



N.S.S.COLLEGE

OTTAPALAM

Accredited by NAAC with 'A' Grade

Palakkad, Kerala – 679321

Phone : 0466-2244382, (Office) 2244206 (PRINCIPAL)

e-mail : nsscollegeottapalam@gmail.com, nssotp@gmail.com

www.nsscollegeottapalam.org.

Affiliated to The University of Calicut

ANNUAL QUALITY ASSURANCE REPORT

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

2017-18

The Annual Quality Assurance Report (AQAR) of the IQAC 2017-2018

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	N.S.S, COLLEGE, OTTAPALAM
1.2 Address Line 1	PALAPPURAM P. O
Address Line 2	OTTAPALAM, PALAKKAD DISTRICT
City/Town	OTTAPALAM
State	KERALA
Pin Code	679103
Institution e-mail address	nssotp@gmail.com nssclegeottapalam@gmail.com
Contact Nos.	0466-2244382
Name of the Head of the Institution	Dr.BALACHANDRAN.S.
Tel. No. with STD Code:	0466-2244206

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.25	2007	2012
2	2 nd Cycle	A	3.02	2018	2022
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year (for example 2010-11): 2017-18

1.9 Details of the previous year's AQAR submitted to NAAC Certificate latest Assessment and Accreditation by NAAC

The college has been re-accredited by NAAC on November 2017.

AQAR 2017-18 submitted to NAAC on 21.12.2018.

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy.Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Calicut University,
Malappuram Dt., Kerala

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>		<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="17"/>

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Reaccreditation Strategies and Enhancement of capabilities

2.14 Significant Activities and Contributions made by IQAC

- College Academic Calendar prepared.
- NAAC visit preparation coordinated - Preparation of Department Files, PPT and profiles
- Mock Peer team visit conducted.
- Clubs and Committees reconstituted.
- Supplementary SSR for the academic year 2017-18 up to November prepared.
- Academic Audit conducted internally
- Nature Club and IQAC conducted Green Audit
- Formal feedback of Faculty, Department and Institution were collected from students and analysed
- Centralised Model Examination for all semesters were conducted.
- Tutorial system strengthened.
- Organized social outreach programmes and extension activities in all departments
- Co-ordinated club activities like Women's Cell, ED Club, Tourism club, Career Guidance cell.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> To Equip the college for NAAC Visit 	College Accredited with A Grade
<ul style="list-style-type: none"> To encourage the faculty to take up minor/ major research project proposals 	One Major Project sanctioned to Dept. of Zoology.
<ul style="list-style-type: none"> To strengthen the social outreach activities 	Activities for community benefits are organised by all departments
<ul style="list-style-type: none"> To continue the publication of multidisciplinary research journal 	Published journal with more articles.
<ul style="list-style-type: none"> Motivate departments for the conduct of more Seminar and Workshops 	An International Seminar was organised by PG Dept . of Commerce
<ul style="list-style-type: none"> Planned to conduct Academic Audit 	Academic Audit conducted internally
<ul style="list-style-type: none"> Initiative taken to conduct Green Audit 	Green Audit conducted
<ul style="list-style-type: none"> To conduct online examination for degree Students 	Online Examinations conducted.
<ul style="list-style-type: none"> To promote eco-friendly habits in student community 	Implemented various programmes along with NSS.
<ul style="list-style-type: none"> To conduct Gender Sensitiation programmes 	Gender Sensitization programmes Conducted

Attached the Academic Calendar of the year as Annexure-I.

2.15 Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body **College Council**

Provide the details of the action taken

IQAC members prepared the AQAR and placed before College Council and Management for verification and approval.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	6			
UG	13			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				1
Total	19			1
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 PG + 13UG
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback Online Manual Co-operating schools (for PEI)

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

UG Syllabus revised in 2014 as per the guidelines of University of Calicut. Choice Based Credit System with elective options for core courses are opted by the departments. Interdisciplinary system of optional/open courses offered by various disciplines offer some choice for the students. Indirect grading system is implemented instead of Direct Grading System.. UG Syllabus for commerce revised in 2017. PG syllabus revised in 2017. Choice based Credit System with elective options are opted by the departments.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Others
	67	49	18	-

2.2 No. of permanent faculty with Ph.D. 21 With PDF 3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	10	-	-	-	-	-	-		

2.4 No. of Guest and Visiting faculty and Temporary faculty 28 - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	42	8
Presented papers	17	14	
Resource Persons	2		2

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

- On line examination
- Social Surveys in Socio-economic problems
- Student debates on current national and international events
- Peer teaching
- Interdisciplinary paper presentation by students
- Power point presentation by students for seminar
- Provision of online study materials and model question papers
- Soft Skill training programme
- Group discussion on Literature, Films, Theatre.

