.
- To protect the campus, management appointed a Security on a monthly wage's basis.
- Closed circuit cameras are installed for surveillance of campus 24/7.
- All the classrooms are equipped with closed circuit cameras.
- The electrical Gadgets like the water filter, water cooler, photocopier, LCD projectors, and generator are under annual maintenance contract (AMC).
- The library advisory committee will take decisions about the purchase of books and prepare the budget.
- The needs of the various departments are prepared annually and submit to the principal.
- The college canteen is also under contract. The canteen caters the needs of day scholars as well as hostellers and staff of the college.
- The college volleyball court, sports ground and indoor stadium are cleaned routinely.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

409

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

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

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

18

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

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

A. All of the above

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

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

250

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

250

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

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

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

5.2.2.1 - Number of outgoing student progression to higher education

67

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

1

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

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

Due to covid pandemic all the activities by students were restricted by the state Government.

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

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

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

0

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

5.4 - Alumni Engagement

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

Our College Alumni gives a great help to our Institution. Our alumni usually gives lecture series ,giving Internships to the needed students and helping the students in their project works. Our alumni are always a constant motivator to our students. The alumni lecture series of electronic department is named as Gurudakshina series. During the covid period IQAC and Post Graduate department of Electronics of NSS College Rajakumari Organised a Gurudakshina series of webinar on PLC and SCADA by our Alumnus Mr. Amarnath R Palloor working in Zener fire and security LLC, Dubai, UAE on 20.01.2021. Department of Business Administration also conducted a alumni lecture by Dr. Hareesh Ramanathan , Professor and head , management, Jain Deemed to be University. Honourable syndicate member of MG University , Mr. Harikrishnan inaugurated the lecture series of BBA department on 03.08.2020. The second alumni lecture

series of BBA department was taken by our alumnus Mrs.Akshara Arun .She was working in Cognizant technology solutions,Infopark,Kochi.The webinar was on 21.08.2020.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission

1.To mould the stakeholders of various programmes to excel in their field.

2.To give opportunityfor community and extension activities and hence to create awareness of the realworld situation

3.To nurture the inbuilt capability of every student through curricular and non curricular activities

4.To facilitate the stakeholders expertise in solving practical as well as real world situations through well

equipped laboratories and in-house projects

5.To convert the laboratories into active research centres

The college shall have the following objectives as its mission:

* Achieve academic excellence.

- * Uphold moral and spiritual values.
- * Inculcate a sense of social justice.
- * Teach the value of self-reliance and service

Vision

1. To uplift the socio-economic backwardness of this area by providing job-oriented education in new generation programmes like Electronics, Computer and Commerce and to equip the stakeholders competent and hardworking to survive the challenges in the present competitive world. Through various curricular and extra-curricular programmes, we help to grow and mature our students to become well educated, learned, self confidence, knowledgeable, capable, responsible, reliable, employable, morally upright, and caring young adults to become successful in life to serve the community and the country.

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

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

Decentralization

The College Managing Board consists of, the NSS Management central Committee, Principal, to formulate the broad policy matters. The general management of the college is vested in the Principal, the college administration, the Staff Council, IQAC and the student representatives participate in various administrative, academic and quality enhancement programmes of the college. The Council has a well-defined and decentralized organizational setup to implement the academic, administrative and financial policies of the college

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance

system. There are different committees nominated by the council for different activities like

1. Admission Committee
2. Research Committee
3. Internal Examination Committee
4. Hostel Committee
5. Anti Ragging Committee
6. Canteen Committee
7. Internal Complaints Committee (ICC),
8. Sexual Harassment Prevention Committee,
9. Student Grievance Redressal Cell

These Cells are set up according to the norms set by the authorities for maintaining discipline.

Students' Union, Student Support Cell, Arts Club, various Clubs and subject Associations also have major role in implementing the policies taken by the council.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development

Curriculum is designed and implemented by the University. Faculty members actively participate in the workshops conducted by the University for the revision and restructuring of curriculum for UG and PG syllabus. As the College follows the Syllabus and Curriculum of M.G University, there is little scope of internal curricular

designing. Each department has its own academic calendar to follow and complete the syllabus mandatorily. The Choice Based Credit Semester System followed presently in the college. The college has a good number of faculty members being part of BoS in MG University.

Teaching and Learning

Curriculum based teaching, giving equal importance to blackboard and ICT enabled teaching is practiced by the faculty of all Departments. Students are motivated in the field of study through group discussions, assignments, seminars, debates, symposia, quiz, role plays, study trips, field visits and viva-voce. Besides, different projects are given to final year Degree and PG students. Peer group teaching and cross teaching are also conducted for students. Remedial classes are conducted to help the slow learners to improve their academic performance. The academic and career prospects of the advanced learners are augmented through peer teaching and interactive sessions.

College Installed Library Management Software KOHA.

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

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

Admission of Students

Admission to our college follows the guidelines of the state and university. The University follows a single-window Centralized Admission Process (CAP) in which the allocation of courses and seats are done online. As per the Govt/University rules 50 seats are on a

merit basis, 20 for SC/ST, 20 Management quota and 10 community quotas. Except for management and community seats, the application procedure is done directly through the university portal. Faculties from the departments and office assist when required for students during the time of admissions.

Industry Interaction / Collaboration

The college organised an industrial visit for the students under the guidance of the Department of Business Administration

Library, ICT and Physical Infrastructure / Instrumentation

Our college has a well-equipped library with adequate infrastructure. The college library is updated periodically with the recent volumes. Apart from the college library, each department maintains a Department Library which includes reference books related to the discipline. New equipment is added to all the laboratories. The college literary club functions along with the college library to promote reading and critical discussions among the students. There are 7 ICT enabled classrooms in the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching and Non teaching Staff

PF, SLI ,GIS ,Government insurance scheme

- General and contributory pension schemes.

Maternity leave • Loan facilities •

Festival advance

Gymnasium, canteen, equal access to the infrastructural facilities on par with the teachers is never denied to the nonteaching staff. Members of the nonteaching staff are sent off with due respect at their retirement CCTV cameras installed at imp

Students

Different types of scholarships and grants are provided to students who belong to the Economic Weaker sessions like KPCR. More than 85percentage of the students in the college belong to the weaker session and most of them avail this facility.

