YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   **N.S. S COLLEGE OTTAPALAM**

- Name of the Head of the institution   **Dr.RAJESH.R**

- Designation   **Principal**

- Does the institution function from its own campus?   **Yes**

- Phone no./Alternate phone no.   **04662244382**

- Mobile no   **9961320446**

- Registered e-mail   **nssotp@gmail.com**

- Alternate e-mail   **nsscollegeottapalam@gmail.com**

- Address   **PALAPPURAM P O OTTAPALAM**

- City/Town   **OTTAPALAM**

- State/UT   **KERALA**

- Pin Code   **679103**

2.Institutional status

- Affiliated /Constituent   **Affiliated**

- Type of Institution   **Co-education**

- Location   **Rural**

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University — **University of Calicut**

- Name of the IQAC Coordinator — **Smt. Manju B.L**

- Phone No. — **04662244382**

- Alternate phone No. — **04662244206**

- Mobile — **9446975944**

- IQAC e-mail address — **nssiqac@gmail.com**

- Alternate Email address — **manjublphysics@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)
http://www.nsscollegeottapalam.org/downloads/aqar_2019-20.pdf

4.Whether Academic Calendar prepared during the year?
Yes

- if yes, whether it is uploaded in the Institutional website Web link:
http://nsscollegeottapalam.org/wp-content/uploads/2022/03/nss_ottapalam_academic_calender_2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**83.25**	**2007**	**10/02/2007**	**09/02/2012**
Cycle 2	**A**	**3.02**	**2017**	**27/11/2017**	**26/11/2022**

6.Date of Establishment of IQAC   **04/08/2008**

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
Institution	Financial Assistance to College with A grade in NAAC by Central and State Government	RUSA	2019 , 2 years	2 Crore

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   5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- 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

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. AQAR's of the institution have been submitted on a timely manner from 2011 onwards.

2.AISHE/NIRF Certifications

3.Promotion of Research and Publications

4.Faculty and Student Quality Enrichment Initiatives

5. Preparation of Academic Calender

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
Co-ordinating the effective participation of students in the online classes.	Effective participation of students about 90 percent
To conduct Inernational Seminars / Webinars	International Webinar in Physics and Chemistry conducted
To conduct Online Internal Examination in Centralised manner	Conducted Online examinations in October and March
To Constitute Promotion Committee PBAS/APAR	Constituted PBAS/APAR Committee for screening of 32 faculty documents members
To conduct online Students Satisfaction Survey	Students Satisfaction Survey is effectively conducted and the report is submitted.
To conduct online Curriculum Feedback by Students,Alumini,Parents, Faculty	Conducted Curriculam Feedback on Stakeholders and Action taken report submitted
Submission of AISHE , NIRF.and AQAR	Submiited NIRF ,AISHE and AQAR
To conduct Add on / Certificate Course	Conducted Certificate Course by Dept. of Commerce, Physics, Malayalam, English
To conduct online Cultural Fest	Online Cultural Fest Keli is conducted
To conduct workshops on Software Learning Management System	Moodle Class conducted on 29-3-2021
To Encourage students in Participation of sports events in University and National level	Effective participation of sports events in University and National level
To motivate students to participate in Off Campus /On	Off Campus Placements of nearly 35 students

Campus placements.	
To coach the students to qualify NET/JRF/SET	Nearly 10 students qualified NET, 3 students qualified the JAM exam
To enrich and empower student's knowledge,skills and complementing their academic programme through the SWAYAM courses	32 students have completed various SWAYAM courses successfully
To impart additional skillset and knowledge to the non-teaching faculty aimed at achieving the organization's productive and operational excellence.	Training in KSR and SPARK was given to the non-teaching faculty .

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Staff Council	11/03/2022

14.Whether institutional data submitted to AISHE

Part A

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College Staff Council	11/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	26/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme	

1.1 Number of courses offered by the institution across all programs during the year	**19**

File Description	Documents
Data Template	[View File](#)

2.Student	

2.1 Number of students during the year	**1585**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**110**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**553**

File Description	Documents
Data Template	[View File](#)

3.Academic	

3.1	**57**

Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**0**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**44**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**23.15**
4.3 Total number of computers on campus for academic purposes	**131**

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, Ottapalamaffiliated toUniversity of Calicutfollows the Curriculum framed by the University. The College Staff Council, IQACchalk out an academic action plan.Outcome-based education inCBCSS pattern is implemented in allprogrammes .Departments preparean action plan for each academic year. Periodic Internal assessments, seminars ,assignments are conducted for eachProgrammes. The teachers use ICT enabled teaching methods .Inclusion of MOOC, MOODLE and Swayam courses into the Curriculum has widened scope in stimulating the research acumen of students. The Audit Courses offersan opportunity to exposeto Disaster Management, Environmental Studies, Intellectual Property Rights. Paper Presentation Competitions, Students Seminars, Workshops, Exhibitions, Inter-Collegiate Competitions, and