2.7 Total No. of actual teaching days during this academic year 190

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

1

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

3	8	1	3
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2.10 Average percentage of attendance of students

Programme	UG	PG
English	82.3	90.6
Malayalam	91.50	
Hindi	93.72	
Economics	88.56	93.87
History	86.00	
Maths	91.2	94.3
Physics	91.68	94.24
Chemistry	93.51	
Ind. Chemistry	88.00	
Computer Science	90.8	92.3
Botany	95.2	
Zoology	96.46	-
Commerce	91.23	95.27

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA English	38	2.6	65.8	-	-	68.4
BA Malayalam	31	-	45.2	9.7	-	54.9
BA Hindi	28	25	64.3	3.6	-	92.9
BA Economics	54	3.7	53.7	1.9	-	59.3
B.A History	37	-	67.6	0.5		73
BSc Mathematics	43	34.9	37.2	4.7	-	76.8
BSc Physics	33	21.2	60.6	3.0	-	84.8
BSc Chemistry	34	38.2	29.4	-	-	67.6
BSc Industrial Chemistry	29	13.8	44.8	-	-	58.6
BSc Computer Science	30	16.66	43.3	-	-	60
BSc Botany	32	46.9	34.4	-	-	81.3
BSc Zoology	28	42.9	42.9	-	-	85.8
B Com	58	27.6	46.6	6.9	-	81.1
MA English	19	15.79	57.89	26.31		100.00
MA Economics	18	16.7	44.4	33.3	5.6	100.0
MSc Mathematics	18	11.1	44.4	11.1	5.6	72.2
MSc Physics	12	8.3	41.66	16.66	-	66.62
MSc Computer.Science	9	55.55	22.22	-	-	77.77
M Com	20	55.55	40	-	-	95.00

- First Rank in B.Com student
- Second Rank shared two students in M.Com
- Ninth Rank in M.Com student.
- First & Third rank in B.A Hindi students.

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

<ul style="list-style-type: none"> ▪ ICT enabled departments ▪ Teacher's diary and Academic Calendar ▪ Monitors the progress of the students through a process of continuous Internal Assessment system. ▪ Conducts online examination. ▪ Conducts centralised model examinations ▪ Encourages Field Work and Social Surveys. Study Tours and Industrial Visits further strengthens student knowledge base. ▪ Encourages departments to conduct Extension and Social Outreach Programmes ▪ Promotes learner centric classes through Seminars/Quiz/Debate. ▪ Strengthens soft skill training through ASAP ▪ IQAC periodically assesses the feedback of the students and subject experts and suggest for relevant changes in the academic activities. ▪ Counselling Cell assists the students to deal with learning problems and challenges
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2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	1	-	-
Technical Staff	6	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages the faculty to take up minor and major research projects from various funding agencies
- Motivate the faculty and students to participate in international and national workshops and conferences
- Encourage the students to optimise the use of INFLIBNET facility in the college
- Research cell and IQAC promote quality in academic research
- Departments are motivated to conduct workshops and seminars at international and national levels by availing financial assistance from various funding agencies

3.2 Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs			20.07Lakhs	

3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number		4		
Outlay in Rs. Lakhs			3.5 Lakhs	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	6	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		1	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5	KSCSTE	20.07 Lakhs	8.487 Lakhs
Minor Projects	5	UGC	10.6 Lakhs	..
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the
Institution

Level	Inter national	National	State	University	College
Number	1	4	1	1	3
Sponsoring agencies	SBI	MSME BSE KSESTE IGCAR, Kalpakkam	GST	Calicut University Centre	KSCST E

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

3.13 No. of collaborations International National State level

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management/University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist.	College

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

	University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>	

3.25 No. of extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="9"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="10"/>	Any other	<input type="text"/>

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

Departments

1. Social survey on Kuthampully Handloom weavers were conducted and a survey report was submitted: Organised by Department of Commerce
2. On the basis of social survey an Exhibition and sale of handloom garments in collaboration with Palappuram weavers were organised.
3. Extension class for promoting national language: Organised by Department of Hindi
4. Plastics: Boon or Bane: Organised by Department of Chemistry
5. Extension programme for school children: Organised by Department of Malayalam in association with NSS KPT HSS, Ottapalam
6. Haemoglobin estimation and blood group identification of students of School for Deaf and Dumb Ottapalam organised by Department of Zoology.
7. Model NET examination for P.G students: Organised by Department of Physics in association with APT.
8. Sharing knowledge: A visit to AJB school: Organised by Department of English
9. Chuttuvattathae oushadha sasyangal: Botany department in collaboration with Arya Vaidhya Pharmacy, Kanjikode.