Drinking water facility is provided to the students of our college.

Hostel facility is provided to the girl students of our college.

Free food and accomodation is provided in the hostel to the students belong to Sc/St category as per the UGC norms

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

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

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

13

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

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

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

8

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

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

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

4

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

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

The institution assesses the performance of its staff members, and the outcome is communicated with the concerned member for improvements. Performance Appraisal is undertaken at several levels and periodically. Performance Appraisal of Teachers the Institution has different mechanisms for evaluating the performance of the teachers. Routine Verification and Review of Work The teachers usually maintain a Daily Work Diary verified by the Head of department to ensure that the work assigned has been properly discharged. Monthly performance Statements are also submitted in a prescribed format by each teacher to the Head of the Department. This document is verified and forwarded to the IQAC Office. Every year result analysis is done, the out come of the result analysis is communicated to the teachers.

Every year feed back is collected from the students and the teachers improve their performance based on the feed back

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

6.4 - Financial Management and Resource Mobilization

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

Internal audit: The College conducts an internal annual audit by Chartered Accountant at the management level. The receipts, payment statements and the utilization certificates of the institutional projects and those sponsored by other agencies are consolidated and audited by registered chartered accountants on an annual basis. Transparency is ensured in every fund. The internal audit is deemed as a preparatory exercise for the external audit transaction and utilisation and audit reports are maintained up-to-date.

External Audit: The office of Collegiate Education Deputy Director and office of the Accountant General is entrusted with conducting a regular external audit.

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

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

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

0

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

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

The institution has a well-defined 'Financial Management and Resource Mobilization Policy' and time-tested mechanism for the mobilization of funds and its optimal utilization. The college has a mechanism to forecast its financial requirements through annual budgeting. Budgetary allocations are developed based on Institutional Development Plan, requirements of the departments, cells and clubs. The institution entrusts responsibilities to the teachers on mobilizing resources from as many government and non-government agencies as possible by submitting proposals to the concerned agencies as and when the time demands. The major sources of non-government funding are contributions from parents, Alumni, Endowments etc

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

6.5 - Internal Quality Assurance System

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

1. IQAC Meeting was held in the online mode on 24th June, 2020 and 8th February, 2021. In the event of COVID -19 pandemic, IQAC has appealed all the departments to conduct online seminars, workshops and other training programmes. IQAC expressed satisfaction over the several online programmes to transfer the knowledge and to deliver the curriculum effectively. IQAC ensured the participation of all stakeholders in the online activities to reduce the digital divide.

2. Webinars conducted on behalf of IQAC and various departments:

29-7-2020- Webinar on E-Teaching Resources organized by IQAC and PG Department of Electronics. Resource Person.

06-08-2020 to 10-08-2020 Three Day Online Orientation Programme for College Teachers on Free Open Source LMS Platform [Moodle], Organized by IQAC and the Department of Computer Applications

22-08-2020- Two Day online Workshop on Python Programming organized by IQAC and PG Department of Electronics.

08-09-2020- Webinar on Develop your ANTIBODY and Empower Yourself organized by IQAC and PG Department of Electronics.

03-10-2020- One Day Online Workshop on Building Deep Learning Networks organized by IQAC & PG Department of Electronics.

28-10-2020- Orientation programme for Ist year degree students and Parents.

20-01-2021- Webinar on PLC and SCADA organized by IQAC and PG Department of Electronics.

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

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

The IQAC motivates, monitors, sustains and also enhances the quality and performance of the faculty and the administrative staff through initiatives in research and developmental activities, directs and monitors activities of the institution.

An FDP series on E-Teaching has been highly successful in the scenario of the Covid -19 pandemic. This is a series of programmes

conducted under the initiative of IQAC to cover basics like hosting a Google Meet and creating a Google Classroom, to advanced topics like Modelling Software for e-Teaching. The NAAC reaccreditation process - criterion-wise questions and their philosophy, documentation processes and benchmarking - were also part of the programmes offered. The IQAC, knowing the significance of these quality initiatives, has institutionalized the practice of offering FDPs every year.

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

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Various steps are initiated by our institution to ensure gender equity and safe and secure atmosphere in the campus.

Safety & Security:

1. Our Institution has a well-built hostel for ladies having a capacity of 40 students.
2. The college campus is gated and entry is regulated round the clock by security staff.
3. Statutory committees like Anti-Sexual harassment committee, Grievance Redressal Committee comprising of female faculty members are constituted as per the UGC/ State Government/ University guidelines and working effectively.
4. The critical locations in the campus like class rooms, campus corridors etc are monitored through CCTV system.

Counselling:

1. The College has established a Women Cell in the college campus for the women faculty, staff and girl students, to enhance understanding of issues related to women.
2. Departments are also mandated to have regular student-faculty interaction meetings. Each department ensures regular student-faculty interaction to resolve problems faced by any girl student.

Rest room and Toilet:

Rest room for girls is provided in the main campus. Ladies Toilets are also provided. Sanitary pad disposal machines are placed in women toilet block.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://nsscrky.ac.in/assets/genderequity/Promotion of Gender Equity.pdf

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

A. 4 or All of the above

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

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

1. Solid Waste Management

Organic, green waste and other bio-wastes are collected especially from the Canteen and Hostel are utilised in our biogas plant. The gas thus contained is utilised for cooking in our canteen. Our institution's waste management and recycling policy supports our goal to reduce the amount of waste entering the waste stream.

Plastic wastes are collected through mesh bins placed in different parts of our campus. These wastes are collected monthly by agencies/haritha karma sena organised by our Gramapanchatath. Some of the plastic waste is utilised to build handicrafts. Training sessions organised for students in this regard.

1. Biomedical waste Management

An incinerator isa furnace for burning waste. Modern incinerators

include pollution mitigation equipment such as flue gas cleaning. We have modern incinerators installed on our campus at our Ladies' hostel and Ladies' toilets.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **C. Any 2 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

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

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

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

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

E. None of the above

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

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

C. Any 2 of the above

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

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

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, Commemorative days are celebrated on the campus with the initiative and support of the management to generate the feeling of oneness and social harmony.

The college and its teacher and staff jointly celebrate the cultural and regional festivals, like Fresher Day, Orientation and Farewell program, Induction program, Rally, Oath, College day, Women's day, Yoga day, Celebrations like Onam & Christmas celebrations..