National/International Seminars are organized by the various departments.. The Institution encourages its Postgraduate students to pursue research and publish Scholarly papers in Peer-reviewed, Indexed Journals, present papers in Seminars and apply for various grants and scholarships. The various Clubs and Committees in the College help the students prepare for competitive examinations. The Slow Learners have State Government funded programmes like SSP andAdvancedlearners have WWS, ASAP and Young Innovators Programme. Departments collect feedback on College, Department and Faculty from the outgoing students. The Institution analyzes the feedback.and follow-up measures are taken.

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)

The College adheres to the Academic Calender notified by Calicut University TheCollege Council and IQAC chart out the Academic Calender .The teachers prepare their individual Academic and Teaching plan. The periodic tutorial test are conducted in order to assess the understanding of the students. . Practical, theoretical & oral examinations are conducted to judge the understanding of the students. The University pattern of examination hasobjective as well as subjective and thispattern is strictly followed by the college. The department calendar comprises guest lectures, workshops, industrial visits. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events .The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. . Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. The course instructors prepare IA question papers along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships.

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

19

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
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)

4

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

185

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

As per the University of Calicut Regulations Audit Courses are introduced in the Syllabus Revision on 2019 admissions onwards. The Audit Courses introduced in the first four semesters are Environmental Studies, Disaster Management, Human Rights, Gender Studies.

In addition papers relating to Professional Ethics, Gender,Human Values, Environment and Sustainability chosen for different Programmes are

Botany

Environmental Science

Commerce

Mcom

- Business Environment and Policy
- Corporate Governance and Business Ethics

BCom

- Business Management
- Managerial Economics

Economics

Research Methodology

Hindi

Hindi Sahithya Aur Asmithamoolak Vimarsh/ Hindi Literature and Identity Discourse

History

Gender Studies

General Chemistry

Environmental Chemistry (Open Course)

Industrial Chemistry

Entrepreneurship and Environmental Science

Physics

Non Conventional Energy Sources (Open Course)

Zoology

Environmental and Conservation Biology

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

18

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
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

760

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   **A. All of the above**

syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

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	**No File Uploaded**
Any additional information	View File

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	View File
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

630

File Description	Documents
Any additional information	View File
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

90

File Description	Documents
Any additional information	View File
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

The college is committed to maintain an academically rich and competent environment The students admitted to the institution are mostly from economically backward background. An orientation programme is organised as an opportunity to familiarise the college atmosphere and the activities.Department level Bridge courses are conducted to bridge the gap between higher secondary level and the requirement at the college level. Remedial coaching isprovided for the slow learners. All teaching departments have question bank, simplified study materials and effective tutorial system as support to slow learners. Peer teaching has taken up by advanced learners.

College strictly follows the CBCSS system insisted by the University. Internal examinations are conducted which is monitored by the internal examination committee at the college level. Students are enrolled to NPTEL certificate courses. Research cell organises invited lectures of eminent persons and presentations by faculties to inspire students and inculcate research aptitude in them. Expert lectures and interactive sessions are organised regularly by various departments with resource persons from prestigious institutions. Career guidance cell,Women's cell and Counselling cell, ED club & cultural club serve as a platform to express student's extra- curricular activities and skills.

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

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

Number of Students	Number of Teachers
1585	57

File Description	Documents
Any additional information	[View File](#)

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

In order to make learning effective and dynamic both teacher centric and student centric methods and pedagogies are used. Project work was introduced in all programmes and this help the students to learn through experiential learning. Besides that open course is introduced in all departments and students can choose the course of their choice. Our college encourages student collaboration and group projects. Teachers adopt various methods to promote student centered learning environment. It will help them to become independent learners. Every year each special days like Republic day, Independence Day, poverty day etc are commemorated with student organized programmes. I

Experiential Learning:

- Project work for UG & PG students
- Survey method
- Peer Teaching
- Student organized Programmes like quizzes, debates, discussions
- Compulsory social service programmes
- Film Fest
- Well-equipped laboratories in science departments
- Computer labs

Participative Learning:

- Project work for UG & PG students
- ICT enabled teaching helps students in participative learning
- Peer teaching
- Student organized Programmes like quizzes, debates, discussions

- **Student participation in seminars**
- **Budget discussion**

Skill Based Learning:

- **WWS**
- **ASAP**
- **Student organized programmes**
- **Student participation in curricular and extra-curricular activities**

Problem Solving Methodologies:

- **Project work for UG & PG students**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	http://docs.uoc.ac.in/website/syllabus/2021-12-02%2012:07:47_syl1254.pdf

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

The use of ICT has opened up viTstas of E learning and blended learning practices.