National Service Scheme

1. Observed environment day by planting mango tree saplings in campus
2. Awareness campaign to prevent dengue in Ottapalam Municipality
3. Bharathapuzha cleaning project
4. District level cleaning program at Kadampazhipuram
5. Awareness programme for students by Anti Narcotic Cell Ottapalam
6. Installation of Compost unit in campus
7. Financial aid for cancer patients
8. District level Blood Donation Camp participation
9. Awareness program for various communicable diseases in association with Health department
10. Visited Rehabilitation centres-ABHAYAM, POLYGARDEN

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.67 acre			10.67 acre
Class rooms	36			36
Laboratories	9			9
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		21	UGC	51
		30	PD	
Value of the equipment purchased during the year (Rs. in Lakhs)		3.38487 Lakhs	UGC	5.667 Lakhs
		2.28213 Lakhs	PD	
Others				

4.2 Computerization of administration and library

<ul style="list-style-type: none">• Digital library website• Library fully automated• OPAC• Scholarships and fee concessions are done online • Digital library with internet access is provided to all students • N- list online facility made available • THE INTERNET, ,INTRANET and INFLIBNET are available for users in Common Computer Lab and Library.
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books Reference Books	48618	43,57,447	400	253548	49018	4,610,995
e-Books	50				50	
Journals	23	14,417			23	14,417
e-Journals						
Digital Database						
CD & Video	74		15		89	
Others (specify) Wi fi + Router + LAN Wireless		3,51,000				3,51,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	147	4 Labs	29	2	2	12	117	44
Added	4						1	2
Total	151	4	29	2	2	12	118	46

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

- On line examination.
- Language lab
- CCTV introduced.
- Wi-Fi campus
- INFLIBNET facilities are provided to all faculty members, students, and administrative staff
- Administrative office fully automated
- Internet access to all departments, computer lab and Central library
- Students are encouraged to use ICT for learning process

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

20.53 lakhs

iii) Equipments

5.667 Lakhs

Total:

26.2 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Coordinated government initiative for skill development programme - ASAP
- Provided counselling in weekly tutorial meetings
- Conducted mock interviews and grooming sessions by Career Guidance and Placement Cell
- Arranged Peer classes.
- Remedial teaching
- Anti-Ragging and Anti-harassment cell
- Conducted Parent teacher and student meetings for UG programme.
- Facilitated the work of Grievance and Redressal cell and Counselling cell.

5.2 Efforts made by the institution for tracking the progression

- Continuous assessment by internal tests and seminars.
- Monitoring of students in dissertations, project works, etc.
- Arranged GDs and Mock Interviews by Career Guidance and Placement cell
- Remedial teaching
- Weekly tutorial meetings.
- Intimating parents/guardians of their ward's performance.
- Identify weak learners and provide added help through Remedial and peer teaching
- Identify achiever students and enhance their potential.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1594	202		

Men	No	%	Women	No	%
	476	26.5		1320	73.5

(b) No. of students outside the state

1

(c) No. of international students

Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1075	332	20	357	5	1784	1069	329	27	371	6	1796
Demand ratio					10 times	Dropout %					1%

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

<p>Library and Internet facilities</p> <p>Reference materials for GMAT, CAT, GRE, GATE, PSC, UPSC examinations</p> <p>Coaching for Entry in services</p> <p>Coaching for Bank, Railway and PSC, UPSC, tests.</p> <p>Carrer guidance and Placement cell</p> <p>Programmes on personality development and communication skills by competent resource persons were organized for final year UG students. They were made aware of the various career options available.</p>
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5.5 No. of students qualified in these examinations

					18
NET	7	SLET	4	GATE	
IAS/IPS etc		State PSC		UPSC	
				Others	7

5.6 Details of student counselling and career guidance

<p>Counselling and Career guidance cell</p> <p>Cell provides a strong support system for students to build the communication skills and personality development. Classes were conducted to equip the students for campus recruitments and for competitive exams. Additional web-based support was provided to them in the form of profiles of MNC, GD topics, and interview questions. Under the aegis of the cell, individual departments conducted classes on career prospects for the first-year students. The Cell provides a strong support system for students to build their communication skills,</p>
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No. of students benefitted 63