Seminars of eminent personalities of various fields are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration.

Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

In this way the institute's efforts & initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as

through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the constitutional obligations. The University has introduced a compulsory paper on the Human Rights to create awareness and sensitizing the students and employees to constitution obligation as a part of strengthening the democratic values. Also, all students take a course on Environment studies in their final year which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc

In addition to this many regular programmes are conducted by Institute Innovation Council (IIC) cell of the institute to educate women about their rights. Also seminars and workshops are conducted on days of national importance on various rights, duties and responsibilities of citizen. Seminars on topics like Right to Information, Sexual Harassment, and Gender Equity are conducted periodically.

The students of all department study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations. Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<p>The orientation programme at the start of the first semester orient students about the constitutional obligations, values, duties and responsibilities of citizens. In maintaining a conductive environment, University publishes all rules and regulations in the prospectus.</p>
Any other relevant information	<p>All students are required to sign the undertakings when they join the institute to conduct ethical behaviour</p>

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code C. Any 2 of the above

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our institution used to celebrate significant occasions like Onam festival, Christmas, independence day etc. every year with the active participation of students. But during the academic year 2020-21, the society was under the clutches of Covid pandemic and several restrictions were in force by the government. As a result of the lockdown scenario conventional celebrations could not be conducted.

As an alternative, Onam celebration has been conducted online during this year. The students under the guidance of Smt. Baby Girija B, faculty of Dept. of Electronics performed at various locations individually and later combined to create a group dance event.

Women's day was celebrated in the institution on March 8th 2021. Women's cell organized one day self-defence training program for girl students in coordination with Idukki district police department. The police officials conducted class about the importance of developing self-defence skills among girl students in view of the increase in atrocities against women.

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

7.2 - Best Practices

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

Title of the Practice: Supply of Covid fighting materials

Goal: To assist the health workers of family health centre, Rajakumari in their activities against Covid-19 pandemic.

Context: The family health centre were in short of necessary Covid-19 fighting materials like sanitizer, face mask, PPE kits, gloves, face shield etc.

The practice: The above mentioned materials worth Rs. 10000/- were collected by our institution and contributed to the family health centre to support the fight against Covid.

Evidence of success: The materials were very much essential for the health workers to deal with the affected public.

Title: Palliative Care

Goal: To provide better living standards to the inmates of nearby old age home.

Context: The students visited the nearby Good Samaritan old age home and had communication with the inmates.

Practice: As an effective means of relaxation, it was proposed to offer reading material to the inmates. The NSS volunteers contributed generously and about 100 books have been collected and handed over. The students visited the palliative patients and "Onam kit" worth Rs 1000/- each were contributed to the inmates.

Evidence of success: This was an eye opener for our students and it helped to strengthen the social commitment of students.

File Description	Documents
Best practices in the Institutional website	https://nsscrky.ac.in/assets/files/aqar/20-21-Best-Practices.pdf
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

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

LeTin Skill Development Centre

1. Summary

. To attain additional skills to meet the requirement of the industry, sessions have to be conducted to train the students in the latest and current trends in electronics and allied areas. As per the new power requirement, our nation has plans to build a renewable energy capacity of 175 GW by 2022. Energy saving is the best method to produce energy. Most of electronic appliances are now rated to meet the energy efficient standard.. Energy-efficient lighting like compact fluorescent lamps is hazardous to the environment due to mercury contamination and is very difficult to recycle.. Hence LED lightings are the need of the hour. A LED lighting-based skill development centre named as LeTin is proposed to give necessary training to students and electronics enthusiasts to make energy-efficient lighting. The training for the aspirants will be given by the experts in the industry based on the MOU between LUTRON Technologies, Kochi (an Alumni venture), and the department of Electronics. The skill development centre will produce the LED lighting and solar-based lighting solutions based on the training attained by the student is the final goal of this project

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

NSS College Rajakumari is affiliated to Mahatma Gandhi University Kottayam, so we follow the curriculum designed by it. Following are the various means through which it executes the curriculum. An Academic Calendar is prepared every year at Institute level and the action plans are formed accordingly. Faculty members prepare their teaching plans considering the Academic Calendar. Curricular and co-curricular activities are planned in the academic calendar to achieve the set outcomes. During pandemic period, the academic community of the college used various platforms like Google Class room, youtube, whatsapp etc. were also used for teaching and assessment, hence eliminating the digital divide. Also an LMS on behalf of the college is planned to design under MOODLE platform

The College regularly organizes and conducts bridge courses for the newly admitted students. A Question Bank containing model question papers and old university question papers are made available to the students. Two internal test papers and assignments are conducted as part of continuous evaluation. Department level monitoring committee monitor and evaluate the courses and DLMC examines the complaints of offended students regarding the evaluation .

Thus, by optimum utilization of available infrastructure, entire curriculum delivery is very well planned, effectively implemented, and properly documented by all the faculty members.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Academic plan for the year is prepared in the beginning of the

academic year and is published, after getting approval from College Council. University's Academic Calendar is referred while preparing the college academic calendar. Faculty members prepare all their plans as per the Academic Calendar. IQAC ensures that Academic calendar is prepared on time.

The activities of the clubs, cells, associations etc. are planned at the beginning of the academic year and carried out in the most efficient manner. Teachers are given charge of various activities and there is a very efficient mechanism in which the entire college fraternity contributes. The College Council, Grievance Redressal Cell, Women's Cell, students clubs etc. are part of this self-regulating mechanism which play pivotal roles in the day to day functioning of the college.

The details of various programmes, courses, programme outcomes, programme specific outcomes, course outcomes, syllabus, and details of assessment process for all the programmes are made available in the College Website. An Internal Examination Committee is constituted for ensuring the quality of internal assessment. Two internal test papers are conducted in a semester as part of continuous evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

6

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

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

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

6

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

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

338

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

1.3 - Curriculum Enrichment

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

The diverse programmes offered in the various disciplines have incorporated the cross-cutting issues relevant to Gender, Human Values, Environment and Sustainability into the Curriculum. As per the new UGC regulation, Environment Studies and Human Rights has been incorporated into the fifth semester UG syllabus. The programmes are structured in such a way that students acquire the basic concepts of the cross-cutting issues.

