

INSTITUTIONAL DEVELOPMENT PLAN

2018-19 to 2022-23



N S S College, Rajakumari

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1. Introduction

N S S College, Rajakumari was established in the year 1995 under the efficient management of The Nair Service Society, Changanassery, one of the largest educational agencies in Kerala state. The college is Government aided college and is affiliated to Mahatma Gandhi University, Kottayam. The college is located in the high ranges of Rajakumari village of Udumbanchola Taluk, Idukki district. The campus spreads around 19 Acres of land donated and purchased by Nair Service Society from various good hearted local people. The college started as a degree college which offers job-oriented 3 year/ 6 semester degree programmes. During the year 2003, a new course on Commerce (Model II) with Computer Application specialization has also been added. In the year 2014, the college was elevated to the status of a Post Graduate College by starting a Course in M. Sc. (Electronics), the first ever aided Post Graduate course in Electronics in the state of Kerala. In the same year another course in Commerce (Model I) with Co-operation as specialization was also started/ Since its inception on 11th September, 1995, N S S College, Rajakumari has been playing a major role in the upliftment of the socio-economic scenario of this region. The vision of the college is to impart free technical education mostly to financially weaker sections of the society. The courses offered aim to mould young aspirants to excel in the field of electronics, computer hardware/software and business/commerce. The institution has its own view to equip the students to meet the demands of the current global competitions. The effective curricular and co-curricular activities transform the stakeholders of this institution to meet the requirement of industry and real world situations. During the past 28 years of valuable educational service, this institution has created many software and hardware experts, self-employed entrepreneurs, government servants, NGO activists etc... The college has got four departments, viz. Computer Applications, Business Administration, Electronics and Commerce which offers full time 3 year/6 semester new generation courses- BCA, BBA, BSc Electronics, BCom with Computer Applications, BCom with Co-operation and MSc Electronics.

Vision

To uplift the socio-economic backwardness of this area by providing job-oriented

education in new generation programmes like Electronics, Computer hardware and Software, Business administration and Commerce and to equip the stakeholders competent and hardworking to survive the challenges in the present competitive world.

Mission

1. To mould the stakeholders of the various programmes to excel in their fields
2. To give opportunity for community and extension activities and hence to create awareness of the real world situations
3. To nurture the inbuilt capability of every student through curricular and non-curricular activities
4. To facilitate the stakeholder 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 centers.

2. Institutional Profile

1. Name of the College: NSS College, Rajakumari
2. District: Idukki
3. Affiliating University: Mahatma Gandhi University, Kottayam
4. Aided/State Government College: Government Aided
5. Rural/Urban: Rural
6. Details of Campus: Permanent Campus
7. Name of the Principal: Dr Suresh Kumar E B
8. AISHE Code: C – 11688
9. Year Of Establishment: 10-03-1995
10. Accreditation Details: Accredited by NAAC at B+ Level with CGPA 2.7 – 1st Cycle
(valid till 15-09-2021)
11. Total No. of UG Programmes Offered: 5
12. Total No. of PG Programmes Offered: 1
13. Total No. of Teaching Faculty: 34
14. Total No. of Non-Teaching Faculty: 9(recruited) + 2 (sanctioned by management)
15. Total No. of Students: 638
16. Total Campus Area: 18 Acres
17. Total No. of Labs: 2 Computer Labs and 2 Electronic Labs

4. SWOC Analysis by NAAC Peer Team (2016)

Overall Analysis	Observations
Strengths	<ul style="list-style-type: none"> • College Caters to Educational needs of Rural Yuth • Qualified faulty with (Ph.D's) committed, motivated to develop the college • Good infrastructure and ambience • Students' progression and outcome is impressive • UGC and state funding is encouraging • College has local Panchayat support and established good reputation • Alumni contributions are noteworthy • Students of linguistic minority from neighbouring states preferring to joining the college