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			14

5.8 Details of gender sensitization programmes

- Conducted seminars and interactive sessions on Women and media.
- Legal awareness classes conducted
- Counselling classes were organized by women's cell.
- Conducted Short term Yoga classes and motivation classes
- Arranged classes on self-defensive mechanism, Karate classes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports:

State/ University level National level International level

Cultural:

State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs
Financial support from institution		
Financial support from government		
Fee Concession	812	26,17400
Stipend	369	43,32245
Financial support from other sources	52	59,4400
Number of students who received National recognitions	22	3,41700

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Inadequate library facilities. Constructed new Reading Room.

Insufficient drinking water during summer. Installed a reverse osmosis water purifier.

Complaint about washroom facilities. Constructed more toilets .

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
Thamasoma Jyothir Gamaya
Mission
Social emancipation

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

- One faculty member is Outstation expert in CBSE & UGC NET Commerce and Management.
- One faculty member is Faculty in University of Calicut
- Three faculty members are PG Board of Studies in University of Calicut
- Five faculty members are UG Board of Studies in University of Calicut
- One faculty member is expert in Doctoral Committee
- Three faculty members are Ph.D Thesis Examiners
- Three faculty members are Research Guides

6.3.2 Teaching and Learning

- Planning and Execution of Academic Calendar
- ICT based learning strategies
- Effective Tutorial System
- Career Guidance and employment training programmes.
- Soft Skill Training
- Remedial and Peer teaching
- Promoting Inter departmental activities
- Promoting students Field Surveys and Projects
- Industrial visits and study tours
- Industry based training programmes and projects
- Faculty participation in subject updating conferences and workshops

6.3.3 Examination and Evaluation

- Online examination conducted.
- Continuous Internal evaluations are done and displayed on notice board.
- Centralised Model Examination conducted
-

6.3.4 Research and Development

- One International Seminar conducted by Commerce Department
- One National Seminar conducted by the Department of Zoology
- 16 Regional Seminars conducted by various Departments
- One Major Project funded by KSCSTE sanctioned for Zoology department
- 5 Minor Projects are progressing
- Two faculty members participated as experts/resource persons/chairpersons in International and 2 in state level.
- 17 faculty members presented papers in International seminars/workshops and 14 in National Level
- 15 faculty members participated in International seminars/workshops, 42 in National and 8 in state level

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Digital library with 49018 library books, 50 e-books and 23 e-journals, 89 CD's.
- Intranet and Infnlibnet services available
- ICT enabled class rooms for all PG class and white & green boards are provided in all UG and PG classes.
- Well equipped common computer lab with internet facility access.
- Language lab facility available

6.3.6 Human Resource Management

- Career Guidance cell and Entry to Services organise GD, Mock Interviews etc
- Faculty members are encouraged to contribute to research in respective fields.
- New clubs reconstituted-Nature club, book club, ED club, Tourism club, bird club etc.
- Actively functioning Staff Club

6.3.7 Faculty and Staff recruitment

The institution follows the UGC norms for staff recruitment. The institution also follows the rules regarding the recruitment as given by the Govt. of Kerala. Vacancies are published in leading news papers and prescribed norms are strictly adhered to.

6.3.8 Industry Interaction / Collaboration

Linkages-8
Collaboration -1

6.3.9 Admission of Students

University provides a Single Window Centralised Admission Process (CAP) and students are allotted seats on the basis of merit and choice of subject and college. The Nodal Officer acts as the intermediary between the college and the University and effectively ensures the smooth functioning of the admission mechanism.

6.4 Welfare schemes for

Ladies hostel is provided for girl students and ladies staff.
Health centre and playground is available for all staff and students.
Canteen facility is arranged within the campus.
Students can avail various scholarships and can enjoy fee concessions and endowments.

6.5 Total corpus fund generated

20.53 Lakhs

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	Yes	Principal and IQAC
Administrative	Yes	Government	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

University has changed the evaluation to indirect grading for UG and PG classes.

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

The decision to endorse autonomy to various colleges is decided by the government.

6.11 Activities and support from the Alumni Association

Alumni are the most precious stake holder of any institution. Cash awards are given to toppers by Alumni in many departments. Many of our alumni are working with reputed organisations and are holding prestigious socio-economic political positions. Their valuable suggestions are taken into account for ensuring placement to the students.