The college is affiliated to Mahatma Gandhi University, Kottayam and we follow the syllabus and curriculum given by the university. The college cannot add additional topics to the syllabus. But various programmes related to crosscutting issues are including in regular activities of various clubs and associations in the college. The NCC and NSS units of the college engage in social awareness, cultural programmes, Legal Awareness Programme and awareness on Drug Abuse. Different functional cells and clubs of the college engage in various schemes and programmes related to these cross-cutting issues. The women cell of the college provides training to girl students. The institution gives equal opportunities to students irrespective of the gender in department activities, student union elections and various cell / club activities.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

8

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

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

306

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

1.4 - Feedback System

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

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

215

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

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

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

43

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

It was the year of the COVID pandemic. The institution completely switched to an online mode of teaching. Through each online class, the teachers had to motivate, counsel, and make them accept the situation.

The institution organized an online orientation program for all First year UG Students. Since they come from schools, they are oriented to the different curriculum aspects and opportunities for them after graduation. The benefits of joining various organizations such as NSS, NCC, etc, and their role in society are emphasized.: All t first-year UG students are given a bridge course.

- The institution also organizes webinars, and peer teaching for advanced learners.
- There is a seminar series called GURUDAKISHNA Series by the PG Dept. of Electronics, Alumni lecture series from the Business Administration and Computer Application departments where notable Alumni conduct webinars, workshops, and motivational speeches to guide the students.
- Youth Parliament was conducted to understand the parliamentary procedures and to realize the strength and effectiveness of democracy.
- Class tests are given on a regular basis. Also, slow learners are allowed to re-appear on the tests.
- They are given remedial teaching.
- The slow learners are helped by the advanced learners.
- Recorded sessions, class notes, questions and answers, and web links are provided in the google classrooms.

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

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

Number of Students	Number of Teachers
607	33

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

- It was a year of the COVID pandemic,
- The students are not only encouraged to participate in skill development programs but also are motivated to give their ideas to Young Innovators Programme (YIP), organized by the State Government. Here, students can give their ideas and selected ideas are implemented with the help of experts assigned by the Government.
- Seminars, workshops, training programs are conducted in the online mode are conducted
- Final Year Project work enhanced students' experiential and participative learning
- Every student is assigned with a mentor to do the project work of their interest

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

It was the year of the COVID pandemic. All the faculty use ICT to facilitate the teaching-learning process. Classes are offered through Google Classroom and YouTube channels. Recorded Video Lectures are offered through Google Classroom, making students capable of accessing them anytime and anywhere. Video Conferencing Platforms like Zoom, Google Meet, etc. are used to facilitate effective communication and collaboration in the virtual classroom. YouTube lectures by experts and Film shows are provided for effective self-learning and better comprehension of the concepts. Teachers use online assessment tools like Google Forms for quick evaluation and results. Assignments and Project works are submitted online and immediate rectification is noted. This method is convenient as it allows quick transmission despite geographical barriers. The grading process is transparent as the students can view the progress of their assignments. Teachers are well-trained in ICT-enabled teaching techniques. An Orientation Programme on LMS was conducted for teachers as well as students in order to familiarize them with the online teaching scenario. Campus-wide net connectivity and the Digital library and E-resources like N-LIST and other online resources like INFLIBNET facility ensure access to e-resources. College library is automated. Each Department is equipped with computers and LCD projectors

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

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

2.3.3.1 - Number of mentors

25

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

33

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

9

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

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

2.4.3.1 - Total experience of full-time teachers

404

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

2.5 - Evaluation Process and Reforms

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

The College strictly adheres to Mahatma Gandhi University's prescribed guidelines regarding internal assessment evaluation. The continuous internal evaluation is based on four components- internal examinations, attendance, assignments/seminar/viva voce, with fixed weightage to each element.

The internal examinations are conducted by Internal Exam Committee headed by a Coordinator.

Planning the timetable, allotting classrooms, collection and sorting of question papers, valuation and the publishing of consolidated mark lists come under the responsibility of this Cell.

Two internal examinations are conducted for each semester. Question papers for the internal exams are set at the department level according to the pattern of University examinations and handed over to the Internal Exam Committee. The venue and the date of the internal exam will be announced one week prior to the exam

Uploading internal marks to the University portal: Internal mark sheets of each course, Form A, and consolidated internal mark sheets of Form B is published on the notice board. The students are given a provision to verify the internal marks and submit grievances.

The verified marks are uploaded to the university website within the stipulated time after the three-tier process of verification at the faculty, HOD and Principal levels.

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

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

At the Department level, grievances are resolved by the Department Level Monitoring Committee ,HOD and the concerned faculty.

Grievances related to the inability to attend the examination on specified dates can be first presented to the HOD who directs it to the concerned teacher or department.

Grievance regarding evaluation is brought to the concerned teacher's notice at the time of distribution of valued answer scripts. The discussion of question papers at the time of distribution of valued answer scripts offers a first chance for the student to scrutinize their answer scripts in the presence of faculty. Grievances, if any, can be resolved at this stage.

Slow learners are given chances of supplementary examination and are supported by scholar support programme of Kerala Government.

In addition to this, a progress report of internal examinations is given to the parents in the class-wise PTS. At this stage too students can raise their grievances if any.

Display of internal mark sheets of each course, form A and consolidated internal marks, Form B in the notice board gives provision for the students to verify their internal marks and ensures transparency

At the College level, Grievances are resolved through a committee constituting the Principal as chairman, internal examination cell coordinator, and HOD of the concerned department. The grievances which are not resolved at level one are redressed by a college-level committee. If the grievance is not resolved at the lower

levels, a student can approach the University level.

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

2.6 - Student Performance and Learning Outcomes

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

POs, PSOs and COs of all the UG and PG programmes offered by the College are communicated through Websites. The College organizes Orientation Programmes and Bridge Courses for first-year students at the onset of each academic year. The programme details such as nature, scope and application, syllabus, the pattern of examination, expected outcome, PO, PSO and COs are communicated to the students through this platform. The faculty members communicate POs, PSOs and COs to the students and clarify their doubts while introducing topics every Semester. Curricular and Co-Curricular Programmes are planned by the faculty to attain the expected PO Exhibition of PO and PSO of every programme in front of each respective department.