Weaknesses	<ul style="list-style-type: none"> • Fund mobilization from other sources is lacking • No budgetary allocation for faculty development including research • Students' exposure to industry socio-economic activities is not satisfactory • No hostel for boy students • Limited Wi-Fi facility • Very few journals and periodicals and newspapers
Opportunities	<ul style="list-style-type: none"> • Good demand for PG courses • Job oriented diploma courses can be started • Student strength can be increased if hostel accommodation for Boys is created

Challenges	<ul style="list-style-type: none">• Building better interface with industry and Business• To focus on strategies for quality enhancement of Teacher and Students with Global outlook• Need to attract more talented students through innovative strategies
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NSS College Rajakumari

5. Recommendations for Quality Enhancement of the Institution by the NAAC Peer Team

Recommendations for Quality Enhancement of the Institution

- Periodically update faculty knowledge and pedagogic skills.
- Courses should provide opportunities for better interface with industry, Business and society
- To start PG courses in Computers, Management and Commerce
- To start NCC unity on priority basis
- Office need to be computerized
- Electronic lab be strengthened; Urgent need to create VLSI Lab
- To conduct skill development programmes on continuous basis to enhance job opportunities
- Wi Fi facility needs to be enhanced for effective learning
- Need for more non-teaching staff (both technical and non-technical)
- Library need to be totally computerized
- IT hardware and software need to be upgraded annually.
- Strengthen alumni interface with the college

6. Strategic Goals and Plan of Action (2018-23)

Strategic goals were proposed by the conjoint planning of the Management, the Principal, IQAC and Planning Board keeping the recommendations by the NAAC Peer Team recommendations in reference.

Goal 1: Improve curriculum delivery methodologies

Proposed methodology to achieve the Goal:

- Prepare academic calendar and an action plan (for an academic year and conduct the curricular, co-curricular and extra-curricular activities, like-wise)
- Allocation of funds for the improvement of existing classrooms and laboratory facilities.
- Allocation of funds for more ICT tools for effective classroom study.
- Conducting induction programs and bridge courses as and when required by the students
- Conduct regular remedial classes for students who need extra help in academics.
- Teachers to evaluate the academic ability of students at the beginning of the programme using baseline academic data.
- Devise programs in tune with curricular policies and are reviewed and updated periodically matching global standards.
- Program wise content and delivery to be planned with innovative pedagogical strategies.
- Course/module-specific planning takes the form of detailed plan of execution which is periodically adapted and updated by teachers.
- Lesson plans to be formulated based on evolving plan of work.
- Students to be encouraged to take responsibilities in organizing the Extra and Co-curricular activities to improve their organizational skills
- Follow Key Teaching - Learning Methods like:
 - Bridge Course
 - Experiential learning

- ✚ Intelligent Questioning Techniques
 - ✚ Peer teaching methods
 - ✚ Remedial Classes
 - ✚ Tutorial sessions
 - ✚ Group Discussions, Debates
 - ✚ Use of a Virtual Learning Environment
 - ✚ Interactive talks by experts
 - ✚ Club activities
- Program outcomes and course outcomes are to be clearly defined for students, so that they know what they have to do in order to meet learning objectives and achieve the assessment outcome.
 - Providing regular feedback to the students regarding their progress
 - Teachers to share and discuss student feedback and collaborate to ensure effective, relevant and timely learning support for the needy students
 - Establish educational resource centre.
 - Provide minimum learning materials for students in need
 - Increase student support through scholarships, free ships and awards.
 - Periodic assessment of curriculum delivery to be conducted by the Academic Committee.
 - Annual feedback to be collected from students to bring improvements in curriculum delivery strategies.
 - Live projects need to be given to meet the industrial standards.
 - Projects should be given in association with the industry

Goal 2: Curriculum Enrichment through Skill development and value-added programs

Proposed methodology to achieve the goal:

- 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
- Guidance for competitive examinations and career counselling to be offered by the Institution during the year
 - Skill development centre on behalf of Department of Electronics is proposed to train students in making LED lightings
 - MoUs and linkages can be signed with external agencies/consultants for advanced facilitation of these capability enhancement programmes
 - The career guidance cell, equal opportunity cell, NSS, other clubs and committees and individual departments to conduct training sessions, guidance and counselling for students aspiring to appear in the competitive examinations
 - Add-on courses in each subject to meet the industry need for skill enhancement.
 - Increase research and industry based assignments / projects
 - Provide certificates for field works, projects, seminars etc.
 - Engage alumni in guiding students towards achievement of their career goals.
 - A research centre in Electronics need to be established