Hardware Components and Software:

- **Fully furnished computer lab**
- **Wi-Fi connected campus**
- **N list**

Networked communication platforms/Access to online resources:

- **Online classroom practices through Google meet, Zoom and You Tube videos**
- **Use of Google class room for online examination and assignment submission**
- **Use of apps like Socrative, Kahoot etc**
- **Students are exposed to vast areas of Massive Open Online**

Course (MOOC) by SWAYAM
- **Online magazines by various departments**
- **Online webinars**

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

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

57

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

2.4 - Teacher Profile and Quality

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

57

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

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

30

File Description	Documents
Any additional information	View File
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

File Description	Documents
Any additional information	View File
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.

As an affiliated College, NSS College Ottapalam has to adhere strictly to the continuous internal Evaluation system of the Calicut University. Student's attendance is recorded and monitored daily. By the end of each semester, Department would publish an Attendance progress certificate. As per the university guidelines, two internal exams for each course are conducted and best onewould be taken.One of the internal exams is conducted in the college level by internal examination committee and the other one is conducted in the department level. Each department maintains the records of the internal exams and publishes the score of internal exam.

Assignment on varied topics from each course is given to students

to enhance their subject knowledge. Based on university norms, assignments are evaluated and is returned to students.Seminar presentation, an integral part of continuous internal evaluation is aimed at to boost student's critical thinking and assessment skill. It is evaluated in terms of content knowledge,clarity in presentation and use of creative ideas. As Part of internal evaluation, Students, either individually or in Group, have to undertake a Project Work. Project evaluation and viva voce is conducted, internally and externally, at the endof the programme.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The Grievance Redressal Committee of the college is structured so as to comply with the university rules. The students of the institution have a five-level system to get their internal / external examination grievances redressed.

Grievance Redressal Levels:

1. Teacher Level: The students can approach the concerned course teachers to get their grievances redressed relating to the valuation of answer script.
2. Tutor Level: The students can raise the grievances related to internal assessment with their tutors either in person or during the conduct of tutorial meeting.
3. Department Level: The institution has constituteddepartment level Grievance Redressal Mechanism comprising of the subject teacher, one senior teacher, one elected representative from the students as members and the Head of the Department as Chairman.
4. College Level: The college level grievance redressal committee comprises of student adviser, two senior teachers, two staff council members and elected representative of the students as members and Principal as Chairman.
5. University Level: Student grievances relating to external examination such as issue of hall tickets, withheld results, request for scribe in the case of differently abled students etc are brought to the University level Grievance Redressal Committee through proper channel.

File Description	Documents
Any additional information	[View File]()
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.

Outcome based teaching learning is designed for maximizing the knowledge and skills of students. The Programme and course outcomes are framed by the University of Calicut for majority of courses and the rest is framed at the department level under the monitoring and guidance of IQAC.

The college has a proper mechanism of communication of the learning outcomes of the programs and courses which includes the following.

- Hard copy of syllabi and programme / course outcomes are available in the respective departments for ready reference to the teachers and students.
- POs, PSOs and COs are displayed in the college website. These details are accessible to the students, faculty members and the public.
- Induction programmes are conducted by the institution at the beginning of UG and PG courses as a whole and individually by each department in each academic year. The syllabus, POS, PSOs, COs, and scope of the programme/course is communicated to the students during this induction programme
- The outcomes are displayed on department notice board.
- Discussions on outcomes are done periodically by class tutors in the tutorial hours.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://nsscollegeottapalam.org/?page_id=62681
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.

Continuous evaluation is followed to analyze the attainment levels of POs, PSOs and COs both for PG and UG programmes. This includes external assessments like University end semester examinations, project viva, internships etc. and internal assessments like class tests, assignments, seminars, internal viva, classroom participation etc. Also result analysis is done at the end of the programme and a review meeting is convened under the chairmanship of the Head of the department and areas for rectification and improvements are identified and implemented.