6.12 Activities and support from the Parent – Teacher Association

The PTA meetings are held regularly class wise to interact with the parents and their needs are addressed at the earliest. The academic progress of their ward is also discussed.

The PTA fund is utilized for student welfare and for the development of the departments.

The salary of the guest faculty members is met from PTA fund.

PTA also felicitates the top scorers in University examinations, sports personalities and artists who bring laurels to the college.

6.13 Development programmes for support staff

The support staffs are given orientation classes to improve efficiency. Special training is given in handling computer software in admission process, examination seating arrangements, attendance tabulation, uploading internal marks etc

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

- College campus is in the midst of lush greenery with endangered trees which supports a rich bio- diversity
- Maintenance of botanical garden and Mannam garden
- Observation of World environment day, World wet land day etc
- An all Kerala inter collegiate quiz on environment is conducted every year.
- Students are made aware of hazards of plastic waste and its management.
- Nature club and Bhoomithrasena clubs are functioning effectively.
- Green Audit conducted

Criterion – VII

7. Innovations and Best Practices

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

One week Finishing School for final year PG students.
Institutionalisation of departmental quality assurance cell.
Gender sensitization programmes.
Self defence classes for girl students.
Short term course on yoga.
Professional counselling to required students
Constitution of film club for critical analysis of films

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

Completed renovation work in the campus buildings
Published Multidisciplinary research magazine
Conducted finishing school for all final year PG students
Conducted extension activities and social outreach programmes by all departments
Organized international and national seminars
Strengthened activities of various clubs

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

Fortified students for better community contribution

Green Audit

- Institution conducted an internal green audit by
- Eco-friendly building
 - Active functioning of nature club and bhoomithra sena
 - Water conservation and prevention of water wastage.
 - Replacement of incandescent bulbs with CFL and LED
 - Maintenance of Carbon dioxide neutrality by thick greenery

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

<p>Fortified students for better community contribution</p> <ul style="list-style-type: none">• Participation of survey on the problems faced by Kuthambully Weavers of Thiruvilwamala.• Associating with Lower Primary school to generate interest to learn and use English language in a better way.• Imparting awareness of Hindi through learning materials.• Providing Mathematical classes for higher secondary students.• Identification of Blood group and estimation of Haemoglobin.• Awareness campaign to prevent Dengue.• Observing environment day by planting trees• Cleaning of Bharatha Puzha river.• Financial aid for cancer patients.• Plastic waste removal from the campus.• Naksthavanam in the campus.• Participation in blood donation camp.
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**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

<p>Eco friendly practises were implemented in the campus like reduction in the use of plastics and paper and use of cloth banners</p> <p>Promotion of rain water harvesting and drip irrigation technique through awareness classes to local people by students</p> <p>Construction of check dams in Bharathapuzha River</p> <p>Distribution of organic seeds to local community</p> <p>Distribution of cloth bags</p> <p>Organization of environmental quiz</p>
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7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths:

- More than 75% of the college community, both students and faculty, are female. Hence the campus has a supportive environment for girls/women.
- There is a high demand ratio for various courses in sciences, commerce, and liberal arts.
- A supportive management makes the functioning of the institution smoother.
- There is a good academic ambience where students learn the spirit of enquiry and critical thinking.
- A digitalized library with N List helps the students in inculcating the spirit of research in their respective disciplines.
- A good overall result at both UG and PG level ensures a settled career for students,
- The college maintains a good research culture by participation and publication of research articles in national and international seminars/ journals.

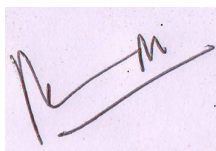
Weakness:

- The College needs an auditorium and conference hall for academic and co-curricular programs.
- Inadequate collaborations and linkages
- Limited number of value-added courses

8. Plans of institution for next year

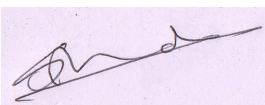
- Reconstituting IQAC for monitoring post accreditation initiatives.
- Commencement of value-added courses
- Development of soft skill abilities among students.
- Strengthening various club activities
- Enhancing collaborations and linkages with academic and industrial bodies
- Strengthening of ICT enabled teaching methods
- Competence development programmes for students and teachers
- Publication of multidisciplinary journal with more articles and to achieve ISSN number
- Strengthening of more co-curricular activities by forming departmental clubs
- Organization of social outreach programmes.
- Conduct of a centralised Induction programmes for all first-year students.
- Conduct International and National Seminars