Goal 3: Improved feedback mechanism

Proposed methodology to achieve the goal:

- Online feedback mechanism through college website need to be implemented.
- Separate feedback to be collected for curriculum delivery, infrastructure and teaching methodology.
- Collect annual feedbacks (online) from students, parents, faculty members and alumni.
- IQAC to collect the feedback, analyse and propose changes in strategies if required.

Goal 4: Improve Students' performance and Learning Outcomes

Proposed methodology to achieve the goal:

- Newer holistic approach to class room teaching
 - a. **Flipped classrooms:** Here the concepts/theory of a topic is to be given to the students prior to the actual class in the form of study materials, notes etc. In the actual class, the teacher will discuss the application of the concepts. Problems/case studies to be given to student groups and they will discuss among themselves to solve them.
 - b. **Peer teaching:** seminar session on advance topics need to be given
 - c. **Experiential learning:** Live projects from industry as well as from entrepreneurs from alumni need to be practiced
 - d. **Participative learning:** Class rooms are not being a teacher centric one. Discussions, presentations, group projects in the lab are to be encouraged. The experiments in the lab need not be limited to syllabus.
 - e. **Problem solving methodologies:** Students gain knowledge from experience that gradually develops to the concept and hence it is a practise to theory approach. The students are expected to observe, understand, analyse, interpret, find solutions, and perform applications that lead to a holistic understanding of the concept. All problem-solving methodologies are based on three steps, gathering information, sequencing them to gain knowledge and decisionmaking. A quasi-flipped class room approach can be very effective to implement
- Increase use of ICT tools by faculty members. All classes should be converted into ICT enabled one
- Provide scholarships to attract talented students using alumni contributions
- Use of various learning assessment tools such as
 - ✚ Quiz
 - ✚ Home assignments
 - ✚ Written tests
 - ✚ Viva-voce
 - ✚ Students' seminars

- ✚ Practical assignments
- ✚ Self and peer assessments
- It is proposed to establish an Educational Resource Centre for content generation, consolidation and management.
- Provide online resources to students. Improve Wi-Fi enabled campus and access to all.

Goal 5: Faculty development

Proposed methodology to achieve the goal:

- Encourage faculty to calibrate their career through FDPs and PhD Programmes
- Identifying key areas of skill / expertise and getting faculty members trained for the same.
- Encouraging memberships in professional bodies.
- Encourage faculty to enroll in the various programmes charted by UGC and MHRD

Goal 6: Enhancement of Research and Consultancy

Proposed methodology to achieve the goal:

- Research Centre to be established in Electronics .
- Faculty members are encouraged to apply for minor/major research projects under UGC, KSCSTE, DST etc.
- Encourages faculty members and PG students to publish their research work in UGC notified journals
- Provide support to faculty members for publications and conference participation.
- A software development wing may be started as an incubation centre under Computer Applications Department

Goal 7: Enhancement of extension activities

Proposed methodology to achieve goal:

- Conduct extension and outreach programmes in collaboration with industry,

community and Non- Government Organisations through NSS, NCC and Women Study Unit.

- Support nearby palliative patients, old age home inmates through the financial and physical presence to pacify and encourage them for better life.
- Encourages students to participate in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue etc.
- Provide sensitization in computer, electronics areas to encourage them to opt out a career in the field.
- **Few proposed extension activities:**
 - ❖ Support palliative patients with food and medicines
 - ❖ Visit the old age home on festival occasions
 - ❖ Awareness on E-waste recycling to nearby panchayaths
- **Proposed humanitarian activities:**
 - ❖ Supply food kits to the old age home inmates in the pachayath once in every week.
 - ❖ Celebrate Onam with the people in the old age home
 - ❖ Cleaning and maintaining College and its surroundings.
 - ❖ Conduct Special camping Programme on behalf of NSS during Christmas vacation