File Description	Documents
Upload any additional information	View File
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

427

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	View File
Paste link for the annual report	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/annual_report_2020-21.pdf

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)

http://nsscollegeottapalam.org/?page_id=70282

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)

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
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

4

File Description	Documents
Any additional information	View File
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

nil

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
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

Innovative Practices

1. Oasis movement is an NGO who believes that given an opportunity and guided well, children and youths have the potential to resolve not only their own problems but also have the heart and mind to contribute towards society. . Misaal Project is to spot, inspire, prepare, guide and support teenagers, youths, teachers and citizens. The promising leaders in the Misaal Project are screened at three levels – Written Expression, Group Dialogue & Field Project. Those who complete all the levels get Leadership Education, Greatness Course, Project Assistance and many other gifts from Oasis which help them be Change Agents. Of 44 participants attendedMISAAL competition conducted on 2021 February from NSS COLLEGE OTTAPALAM and there were 10 winners. 3 were selected to participate in Covid special MHS Camp which was held at their headquarters from June 15th to July 15th of 2021. 5 students from NSS college attended L3 learning workshop in August

2021and 7 students attended the another L3 workshop from November 12th to November 24th 2021. Saamrthya Sessions and Life workshops were conducted by Oasis participants for f National service scheme.of our college

Oasis Kerala Alive

https://oasismovement.in/wp-content/uploads/2022/01/NE-Kerala-Region-Special-2021.html

Kerala region

https://www.instagram.com/tv/CYO306WBkxH/?utm_medium=copy_link

2. Young Innovaters programme 2021

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

48

File Description	Documents
Report of the event	View File
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

0

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	View File

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

19

File Description	Documents
Any additional information	View File
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

12

File Description	Documents
Any additional information	View File
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 institution has always been embedded in the social and cultural life of Ottapalam. We have carried out different extension programmes in the past. This year, though crippled by the pandemic and the lockdowns, we improvised ourselves to overcome the hurdles to ensure the effective extension activities. The efforts of National Service Scheme Units of our college are worth mentioning in this area. Their work was recognized in the year 2020-21 with University and State level awards. The students of our college carried out various extension activities during this period. Proactive studies were done on the impact of the pandemic, approaches specially designed in accordance with the parameters of respective discourses. Productive engagement was achieved with help and collaboration of the community, local self governments, government departments, NGOs and other institutes of higher education.

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

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

4

File Description	Documents
Any additional information	<u>View File</u>
Number of awards for extension activities in last 5 year (Data Template)	<u>View File</u>
e-copy of the award letters	<u>View File</u>

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

`14`

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

`436`

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

`26`

File Description	Documents
e-copies of related Document	[View File](#)
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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
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 institution has adequate facilities for teaching- learning viz. ICT enabled classrooms, laboratories, seminar halls, faculty rooms, playground, parking area, open air auditorium and hostel to support the academic activities in campus.

The college, surrounded by the green mango trees provides a bucolic academic ambience. It offers undergraduate and post graduate programs for which state of the art infrastructural facilities are provided across academic block. The college has 43 classrooms out of which 15 are ICT enabled classrooms. The 5 Science departments have 14 well equipped laboratories. All the classrooms in the college have either green boards or whiteboards.

Besides the Computer Lab meant for Computer Science students, the institution has a common computer lab with internet to cater to the needs of other students. The seminar hall with uninterrupted WIFI facilitates the curricular, co-curricular activities and events. A new academic block is under construction in the campus with the financial aid of RUSA. The existing History block is under renovation with the aid from RUSA.

College women's hostel situated adjacent to the campus with 29 rooms accommodate 73 students at present. A separate room with CCTV surveillance is allotted for the proper conduct of University Examinations.

File Description	Documents
Upload any additional information	[View File](#)
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.

NSS College Ottapalam conducts inter departmental cultural competitions every year. College has an arts forum, KELI to discover and support the artistic talents in students. Since the lockdown affected the conduct of offline onstage cultural activities in the last year, KELIconducted many l cultural events in the online mode. College has an open stage, Amrakunjam, surrounded by lush green mango trees where the cultural events are organized. The arts forum, Keli is pivotal in unraveling the hidden talents in students and it supports, inspires, encourages and prepares them to participate in competitions.

The institution offers adequate facilities that cater to the physical development of students. Physical Education Department of the college mentors and promotes students in indoor and outdoor games. The college gymnasium serves as an integral part of student life in the campus. The college has well maintained courts for Shuttle Badminton, Volleyball and Ball Badminton. The college has a tie up with the CSN indoor stadium where the shuttle badminton team practices. College ball badminton team avails the service of an external coach when tournaments are at bay. The Yoga Centre offers holistic development of students and teachers.

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.

16

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)	<u>View File</u>

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)

4.39624

File Description	Documents
Upload any additional information	<u>View File</u>
Upload audited utilization statements	<u>View File</u>
Upload Details of budget allocation, excluding salary during the year (Data Template	<u>View File</u>

4.2 - Library as a Learning Resource

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

The college library situated adjacent to the academic block offers a peaceful reading experience to the users. The library uses

Integrated Library Management System (ILMS) for its effective functioning. The completely automated library uses KOHA, the world's best open source library automation software for managing the library. It offers a user friendly interface for searching resources in the library along with its availability status. Library offers access to INFLIBNET-NLIST to the users. It has a well-organized subject wise collection of books along with general reference section, periodical section and a reading room. Closed Circuit Cameras are installed in the library for the safety and security of the assets.