Name: **Manju B.L.**



Signature of the Coordinator, IQAC

Name: **Dr.Balachandran.S**



Signature of the Chairperson, IQAC

ANNEXURE – 1
Academic calendar 2017-18`

Month	Activity	Tentative week/date
June '17	Reopening	01.06.17
	College Council meeting	05.06.17
	Departmental meeting	08.06.17
	World environment day celebrations	05.06.17
	Staff meeting	09.06.17
	I SemBA/BSc/BCom admission	As per University schedule
July '17	IQAC meeting	02-07-17
	College Council meeting	03.07.17
	Orientation to teachers (IQAC)	Second week
	Department meeting	03.07.17
	Class PTA III & V Sem	Third week
	Dept. level / Club programmes	Fourth week
Aug '17	Orientation to freshers (IQAC)	First week
	Discipline wise meeting	Second week
	College council meeting	Second week
	Mid sem exam (Dept. level)	Third week
	Valuation camp	As per University schedule
	Onam celebrations	29.08.17
	Submission of mid sem mark list	Before 1/9/17
Sept'17	IQAC meeting	12.09.17
	Council meeting	13-09-17
	Departmental meeting	15.09.17
	College Union election	As per College union schedule
Oct'17	IQAC meeting	04-09-17
	Extension/ CSS activity by deparments	Second week
	Model exam (centralised)	Third week
	University exam for V Sem	As per University schedule
	University exam for III Sem	As per University schedule
Nov '17	Council meeting	01-11-17
	IQAC meeting	02-11-17

	Submission of odd sem tutorial report to Principal	Before 30.11.17
Dec.'17	College Council	04.12.17
	IQAC meeting	05-12-17
	Departmental meeting	05.12.17
	Staff meeting	11.12.17
	Last date to upload internals I sem	As per University schedule
	X'mas celebrations	21.12.17
	N.S.S seven days Special camp	26 th onwards
Jan'18	IQAC meeting	04-01-18
	Council meeting	05-01-18
	Department level/Club programmes	Second week
	Study tour of VI sem classes	Third week
	Class PTA- IV & VI sem	Fourth week
Feb'18	IQAC meeting	First
	College Council	First week
	Departmental meeting	First week
	Class PTA- II sem	Second week
	Dept. level/Club programmes	Second week
March'18	Mid sem exam (dept. level)	First week
	A-zone arts fest	As per university schedule
	General body PTA	As decided by PTA executive
	College day celebrations	As per College union schedule
	University exam for VI Sem	As per University schedule
	Submission of mid sem mark list	Third week
	Submission of even sem tutorial report to Principal	30.03.18
April.'18	University exam for IV Sem	As per University schedule
	University Exam for II sem	As per University schedule
	Last date to upload internals VI sem	As per University schedule
May '18	Last date to upload internals IV sem	As per University schedule
	Last date to upload internals II sem	As per University schedule
	College council meeting	10.05.18
	IQAC meeting	10.05.18



DEPARTMENT OF AQUATIC BIOLOGY & FISHERIES
UNIVERSITY OF KERALA

(Reaccredited by NAAC with 'A' Grade)

Karyavattom, Thiruvananthapuram 695 581, Kerala, India

Telefax: +91 471-2308131; Email: aquaticbiology@gmail.com

(UGC-SAP Centre of Advanced Study)

Dr. A. Biju Kumar
Dean, Faculty of Science
Professor and Head

DFS/Green Audit/2017-18/1

2 November 2017

To
The IQAC Cell
NSS College
Ottapalam

Sir/Madam:

Thank you for sending me the copy of the Environmental/Green Audit conducted by your college. Happy to note that you have followed the methodology adopted by University of Kerala. I could not see other examples of colleges conducting such a detailed environmental/green audit, and I congratulate the team for this initiative.

As a first attempt it forms a good report. However, may I suggest that you can slowly build up a strong data base on the faunal and floral diversity of the campus, through linking the nature club and NSS units. I also suggest to explore possibility to use of all barren land in the campus for afforestation using indigenous fruit and flowering plants. Further, waste management (including the chemicals from the lab) and energy audit can be clubbed with this auditing next year.

With Best wishes

Sincerely,

A. Biju Kumar

Dr A Biju Kumar
Dean, Faculty of Science