The tests, assignments, seminars, projects and learning activities are aligned to incorporate the attainment of COs and PSOs envisaged in the Course plans and adequately communicated to them. Each department has published a handbook of POs, PSOs and COs and they are displayed to the students through Moodle.

Handbook of POs, PSOs and COs is available on the table of the Head of the Department. POs, PSOs and COs are displayed on the website.

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

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

The college gathers information on learning outcomes through ceaseless evaluation methods like Class tests for estimating COs

Seminar introductions and classroom discussions

Participation in field trips

Performance in viva

Involvement of students in club and support cell activities

College evaluates the attainment of program-specific outcomes and course outcomes on the basis of the development of students to further education and their employability.

The college provides career guidance to final-year students through seminars, workshops, etc., to boost their confidence level and overall personality.

The college has given multiple placement assistance to students.

The evaluation is carried out on the basis of random sampling. The responsibility for the assessment and preparing the report on the attainment of the program outcome is given to the head of the IQAC department by the head of the department.

A survey form is made for third-year students even an Alumni survey is conducted as and when they are employed.

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

2.6.3 - Pass percentage of Students during the year

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

166

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://nsscrky.ac.in/assets/feedback/survey2021.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

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

3.2 - Innovation Ecosystem

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

During the academic year 2020-'21 as we were affected by Covid 19 Pandemic we depend more on web tools for the knowledge interaction between the different stakeholders of our institution.

All departments in the college arranged online sessions by well-placed alumni in motivating the present bunch of students.

Motivated and helped the students to manage their stress during the pandemic through webinars focusing on softskill, personality development and leadership practice.

Peer teaching sessions were organized to provide a platform to interact with senior students and to introduce the basics of software project development.

All faculty members undergone training programs on MOODLE

platform and other online teaching support systems. It helped our faculty to confidently switch to online teaching and evaluating the student's performance through online quizzes, test papers, assignment submission etc. A complete LMS based on MOODLE for the college will be ready by this year.

Social media group is created for competitive exam training.

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

5

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

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

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

2

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

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

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

3

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

3.4 - Extension Activities

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

The College developed a substitute system for effectively handling teaching in online platform. Initiated measures for

faculty to be trained in online platforms and learning support systems like MOODLE. It became mandatory for the teachers to be trained to handle topics on the online platform, due to the lockdown imposed to combat the dreaded Coronavirus.

The NCC Unit and NSS units in association with the teachers and PTA put in an exemplary performance in helping the neighborhood by distributing masks, sanitizers, and PPE kits to the Public Health Centers nearby.

The Departments arranged many talks on online platforms by eminent personalities and well-placed alumni motivating and inspiring the students in their academic environment. The teachers played their role in giving needed counseling and support to students who were having problems adopting online teaching.

When the teaching returned to the offline method, life on the campus became more vibrant through activities of various clubs and student associations

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

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

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

0

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

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

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

8

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

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

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

200

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

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
0	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
3	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
The Campus	
College occupies 19 acres of campus. Only a portion of the land	

is utilized considering further expansion.

Classrooms

There are 18 classrooms with WiFi facility and 7 classrooms are ICT enabled. All the classrooms have basic amenities for an academic environment.

Auditorium / Seminar Hall

We have a Seminar hall with a seating capacity of 100 persons which is equipped with audio-video facility including a Digital Smart Board.

Laboratories

We have a specialized electronic lab equipped with all essential electronic equipments to the need of Under Graduate and Post Graduate students.

Computer lab

The college has three well-equipped computer labs - two for Department of Electronics and one for Department of Computer Applications.

SMART Classrooms

We have 7 classrooms which are equipped with ICT,

Wi-Fi enabled campus.

A leased line fiber connection with a speed of 300 Mbps is available in the campus. The campus is fully Wi-Fi Connected.

Library

A partially automated college library

College office

A well-furnished automated office.

Care for "differently-abled"

The campus is differently-abled friendly with ramps to access

classrooms and the campus boasts of a dedicated toilet with wheelchair access.

Safety of students

There are required numbers of fire extinguishers in each block for ensuring the safety of the students.

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

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

College Sports ground

We have 4 track 100 meters ground for athletic events. Along with this, we have a long jump and high jump pits. We are conducting field events like javelin throw, discus throw, and shot-put in this ground. This ground is used by our teams for practicing cricket and football. Also we have a volleyball / badminton court.

Yoga training

For the past two years, we impart yoga training for boys and girls to develop discipline and inner strength.

Gymnasium and Health club

We have a well-equipped gymnasium for our weight lifters, wrestlers, athletes and other students. The gymnasium has multi-gym machines, barbells, and different weights.

Volleyball ground

We have an outdoor clay volleyball court as per standards for our volleyball players. The court is used by the volleyball team as well as the casual game enthusiasts.

Cultural activities

We have an open-air auditorium that can seat around 200 students. All the major functions and cultural activities are taken care of in the auditorium. During the college annual cultural competitions, other venues like the seminar hall and few classrooms are used. Also this auditorium is used for flash mobs and other programs that require an open area.

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

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

7

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

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

3963230

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

4.2 - Library as a Learning Resource

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

Library Automation

- The library is automated using KOHA version 18.05.05 in 2019. But this version is updated to 21.05.04.000 in 2021. Before 2019 the library automation software was PALIBS. KOHA is a user-friendly open source Integrated Library Management Software which has a number of advanced features.
- To enable author-based, subject -based, title -based search facilities, Online Public Access Catalogue (OPAC) is provided using KOHA software.

Library Support Services :

- Subscription to UGC (INFLIBNET) E-books and E-journals via N-LIST.
- Offers user orientation programme on library services.
- Reference assistance to students to help them searching books and journals required for projects and assignments.
- Seminars, webinars etc are conducting in the fields of research, career opportunities, NLIST
- New books are purchased on request from staff and students.
- Book Reservation facility is available in the library.
- Previous year question papers in print form is available

4.2.3 The library provides access to e-journals through N-LIST, e-ShodhSindhu, Shodhganga membership- Shodhganga is an open access repository of full-text theses submitted to universities in India. The hyperlink to enter into Shodhganga is provided in college website.