Library Services

- Computerized issue/ renewal and return.
- New arrival display
- Subscription of journals- online and print.
- Reprographic facility- photocopy, print and scan

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

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 D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
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)

0.78166

File Description	Documents
Any additional information	View File
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

707

File Description	Documents
Any additional information	View File
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 college has integrated IT and ICT enabled facilities for the academic and administrative process. Academic and administrative process became easy, efficient and transparent with the updating of IT enabled services in the campus. IT infrastructure of the college comprises —computers connected with internet. In addition to the free Kerala WiFi provided by BSNL and Kerala Govt, the college has 5 fiber optic connections and one broadband connection. Kerala WIFI, an open wifi is available to the faculty and students for free. Fiber Net, with speed up to 100Mbps is available in all departments including the computer lab. BSc and MSc computer labs are equipped with uninterrupted wifi. The college library has subscription of E-Journals and E Books via INFLIBNET. College library is automated with KOHA software with cloud server facility. To minimize E-Waste, electronic gadgets are repaired and reused. The college website is updated and maintained properly in collaboration with Aprameya Soft Tech

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Number of Computers

103

File Description	Documents
Upload any additional information	[View File](#)
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)

1.051

File Description	Documents
Upload any additional information	[View File](#)
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 Planning Board ensures proper functioning of the infrastructure facilities-classrooms, laboratories, library and the digital wing.The planning body of college comprises Building Committee, Purchase Committee, Library Committee, Hostel Committee .

The maintenance and cleaning of classrooms, laboratories and administrative block is monitored every day. Classroomsand laboratories are maintained by respective departments.The laboratory attendants play a key role in the proper functioning of the laboratories. The heads of the department report to the administration periodically for all maintenance works.Proper and optimal use of electronic and electrical equipment is ensured.

Routine activities of the library is managed by librarian with the help of library attendant. Library Committee evaluates the functioning of the library.

There are security personnel on duty round the clock in the campus. CCTV cameras are installed in the key areas of the college to ensure the safety and security of students. The college has playground, gymnasium and sports equipment which are monitored and maintained by the Faculty of the Department of Physical Education.

Department of Computer Science monitor and maintain the IT infrastructure of the college. Repair/ up gradation/ purchase of software and hardware are done with proper guidance from the Computer Science Department.

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

880

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
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

32

File Description	Documents
Upload any additional information	[View File](#)
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	View File
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

850

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

850

File Description	Documents
Any additional information	View File
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

35

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
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

191

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
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

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
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.

8

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

The institution facilitates significant student participation in the functioning of academic and non-academic ventures.

College Union

College Union election is conducted on the Parliamentary model as perLyngdoh Commission Report and Supreme Cour t order .

College Union

Chairperson

Vice-chairperson

General SecretaryJoint SecretaryArts SecretaryMagazine Editor

UUCs

The Principal

Staff Advisor

IQAC

Co-ordinator

Union Chairperson

The Principal

Faculty Representatives

Administrative Staff Representatives

Local Experts

RUSA

The College has been selected to enjoy the benefits of RUSAscheme.

Co-ordinator

Union Chairperson

Building Committee

IQAC Co-ordinator

Planning Board Co-ordinator

Engineer

PTA Vice President,Secretary

Equal Opportunity and Grievance Redressal Cell

Nodal Officer

Union Chairperson Student Representatives

Anti- Ragging Cell Co-ordinator

CUCBCSS Co-ordinator

Student Advisor

Elected Council Members

Women Cell Co-ordinator

Faculty Representative

Nodal Officer

Union Chairperson

Anti- Ragging Cell Co-ordinator

CUCBCSS Co-ordinator

Student Advisor

Elected Council Members

Faculty Representative

Anti-Ragging Cell

•

Co-ordinator

Union Chairperson

Student Representatives

Faculty representatives

PTA Vice President

Management Representative

Police Representative

Office Representative

Various clubs and cells

Women's Cell,

Discipline Committee,

Grievance and Redressal Cell,

Career Guidance and Placement Cell,

ED Club,

Nature Club,

Tourism Club,

Library Committee,

Quiz Club,

Science Club,

Film Club,

Literary Club,

Red- Ribbon Club,

Cultural Club, .

NSS,

ASAP

YIP

EBSB

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

168

File Description	Documents
Report of the event	[View File]
Upload any additional information	[View File]
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 has no registered Alumni association, but Department wise alumni association with fulfledged activities are maintained for the past twenty years. Various departments are in the process

of registration.

