The Annual Quality Assurance Report (AQAR) of the IQAC
2012-13

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
1.2 Address Line 1	Palappuram P O
Address Line 2	Ottapalam, Palakkad District
City/Town	Ottapalam
State	Kerala
Pin Code	670103
Institution e-mail address	nsscollegeottapalam@gmail.com
Contact Nos.	0466-2244382
Name of the Head of the Institution:	Dr.T.L.Remadevi
Tel. No. with STD Code:	04662244206

Mobile: 9447961273

Name of the IQAC Co-ordinator: Smt. Manju B L

Mobile: 9446975944

IQAC e-mail address: nssiqac@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:** EC/41/02 dated 10.02.2007
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom Of your institution's Accreditation Certificate)

1.5 Website address: www.nsscollegeottapalam.org

Web-link of the AQAR: www.nsscollegeottapalam.org/AQAR2012-13

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	1st Cycle	B++	83.25	2007	2012
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: 04/08/2008

1.8 AQAR for the year *(for example 2010-11)* 2012-2013

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

i. AQAR 2008-09 submitted to NAAC on 29/10/2010
ii. AQAR 2009-10 submitted to NAAC on 29/10/2010
iii. AQAR 2010-11 submitted to NAAC on 24/03/2014
iv. AQAR 2011-12 submitted to NAAC on 24/05/2016

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☑ No ☐

Constituent College ☐ Yes ☐ No

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☑ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ✓ Science ✓ Commerce ✓ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University *(for the Colleges)* Calicut University

Malappuram Dist. Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme

UGC-Innovative PG programmes *(Specify)*

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers 8

2.2 No. of Administrative/Technical staff 1

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and Community representatives: 2

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members: 11

2.10 No. of IQAC meetings held: 2

2.11 No. of meetings with various stakeholders No. Faculty

Non-Teaching Staff/ Students Alumni Others

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

If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

Total No International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Organised various meetings with departments, committees, clubs and evaluated the activities done by them
- Academic excellence through capacity building of teachers
- Various club activities & social outreach programmes are coordinated.

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
Enhancing connectivity and networking	ICT facilities are employed in teaching, learning and evaluation. Thereby enabling the college community to utilise the technology to keep in pace with the changing scenario.
Ensuring quality in research	Cell monitored research and collaborative activities.
Maintaining Eco-friendly campus	Activities to maintain botanical garden and biodiversity awareness among students.

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

2.15 Whether the AQAR was placed in statutory body Yes ✓ No

Management √ Syndicate any other body College council

Provide the details of the action taken

The AQAR report placed before College Council prepared by IQAC Coordinator in consultation with other members gets approved. Management also verified and approved.

Part – B

Criterion – I

1. 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	5			
UG	12			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3	2		1
Others	1			1
Total	21	2		2

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	5 PG + 12 UG
Trimester	
Annual	8

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

Mode of feedback : Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

Feedback was taken informally from students by few teachers and tried to improve the classroom teaching by considering their opinion.
Feedback from parents was collected during class wise parent's meet and the suggestions are communicated to management.

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

The curriculum followed in our institution is framed by Calicut University as it is affiliated to the University.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
	21	49		4

2.2 No. of permanent faculty with Ph.D. 22

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
13	6							13	6

2.4 No. of Guest and Visiting faculty and Temporary faculty 14 | | 1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	18	1
Presented	4	25	1
Resource Persons	1	5	

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

- Smart class rooms are installed.
- The library provides N- list, e-journals.
- White boards are displayed in PG classrooms.
- Bridge and introductory classes for the first semester UG & PG.
- Common computer lab and library has internet browsing centres.

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, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development As member of Board of Study/Faculty/Curriculum Development workshop	1	1	1

2.10 Average percentage of attendance of students	84.95

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc Maths	39	30.77	15.38	25.64	5.13	77
B Sc Physics	32	41	22	28		90.6
BSc Chemistry	23	65	22			87
BSc I.C	19	31.5	36.8			68.3
B Sc Botany	21	43	43	14		100
B Sc Zoology	20	65	20			85
BSc C.S	27	33	48			81
BA Malayalam	23		73.91	21.74		95.65
B A English	38	39	16	24		79
B A Hindi	24	37.5	33.33	8.33		79.2
B A Economics	56	17.86	33.93	25		76.79
B Com	55	41.82	42.61	8.27		92.7
MA Economics	19	5.2	36.8	26.3		68.42
M Com	18	44.44	55.56			100
M A English	18	12	3	3		100
MSc Maths	16	6.25	31.25	43.75		81.25
M Sc Physics	11		82	9		91

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

- Coordinates the tutorial system and CSS.
- IQAC insists to conduct effective remedial coaching programmes.
- Encourages faculty members for ICT enabled teaching.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programs	*Number of faculty benefitted*
Refresher courses	4
UGC – Faculty Improvement Programme	
HRD programs	
Orientation programmes	
Faculty exchange programme	4
Staff training conducted by the university	3
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	2
Others	

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	35	7		1
Technical Staff	7			

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC functions as a supervisory body that ensures quality in academic and outreach programmes.
- Workshops are conducted for the empowerment of women.