- The library provides access to e-books through N-LIST

- Databases for Previous year question papers, syllabus, research publications of teachers etc have been created

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://drive.google.com/drive/folders/1IY60lXpU9Vsx8E3LMx8unpxX7vZo_0lI

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

A. Any 4 or more of the above

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

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

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

18505

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

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

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

24

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

- The campus is Wi-Fi enabled campus. All the departments can access the internet which is helpful for teachers and students to enhance their knowledge at their convenience.
- We have eighteen classrooms. Out of these, seven are ICT enabled.
- There is one seminar halls with , Digital Interactive Smart Board and audio equipment which can seat 100 persons.

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

4.3.2 - Number of Computers

86

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

446558

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

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

- The college management ensures the campus is spic and span round the year.
- The Management appointed one cleaning staff on daily wages to clean and maintain the campus. The entire campus, classrooms and toilets are cleaned every day by them.
- The office annexure is taken care of by office staff as they vacuum the entire annexure daily.
- Water Tanks are cleaned every month.
- Two sanitary napkin incinerators are also attached to the girl's toilets.
- A bio-waste plant is installed in the campus.
- To protect the campus, management appointed a Security on a monthly wage's basis.
- Closed circuit cameras are installed for surveillance of campus 24/7.
- All the classrooms are equipped with closed circuit

cameras.

- The electrical Gadgets like the water filter, water cooler, photocopier, LCD projectors, and generator are under annual maintenance contract (AMC).
- The library advisory committee will take decisions about the purchase of books and prepare the budget.
- The needs of the various departments are prepared annually and submit to the principal.
- The college canteen is also under contract. The canteen caters the needs of day scholars as well as hostellers and staff of the college.
- The college volleyball court, sports ground and indoor stadium are cleaned routinely.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

409

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

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

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

18

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

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

A. All of the above

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

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

250

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

250

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

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

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

5.2.2.1 - Number of outgoing student progression to higher education

67

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

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

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

0

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

5.3 - Student Participation and Activities

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

one) during the year

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

1

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

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

Due to covid pandemic all the activities by students were restricted by the state Government.

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

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

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

0

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

5.4 - Alumni Engagement

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

Our College Alumni gives a great help to our Institution. Our alumni usually gives lecture series ,giving Internships to the needed students and helping the students in their project works. Our alumni are always a constant motivator to our students. The alumni lecture series of electronic department is named as Gurudakshina series. During the covid period IQAC and Post Graduate department of Electronics of NSS College Rajakumari Organised a Gurudakshina series of webinar on PLC and SCADA by our Alumnus Mr. Amarnath R Palloor working in Zener fire and security LLC, Dubai, UAE on 20.01.2021. Department of Business Administration also conducted a alumni lecture by Dr. Hareesh Ramanathan , Professor and head , management, Jain Deemed to be University. Honourable syndicate member of MG University , Mr. Harikrishnan inaugurated the lecture series of BBA department on 03.08.2020. The second alumni lecture series of BBA department was taken by our alumnus Mrs. Akshara Arun . She was working in Cognizant technology solutions, Infopark, Kochi. The webinar was on 21.08.2020.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Mission

- 1.To mould the stakeholders of various programmes to excel in their field.
- 2.To give opportunityfor community and extension activities and hence to create awareness of the realworld situation
- 3.To nurture the inbuilt capability of every student through curricular and non curricular activities
- 4.To facilitate the stakeholders expertise in solving practical as well as real world situations through well equipped laboratories and in-house projects
- 5.To convert the laboratories into active research centres

The college shall have the following objectives as its mission:

- * Achieve academic excellence.
- * Uphold moral and spiritual values.
- * Inculcate a sense of social justice.
- *Teach the value of self-reliance and service

Vision

- 1.To uplift the socio-economic backwardness of this area by providing job-oriented education in newgeneration programmes like Electronics, Computer and Commerce and to equip the stakeholders competentand hardworking to survive the challenges in the present

competitive world Through various curricular and extra-curricular Programmes, we help to grow and mature our students to become well educated, learned, self confidence, knowledgeable, capable, responsible, reliable, employable, morally upright, and caring young adults to become successful in life to serve the community and the country.

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

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

Decentralization

The College Managing Board consists of, the NSS Management central Committee, Principal, to formulate the broad policy matters. The general management of the college is vested in the Principal, the college administration, the Staff Council, IQAC and the student representatives participate in various administrative, academic and quality enhancement programmes of the college. The Council has a well-defined and decentralized organizational setup to implement the academic, administrative and financial policies of the college

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. There are different committees nominated by the council for different activities like

1. Admission Committee
2. Research Committee
3. Internal Examination Committee
4. Hostel Committee
5. Anti Ragging Committee

6.Canteen Committee**7.Internal Complaints Committee (ICC),****8.Sexual Harassment Prevention Committee,****9. Student Grievance Redressal Cell**

These Cells are set up according to the norms set by the authorities for maintaining discipline.

Students' Union, Student Support Cell, Arts Club, various Clubs and subject Associations also have major role in implementing the policies taken by the council.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development

Curriculum is designed and implemented by the University. Faculty members actively participate in the workshops conducted by the University for the revision and restructuring of curriculum for UG and PG syllabus. As the College follows the Syllabus and Curriculum of M.G University, there is little scope of internal curricular designing. Each department has its own academic calendar to follow and complete the syllabus mandatorily. The Choice Based Credit Semester System followed presently in the college. The college has a good number of faculty members being part of BoS in MG University.

Teaching and Learning

Curriculum based teaching, giving equal importance to blackboard and ICT enabled teaching is practiced by the faculty of all Departments. Students are motivated in the field of study through group discussions, assignments, seminars, debates, symposia, quiz, role plays, study trips, field visits and viva-voce.

Besides, different projects are given to final year Degree and PG students. Peer group teaching and cross teaching are also conducted for students. Remedial classes are conducted to help the slow learners to improve their academic performance. The academic and career prospects of the advanced learners are augmented through peer teaching and interactive sessions.

College Installed Library Management Software KOHA.

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

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

Admission of Students

Admission to our college follows the guidelines of the state and university. The University follows a single-window Centralized Admission Process (CAP) in which the allocation of courses and seats are done online. As per the Govt/University rules 50 seats are on a merit basis, 20 for SC/ST, 20 Management quota and 10 community quotas. Except for management and community seats, the application procedure is done directly through the university portal. Faculties from the departments and office assist when required for students during the time of admissions.