Contribution of alumni by Dept. of chemistry - lecture series by
alumni are conducted every year. Alumni of zoology dept. Conducts
survey and orientation classes on highereducation. The meeting
also had a discussion about environmental issues.Dept. of Hindi
conducted alumni meet remnisce old days through online platform .
The alumni meet of Dept.of physics was conducted along with
project symposium which was inaugarated by a prominent Alumni, who
is a professor in physics. The Alumni meeting of dept of economics
was convened with the major agenda of registering alumni
association with the name ECOLUMINE to help financially backward
students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	No File Uploaded

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

Institutional Vision and Leadership

NSS College Ottapalam envisages the idea propounded in the
Pavamana Mantra of Brihadaranyaka Upanishad, "Thamasoma Jyothir
Gamaya", -'Lead me from darkness to light'. True to its vision,
the college aspires ,strives to remove the darkness of ignorance
from the community through students who are provided with the
light of knowledge. The holistic knowledge that they gain from
experiences their classrooms remind the students that they should
be beacons of light to the society. They are motivated to rise
above narrow mindedness to reach out higher goals of life.

Corollary to this larger vision is the mission of the college, Social Emancipation. It is the vision of Bharatha Kesari Shri Mannath Padmanabhan andNair Service Society that got manifested when the college started functioning in rural neighbourhood of Palakkad. Students hail from a community diverse in economic, gender, religious,racial backgrounds. Social emancipation and empowerment is achieved by providing education indiscriminately to all of them. The college aims at the betterment of the society. They are trained to emancipate themselves and society from the darkness of selfishness, hatred,social discrimination. Instead the light of knowledge instils in them broader perspectives, tolerance, mutual respect, sympathy and understanding.

File Description	Documents
Paste link for additional information	http://nsscollegeottapalam.org/?page_id=2114
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.

The smooth functioning of the college is assured throughparticipatory management and decentralisationwith a clear focus on excellence.The NSS mangement periodically visits and monitorsthe progressof the institution .The Principal,the College council and IQACcoordinateall the academic and administrative activities .The departmentsplans the curricular andco-curricular activitiesand these decisions are channelled to the students through class tutors. Both faculty members and students are part of various clubs and committees like Union, PTA, Discipline committee, Anti ragging cell and Grievance redressal cell.

The excellence in academic administration hails from an environment of participative working where students, teachers and administrative staff often join hands.

1. All the teaching and non-teaching faculty assure their wholehearted participation duringthe admission of students every year.
2. Harmonious co-operation prevails between faculty and office staff in the smooth conduct of examinations as well.

3. Both the administrative and faculty members of the college work in unison for the transparent and effective utilisation of funds received fromgovernment and non-government aids like RUSA, PD and PTA.

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

Perspective Plan

The institution is successfully deploying its perspective plan since its inception. A continuous qualitative improvement drive on enhancing the academic excellence and physical infrastructure is the highlight of the perspective plan..:

- Empowering the underprivileged classes ofsociety through education.
- Knowledge dissemination with special emphasis on syllabi.
- Formulating outcome-based education system.
- Extension activities in order to instil social responsibility, civic sense ,environment awareness among students

Strategic Plan

The collegeundertake a strategic initiative to bring students from ST communities to the forefront of higher educationinAttappady Taluk of Palakkad District in Kerala. When the State's literacy rate is 93.4%, tribes' literacy rate in Attappady is only 62%. It is found that most students drop their studies in Secondary or Higher Secondary School. Our institution conducted counselling and motivation classes to school students of Attappady, For conducting sessions, institution contact various Adivasi promotors and Asha workers . The last year 13 ST students took admission in our

collegefor UG and 1 for PG.This shows a positive impact of our strategic plan. , Teachers paykeen attention to their studies and personal issues. During Online classes teachers of Chemistry Department provide their ST student Mobile phone..

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

The Educational Central Committee of ourManagement looks after thefunctioning of the college. The service rule followed by the college is as per Kerala Service Rule. All the appointment of permanentas well as part-time teachers areaccording to the UGC and State Government norms. The decisions of the management are forwarded to the Principal for implementation. Director of Collegiate Education monitors the overall development.A College Council is constituted as per the University Statute to formulate strategies for executing the decisions taken by the management and conveythe instructions and information from the principal to the teachers .The Principalplays a very important role in coordinating the different activities of the college and monitoring the functions of departments. The academic calendar lists the activities and fixes the time schedule of the college.The Planning and Purchase committeeidentifiesthe requirementsof resourcesand their allocation. The IQAC of the college chaired by the Principal enjoys considerable autonomy to ensure academic and non-academic excellence. The College Union , Non-teaching staff also forman integral part of the organization. The PTA acts as the back bone of the college with the Principal as its President,supports and assists all the activities.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	<u>View File</u>

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

B. Any 3 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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

Welfare measures

- **Yoga and fitness centre**

Our institute is also providing facilities for fitness training including exercise equipment and Yoga training. A fitness centre with modern equipment is functioning in the college which is having free access to staff and students.