3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number		1	1	
Outlay in Rs. Lakhs		5.624	2.872	

3.3 Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakhs	1.6	1.2		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	6	3
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range 0.8-1.9 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	2	UGC	562400	287280
Minor Projects	18 – 24 months	UGC	280000	
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 2 Chapters in Edited Books 7

ii) Without ISBN No. 4

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	1	1	2
Sponsoring agencies				PTA and SBI	SAFE Banking

3.12 No. of faculty served as experts, chairpersons or resource persons 6

3.13 No. of collaborations International 1 National 3 Any other

3.14 No. of linkages created during this year 3

3.15 Total budget for research for current year in lakhs:

From funding agency 1.6 L Management of University/College

Total 1.6 L

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
			1			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 6 27

3.19 No. of Ph.D. awarded by faculty from the Institution 1

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

JRF 2 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 9 State level

National level International level

3.22 No. Of students participated in NCC events:

University level State level National International level

3.23 No. Of Awards won in NSS:

University level State level

National level International level

3.24 No. Of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum 7

NCC NSS Any other

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

1. Punnayur Kulam, Malappuram ancestral home of Kamala Das (English Dept.)
2. Workshop For +2 Students (Physics Dept.)
3. Awareness classes on Traditional health Drinks of Kerala (Botany Dept)
4. Conducted Colour blindness Survey in Ottapalam (Zoology Dept.)
5. Awareness program to the common people about the detection of Fake Currency notes (Commerce Dept.)
6. Survey on the usage of mobile phones by the students (Commerce Dept.)
7. Sopanam (Malayalam Dept.)

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			
Class rooms	33			33
Laboratories	9			9
Seminar Halls	1			1
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		7.499L 3.992L	UGC PD	11.491L
Others (Sports items & Health Club)		2,20,884	UGC	2,20,884

4.2 Computerization of administration and library

- Annual accounting, income tax etc computerised
- Examination office, list of students appearing, hall tickets are computerised
- Library has been automated using the library management software.
- Public Access catalogue is available in library
- Library subscribes electronic database e-books, e-journals

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books Reference Books	46560	3814899.60	371	84022	46931	3861830.6
e-Books						
Journals	18	1500			18	1500
e-Journals						
Digital Database						
CD & Video	47		6		53	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	108	4	23	1	2	12	78	30
Added								9
Total	108	4	23	1	2	12	78	39

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

- All Final year PG class converted to smart class.
- Internet access to all departments.
- Browsing centre in Library.
- Up gradation of computers in administrative office,

4.6 Amount spent on maintenance in lakhs:

i) ICT	
ii) Campus Infrastructure and facilities	61,074
iii) Equipment's	
iv)Others	
Total:	61,074

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial classes are arranged for needy students.
- Bulletin boards are used to introduce new information
- Club activities - Book club, Nature club, Health Club etc. functioned effectively
- Carrier Guidance cell and placement arranged programmes on personality development, competent building.

5.2 Efforts made by the institution for tracking the progression

- Tutor cards are maintained by tutor and records the progression
- At least one PTA meeting is held on each year

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1344	182		

(b) No. of students outside the state

(c) No. of international students

No	%
332	22

Men

No	%
1194	78

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
833	293	3	273	0	1402	960	288	2	276	6	1526

Demand ratio Dropout %

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

Coaching given for bank test, UPSC, PSC etc

No. of students beneficiaries 20

5.5 No. of students qualified in these examinations

NET 2 SET/SLET GATE 10 CAT

IAS / IPS etc. State PSC UPSC 2 Others 1

5.6 Details of student counselling and career guidance

- Active counselling centre
- Students who are at the edge of drop outs are identified and counselling given.
- Carrier guidance cell motivated the students to participate in campus recruitments and coaching was given
- Coaching was given in communication skills, GD and personality development

No. of students benefitted 45

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
	12	1	3

5.8 Details of gender sensitization programmes

Women cell organised interactive session on gender issues. Legal awareness classes and seminars on women empowerment are conducted