Industry Interaction / Collaboration

The college organised an industrial visit for the students under the guidance of the Department of Business Administration

Library, ICT and Physical Infrastructure / Instrumentation

Our college has a well-equipped library with adequate infrastructure. The college library is updated periodically with the recent volumes. Apart from the college library, each department maintains a Department Library which includes reference books related to the discipline. New equipment is added to all the laboratories. The college literary club functions along with the college library to promote reading and critical discussions among the students. There are 7 ICT enabled classrooms in the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching and Non teaching Staff

PF, SLI ,GIS ,Government insurance scheme

- General and contributory pension schemes.

Maternity leave • Loan facilities •

Festival advance

Gymnasium, canteen, equal access to the infrastructural facilities on par with the teachers is never denied to the nonteaching staff. Members of the nonteaching staff are sent off with due respect at their retirement CCTV cameras installed at imp

Students

Different types of scholarships and grants are provided to students who belong to the Economic Weaker sessions like KPCR. More than 85percentage of the students in the college belong to the weaker session and most of them avail this facility.

Drinking water facility is provided to the students of our college.

Hostel facility is provided to the girl students of our college.

Free food and accomodation is provided in the hostel to the students belong to Sc/St category as per the UGC norms

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

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

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

13

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

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

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

8

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

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

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

4

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

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

The institution assesses the performance of its staff members, and the outcome is communicated with the concerned member for improvements. Performance Appraisal is undertaken at several levels and periodically. Performance Appraisal of Teachers the Institution has different mechanisms for evaluating the performance of the teachers. Routine Verification and Review of Work The teachers usually maintain a Daily Work Diary verified by the Head of department to ensure that the work assigned has been properly discharged. Monthly performance Statements are also submitted in a prescribed format by each teacher to the Head of the Department. This document is verified and forwarded to the IQAC Office. Every year result analysis is done, the out come of the result analysis is communicated to the teachers.

Every year feed back is collected from the students and the teachers improve their performance based on the feed back

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

6.4 - Financial Management and Resource Mobilization

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

Internal audit: The College conducts an internal annual audit by Chartered Accountant at the management level. The receipts, payment statements and the utilization certificates of the institutional projects and those sponsored by other agencies are consolidated and audited by registered chartered accountants on an annual basis. Transparency is ensured in every fund. The internal audit is deemed as a preparatory exercise for the external audit transaction and utilisation and audit reports are maintained up-to-date.

External Audit: The office of Collegiate Education Deputy Director and office of the Accountant General is entrusted with conducting a regular external audit.

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

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

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

0

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

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

The institution has a well-defined 'Financial Management and Resource Mobilization Policy' and time-tested mechanism for the mobilization of funds and its optimal utilization. The college has a mechanism to forecast its financial requirements through annual budgeting. Budgetary allocations are developed based on Institutional Development Plan, requirements of the departments,

cells and clubs. The institution entrusts responsibilities to the teachers on mobilizing resources from as many government and non-government agencies as possible by submitting proposals to the concerned agencies as and when the time demands. The major sources of non-government funding are contributions from parents, Alumni, Endowments etc

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

6.5 - Internal Quality Assurance System

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

1. IQAC Meeting was held in the online mode on 24th June, 2020 and 8th February, 2021. In the event of COVID -19 pandemic, IQAC has appealed all the departments to conduct online seminars, workshops and other training programmes. IQAC expressed satisfaction over the several online programmes to transfer the knowledge and to deliver the curriculum effectively. IQAC ensured the participation of all stakeholders in the online activities to reduce the digital divide.

2. Webinars conducted on behalf of IQAC and various departments:

29-7-2020- Webinar on E-Teaching Resources organized by IQAC and PG Department of Electronics. Resource Person.

06-08-2020 to 10-08-2020 Three Day Online Orientation Programme for College Teachers on Free Open Source LMS Platform [Moodle], Organized by IQAC and the Department of Computer Applications

22-08-2020- Two Day online Workshop on Python Programming organized by IQAC and PG Department of Electronics.

08-09-2020- Webinar on Develop your ANTIBODY and Empower Yourself organized by IQAC and PG Department of Electronics.

03-10-2020- One Day Online Workshop on Building Deep Learning Networks organized by IQAC & PG Department of Electronics.

28-10-2020- Orientation programme for Ist year degree students and Parents.

20-01-2021- Webinar on PLC and SCADA organized by IQAC and PG Department of Electronics.

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

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

The IQAC motivates, monitors, sustains and also enhances the quality and performance of the faculty and the administrative staff through initiatives in research and developmental activities, directs and monitors activities of the institution.

An FDP series on E-Teaching has been highly successful in the scenario of the Covid -19 pandemic. This is a series of programmes conducted under the initiative of IQAC to cover basics like hosting a Google Meet and creating a Google Classroom, to advanced topics like Modelling Software for e-Teaching. The NAAC reaccreditation process - criterion-wise questions and their philosophy, documentation processes and benchmarking - were also part of the programmes offered. The IQAC, knowing the significance of these quality initiatives, has institutionalized the practice of offering FDPs every year.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Various steps are initiated by our institution to ensure gender equity and safe and secure atmosphere in the campus.

Safety & Security:

1. Our Institution has a well-built hostel for ladies having a capacity of 40 students.

2. The college campus is gated and entry is regulated round the clock by security staff.

3. Statutory committees like Anti-Sexual harassment committee, Grievance Redressal Committee comprising of female faculty members are constituted as per the UGC/ State Government/ University guidelines and working effectively.

4. The critical locations in the campus like class rooms, campus

corridors etc are monitored through CCTV system.

Counselling:

1. The College has established a Women Cell in the college campus for the women faculty, staff and girl students, to enhance understanding of issues related to women.

2. Departments are also mandated to have regular student-faculty interaction meetings. Each department ensures regular student-faculty interaction to resolve problems faced by any girl student.