- **Cafeteria**

College provides canteen facility including breakfast, lunch, snacks and cool drinks for staff and students in affordable cost.

- **Staff club**

A Staff club is functioning in the institute which holds meeting in frequent intervals. On behave of staff club, farewell functions, staff tour, employee appreciation meetings, condolence meetings etc. are conducted.

- **Provident fund. Group insurance scheme, SLI etc. for teaching and non-teaching staff.**
- **Internal complaint committee**
- **An internal complaint committee is functioning in the college for resolving the grievances or complaints of staffs, if any.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

Nil

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)	**No File Uploaded**

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

2

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	[View File](#)
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

48

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
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

Student satisfaction Survey is taken at the end of every academic year.In the survey, the students evaluate Faculty, Department and College based on a common format provided by the IQAC and the Evaluation Report is submitted before the Staff Council for

analysis.Regarding the accuracy in internal assesment and method
and accuracy of test papers conducted, 40% of the feed back was
excellent. Accessibility of teachers and teacher-student relation
ship were also provided with a feed back of 47% excellent, 27%
very good and remaining 17% as good.About teacher guidance in
academic activities,42% of Students participated in the surveygave
the feed back as excellent and 37 % as very good and remaining 16
% gave good. Regarding the support of administrative staff, 30%
students commented excellent and 37% as very good and remaining
22% as good.

File Description	Documents
Paste link for additional information	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/report_on_student_satisfaction_survey.pdf
Upload any additional information	View File

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

The main external source of fund for the college is the state
Government's fund. Fund received in Personal Deposit (PD) Account,
National Service Scheme, Walk with a Scholar, Students Support
Program etc. are subjected to external auditing by the Deputy
Directorate of Collegiate Education.

PTA of college acts as the internal source of fund. It is mainly
used for the welfare of students and college. PTA transactions are
internally audited by the Head of the department of Commerce of
the college in every year.

For all financial transactions, transparency has been ensured.
Both external and internal auditing is completed up to May, 2020.

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

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)

0.42506 lakhs

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

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

The main source of fund for the college in the academic year 2020-21 is the funds received from the Governments and PTA. During the financial year 2020-21, the funds in Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and Personal Deposit Accounts (PD) are received from the Government and utilised with maximum transparency on timely basis. Annual building and repair are done by NSS Management.

PD account received an amount of Rs. 15,70,611/- in various heads during the year and utilised amount of 11,89,597/- (as 2019-20 expenditure cashed during 2020-21: Rs. 547987/- and actual expenditure on 2020-21 : Rs. 641610/-). RUSA account received an amount of Rs.1 crore during 2019-22 and utilised an amount of Rs. 9804038/-.

PTA receives fund from the students. It is mainly used for the welfare of college. During 2020-21, PTA received Rs. 43,85,308/- and utilised the amount for various purposes like advance refundable salary for the Guest Lecturers, electricity bill, water authority bill, maintenance etc. Monthly returns are filed properly and annual internal audit is conducted by the head of the department of Commerce in every year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Functions

- To institutionalizebest efforts for a ragging-free campus and developdiscipline instudents .
- Establishment and analysis of the feedback from various stakeholders and informthe concerned about its outcome for correction.
- Documentation of the various programs /activitiesin a methodical manner.
- Preparation of the AQAR.

Best practices :

- The IQAC conducts periodical meetings with the Principal , departments and theCollege Council to review the academic activities and inform the concerned regarding the changes in the curriculum forcontinuous development of teaching-learning process.

- IQAC devies ways and meansto include the use and enrichment of ICT infrastructure . The IQAC has trained the teachingand non- teaching staff to use ICT by arranging different workshops.

- IQAC has developed an online pro formato gather information from the students about the courses of their study, their objectives, relevance, availability of learning resources, teaching methodology and so on. The Departments of the College hasimplemented the online feedback systemto assess and improve the curriculum and quality of teaching and learning in the College. The students' feedback is provided to all the teachers on the courses that they teach, for furtherreflection and improvement.

File Description	Documents
Paste link for additional information	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/report_on_student_satisfaction_survey.pdf
Upload any additional information	View File

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

IQACreviews the teaching-learning process, structures,methodologies of operations & learning outcomes:

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar at the start of the year with ample time frame forregular teaching-learning process and for organising seminars/workshops.