Goal 8: Promote collaborations with other organisations

Proposed methodology to achieve the goal:

- Establish academic collaborations/linkages and MoUs with other institutions.
- Establish skill enhancement programmes with industry/institutions
- Invite eminent scientists and professors for collaborated institutions for guiding students in research / project / career advancement.
- MoU with entrepreneurs for placements –especially with Alumni

Goal 9: Classroom Infrastructure improvement

Proposed methodology to achieve the goal:

- ICT enable class rooms are the need of the hour.
- On an annual basis requirements in terms of infrastructure are to be assessed and reported to the management.
- IT Cell need to be formed for the audit
- All departments should be provided with ICT facilities.
- Proposals are to be prepared by these committees without any delay and should be submitted for the approval of the college council.
- RUSA funds, if allocated, may be utilized for the overall infrastructure development of the college

Goal 10: Laboratory Infrastructure improvement

Proposed methodology to achieve the goal:

- IT hardware and software facilities need to be improved in every year
- PD account need to be utilized in all academic year to improve the laboratory facilities.
- Class rooms should be maintained with good facilities for students
- On an annual basis requirements in terms of infrastructure are to be assessed and reported to the management.

Goal 11: Library Infrastructure improvement

Proposed methodology to achieve the goal:

- Constructing a new library building to cater to the need of increases reading resources and students.
- Fully Automated library need to be set up.
- Provision for Web OPAC facility to access library resources from everywhere to be made
- Set up a Digital library/ Institutional repository at the central library.

- Ensure optimum use of both hardcopy and digital resources available in our library.
- N-LIST usage policy to be formulated for the entire academic community in the college.
- Internet facilities as part of UGC network centre to be upgraded with facilities like printing and reprographic facilities.
- Initiatives to be taken by the library to provide training programs/certificate/diploma/Add-on courses to students.
- Library to extend extension services to the public too.

Goal 12: Improving students support mechanism

Proposed methodology to achieve the goal:

- Student Support facilitating mechanisms - like guidance cell, placement cell, Grievance Redressal cell and welfare measures to support students
- Ladies waiting room to be furnished with amenities like sanitary pad vending machine, incinerator and rest area.
- Help desk to be provided at the time of admissions as well as career orientation.
- More scholarships to be provided to the talented and needy students.
- Maintain fair means of academic assessment, as previous years, and open support of DLMC, CLMC and Grievance Redressal Cell

Goal 13: Improving employability of students

Proposed methodology to achieve the goal:

- 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

- Guidance for competitive examinations and career counselling offered by the Institution during the year
- MoUs and linkages can be signed with external agencies/consultants for advanced facilitation of these capability enhancement programmes
- The career guidance cell, equal opportunity cell, NSS, other clubs and committees and individual departments to conduct training sessions, guidance and counselling for students aspiring to appear in the competitive examinations
- More add on courses to cater the need of industry.
- Increase research and industry based assignments / projects
- Provide certificates for field works, projects, seminars etc.
- Engage alumni in guiding students towards achievement of their career goals.
- Consultancy may be given for providing software assisted services

Goal 14: Improve alumni engagements

Proposed methodology to achieve goal:

- Alumni Lecture series in all departments
- Laboratory facilities may be improved with the help of Alumni
- Placement assistance may be sought.
- Seminar hall/ open air auditorium may be built with the help of Alumni in consultation with the management

Goal 14: Improving office work environment

Proposed methodology to achieve the goal:

- Office need to be computerized with modern computers
- MIS need to purchased/developed. Assistance of Computer Application department may be sought.
- Administrative training programs for office staff on the usage of office automation tools.
- Training programs for office staff on SPARK, GainPF, E-tender procedures, PFMS etc.

- Students may be given projects to develop software for ERP

Conclusion

The proposed Institutional Development Plan for the next five years aims to achieve an effective and healthy growth by focusing on social inclusivity, diversity, state-of the art pedagogical, technological facilities and administrative skills, thereby leading both the academic and local community towards the future. These goals will definitely make this institution a hub for the upliftment of the living as well as the academic standards of this remote area