Rest room and Toilet:

Rest room for girls is provided in the main campus. Ladies Toilets are also provided. Sanitary pad disposal machines are placed in women toilet block.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://nsscrky.ac.in/assets/genderequity/Promotion of Gender Equity.pdf

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

A. 4 or All of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

1. Solid Waste Management

Organic, green waste and other bio-wastes are collected especially from the Canteen and Hostel are utilised in our biogas plant. The gas thus contained is utilised for cooking in our canteen. Our institution's waste management and recycling policy supports our goal to reduce the amount of waste entering the waste stream.

Plastic wastes are collected through mesh bins placed in different parts of our campus. These wastes are collected monthly by agencies/ haritha karma sena organised by our Gramapanchatath. Some of the plastic waste is utilised to build handicrafts. Training sessions organised for students in this regard.

1. Biomedical waste Management

An incinerator isa furnace for burning waste. Modern incinerators include pollution mitigation equipment such as flue gas cleaning. We have modern incinerators installed on our campus at our Ladies' hostel and Ladies' toilets.

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

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

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

E. None of the above

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

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p> <p>To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical,culturaland spiritual values among the students and staff. To develop the emotional and religious feelings among the</p>

students and the faculty, Commemorative days are celebrated on the campus with the initiative and support of the management to generate the feeling of oneness and social harmony.

The college and its teacher and staff jointly celebrate the cultural and regional festivals, like Fresher Day, Orientation and Farewell program, Induction program, Rally, Oath, College day, Women's day, Yoga day, Celebrations like Onam & Christmas celebrations..

Seminars of eminent personalities of various fields are arranged for all-round development of the students for their personality development and to make them responsible citizens following the national values of social and communal harmony and national integration.

Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students.

In this way the institute's efforts & initiatives in providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the constitutional obligations. The University has introduced a compulsory paper on the Human Rights to create awareness and sensitizing the students and employees to constitution obligation as a part of strengthening the democratic values. Also, all students take a course on Environment studies in their final year which gives them insight into environment acts, wildlife protection act,

forest act, global environmental concerns etc

In addition to this many regular programmes are conducted by Institute Innovation Council (IIC) cell of the institute to educate women about their rights. Also seminars and workshops are conducted on days of national importance on various rights, duties and responsibilities of citizen. Seminars on topics like Right to Information, Sexual Harassment, and Gender Equity are conducted periodically.

The students of all department study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations. Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<u>The orientation programme at the start of the first semester orient students about the constitutional obligations, values, duties and responsibilities of citizens. In maintaining a conducive environment, University publishes all rules and regulations in the prospectus.</u>
Any other relevant information	<u>All students are required to sign the undertakings when they join the institute to conduct ethical behaviour</u>

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our institution used to celebrate significant occasions like Onam festival, Christmas, independence day etc. every year with the active participation of students. But during the academic year 2020-21, the society was under the clutches of Covid pandemic and several restrictions were in force by the government. As a result of the lockdown scenario conventional celebrations could not be conducted.

As an alternative, Onam celebration has been conducted online during this year. The students under the guidance of Smt. Baby Girija B, faculty of Dept. of Electronics performed at various locations individually and later combined to create a group dance event.

Women's day was celebrated in the institution on March 8th 2021. Women's cell organized one day self-defence training program for girl students in coordination with Idukki district police department. The police officials conducted class about the importance of developing self-defence skills among girl students in view of the increase in atrocities against women.

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

7.2 - Best Practices

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

Title of the Practice: Supply of Covid fighting materials

Goal: To assist the health workers of family health centre, Rajakumari in their activities against Covid-19 pandemic.

Context: The family health centre were in short of necessary Covid-19 fighting materials like sanitizer, face mask, PPE kits, gloves, face shield etc.

The practice: The above mentioned materials worth Rs. 10000/- were collected by our institution and contributed to the family health centre to support the fight against Covid.

Evidence of success: The materials were very much essential for the health workers to deal with the affected public.

Title: Palliative Care

Goal: To provide better living standards to the inmates of nearby old age home.

Context: The students visited the nearby Good Samaritan old age home and had communication with the inmates.

Practice: As an effective means of relaxation, it was proposed to offer reading material to the inmates. The NSS volunteers contributed generously and about 100 books have been collected and handed over. The students visited the palliative patients and "Onam kit" worth Rs 1000/- each were contributed to the inmates.

Evidence of success: This was an eye opener for our students and it helped to strengthen the social commitment of students.

File Description	Documents
Best practices in the Institutional website	https://nsscrky.ac.in/assets/files/aqar/20-21-Best-Practices.pdf
Any other relevant information	NIL

7.3 - Institutional Distinctiveness

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

LeTin Skill Development Centre

1. Summary

. To attain additional skills to meet the requirement of the industry, sessions have to be conducted to train the students in the latest and current trends in electronics and allied areas. As per the new power requirement, our nation has plans to build a renewable energy capacity of 175 GW by 2022. Energy saving is the best method to produce energy. Most of electronic appliances are now rated to meet the energy efficient standard.. Energy-efficient lighting like compact fluorescent lamps is hazardous to the environment due to mercury contamination and is very difficult to recycle.. Hence LED lightings are the need of the hour. A LED lighting-based skill development centre named as LeTin is proposed to give necessary training to students and electronics enthusiasts to make energy-efficient lighting. The training for the aspirants will be given by the experts in the industry based on the MOU between LUTRON Technologies, Kochi (an Alumni venture), and the department of Electronics. The skill development centre will produce the LED lighting and solar-based lighting solutions based on the training attained by the student is the final goal of this project

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

7.3.2 - Plan of action for the next academic year

1. To Organize NAAC Sponsored National Level Seminar. 2. Organizing Criterion wise presentations as a step towards preparing for NAAC reaccreditation. 3. An effort to collaborate initiatives of Industry-Academia and Alumni for development of students.

4.To organize finishing School Programme of Government. 5. Organize various student and faculty development programme. 6. To made placement more efficient tostart Academy for Competitive Examination. 7. To motivate PG student regarding NET/SLET examination

8.To start certificate course in different job oriented coursesunder auspices of UGC 9. To organize seminar and workshops with financial assistance from UGC

10.To start coaching for NET/SLET in various subjects

11.To further Strengthen the ICT 12. To create an Incubation Centre for Social sciences projects 13. To have more industry academic interface so that there is more corporate participation inacademics. 14. To implant lecture captivating system in the institution. 15. Conducting programmes to encourage and support students to start their ownbusiness ventures.