5.9 Students Activities

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

State/ University level 1 National level International level

No. of students participated in cultural events

State/ University level 1 National level International level

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

1

Sports: State/ University level National level International level

Cultural: State/ University level 1 National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2	
Financial support from government	58	108000
Financial support from other sources	10	30100
Number of students who received International/ National recognitions	7	80000

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 2

5.13 Major grievances of students (if any) redressed:

- Drinking facility improved by installing water filters.
- Canteen facility and hostel mess improved

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
Thamasoma Jyothirgamaya
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

Curriculum followed by affiliating college is framed by University.
One faculty member is a Academic council member,Syndicate ,Senate and Board of studies member in Kannur university

6.3.2 Teaching and Learning

- e- Learning, activity based learning, Group learning methods are employed.
- Current and relevant topics are given as research projects for students.
- Tutorial meetings are conducted

6.3.3 Examination and Evaluation

- Assignments and seminars
- Model examinations are conducted for each semester.
- Additional tests for slow learners.

6.3.4 Research and Development

Faculty members are encouraged to apply for minor projects.
One Major project and one Minor project are in progress
Publications- 2 articles were published in SRNN library
Faculty members were participated in international, national and regional seminars as resource / chair persons
Articles were published in peer reviewed international, national and regional journals.
6 faculty members are doctoral research guides and 27 scholars are doing research
Research collaboration's 4
Linkages- Institutional 3 Industrial 17
Research guides -6 Research scholars- 27

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ICT teaching and learning encouraged.
- Full-fledged labs for practical sessions.
- Digital library with software to upgrade various resources-books, e-books, e-journals, UGC N-List programmes.

6.3.6 Human Resource Management

- Extension and social outreach programmes were organised.
- NET/SET/JRF coaching to PG students and coaching for competitive examinations to final year PG& UG students.

6.3.7 Faculty and Staff recruitment

The institution follows University 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 newspapers and prescribed norms are strictly adhered to.

6.3.8 Industry Interaction / Collaboration

Linkages- 3 institutional and 17 industrial collaborations

6.3.9 Admission of Students

As per Calicut University norms

6.4 Welfare schemes for

Teaching	
Non-teaching	
Students	

6.5 Total corpus fund generated 26, 60,043

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
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?

From 2009 onwards CCSS implemented. The examination reforms will be carried out only in 2014

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

Autonomy is granted by Government only. So University has no role in promoting autonomy

6.11 Activities and support from the Alumni Association

Departmental Alumni cooperate with concerned departments and sometimes offers cash awards to final year toppers.

6.12 Activities and support from the Parent – Teacher Association

College has an active PTA forum which supports in many ways for the smooth functioning of college. PTA fund is utilized for various activities of the department. Guest salary is also provided by PTA

6.13 Development programmes for support staff

Nil

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

- Rain water harvesting carried out
- The biodiversity and eco-friendly campus is maintained with the help of CSS
- On-going activities of the Nature club and Bhoomithrasena club sensitize the students towards the ecosystem.

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.

Continuous evaluation and assessment helps the students to constantly keep track of their own development throughout the semester.
Students are encouraged to take up assignments and projects of their own choice.
Transparency in the governance ensured.
Several social and outreach programmes conducted

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

1. Internet is accessible in all departments and Digital library
2. Efforts were made by the IQAC to improve the research outlook .of the faculty members
3. College has taken serious efforts, to involve more students in maintaining eco-friendly campus.

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

1. Special coaching classes for competitive exams conducted. The beneficiaries of the program are those who hail from rural village where they have no access to improve the comprehensive and communication skills
2. Effective Tutorial system. Every class tutors interacted with the students and necessary steps are taken to improve their performance.

Provide the details in annexure (annexure need to be numbered as i, ii, iii)

7.4 Contribution to environmental awareness / protection

Rain water harvesting, Observance of World environmental day and Energy day

Use of plastic reduced in the campus.

7.5 Whether environmental audit was conducted? Yes [ ] No [√]

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

8. Plans of institution for next year

1. Implementation of academic calendar for streamlining the academic activities
2. New academic programmes.
3. Preparation of project proposals & seminars.
4. Initiative for eco friendly campus & biodiversity awareness.
5. Publication of research journal.
6. To carry out extension activities by departments
7. To promote more industry based student projects
8. To conduct more social outreach programmes.

Name: **Manju B.L.**

Signature of the Coordinator, IQAC

Name: **Dr. T.L. Remadevi**

Signature of the Chairperson, IQAC