Evaluation of teachers by students: Regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery,strengths and weaknesses inthe subject gives a clear idea about the problems faced by the students.

Student learning outcomes: The institute monitors the performance of the students regularly. The following points are adopted by the institute in this context:

- **Semester system of examination .**
- **Providing Question banks andLecture notes through an online portal**
- **Timely Redressal of students' grievances**
- **Regular class tests and internal examination and evaluation systems.**
- **Provision of reteststo students' who residein far-off areas .**
- **Extra classes for weak students to solve their problems.**

Students' result analysis:Our Institute analysisstudents' performance after the announcement of semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members work towards improvement.

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/annual_report_2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
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

NSS College Ottapalam is situated in a rural area like Ottapalam, and thus it allows education to all sections of the society. Students from marginal areas like Attapadi and Agali come to this college to pursue higher education. More than 70 per cent of students of this college are girls. Therefore the institution has a well-running hostel facility that offers food and accommodation to girls, and priority is given to students from tribal areas. The institution offers a recreational centre to girl students and provides an incinerator in the Ladies Room. More than 80 per cent of the faculty are also women. This helps the institution make it

a gender-friendly campus so that the students find it easy to access the teachers.According to govt norms, and as per directions from the University, there is a vibrant Women's Cell functioning in the College. It conducts numerous programmes to transform the girl students into capable, efficient and empowered individuals. Women Cell is active in the college, and it performs seminars, invited lectures, counselling sessions, etc.

File Description	Documents
Annual gender sensitization action plan	counselling for students, Add on Course on Gender Studies by the Department of Malayalam
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	Counselling for the needy students, Ladies room facility

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

As a socially responsible educational institution, NSS College Ottapalam ensures that it strictly follows an efficient method to manage the waste within the campus. For the solid waste management, the degradable waste, including food waste from college canteen, hostel mess and lunch box of the students are collected through a common bin and later uconvertedinto manure. There are two types of composting techniques generally used by the campus, namely, pipe compost and pot compost. This manure is

usually used for gardening.

The campus strictly maintains a code of conduct for plastic free campus. Non-recyclable plastics are not allowed to be brought into the campus. Other plastic wastes, which cannot be avoided on the campus, are collected by the NSS Volunteers and handed over to Harithakarma Sena of the Ottapalam municipality.

E-waste is the campus collected and handed over to Haritha Karma Sena of Ottapalam municipality.

The biodegradable tastes like dry leaves, twigs, waste papers etc., are collected regularly, and it undergoes the process of Mulching.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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:

A. Any 4 or All 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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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

B. Any 3 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	No File Uploaded
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).

Education is not only a process of creation and transmission of knowledge but a process of continuing culture and maintaining cultural harmony. Culture is not a dynamic process, and it varies from time to time. A synthesis among these different cultures is necessary for achieving an inclusive environment and tolerance in society. Educational institutions can play a vital role in this regard. Unity in Diversity cannot be protected and promoted by law, it should be inculcated in the minds of students who are the grooming generation.

NSS College Ottapalam takes efforts and initiatives to provide tolerance and harmony among students.

The EBSB club of teh college functions very well and train th estudents to be tolerant towrds and be harmoniuos with other diversities. A well established cultural club, Keli coordinates various cultural activities in the college.

Students have an opportunity to learn all cultural programmes in a professional manner.

Campus ensures religious harmony and celebrates festivals like Onam and Christmas. The secular space of the campus provides broad-minded religious thinking for students, which prevents them from creating any communal biases in the minds of future generations.

Mother tongue is a part of sentiments in every section of society. But in an academic community, different languages strengthen the outlook of individuals. The students of this institution have an opportunity to study other languages like English, Malayalam,

Hindi and Sanskrit. Moreover, most of the students and teachers are capable of handling Tamil because of the peculiar features of Palakkad.

Many students of the college come from tribal areas like Attapadi and Agali. The campus has a longitudinal representation from lower caste and minority communities. It helps to create social inclusiveness among students. Because of the rural background, most students come from lower economic locations. Major students come from a standard financial background which prevents an elite economic culture. The needy students of the institution is supported by various scholarships like Jeevakarunya Scholarship, K R Rammohan Endowment, PTA Scholarship, etc.

Differently-abled students also enrich the social inclusiveness of the campus. The institution continuously monitors the social inclusiveness and harmony in the campus through formal and informal methods. No social discrimination cases have been reported on campus during the past years. Students Union also organised different programmes like arts festival, college day etc., to maintain harmony in the campus.

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	No File Uploaded

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

The institution celebrates every day of National importance, such as Independence Day, Republic Day, National Voters Day, Constitution Day etc.The Electoral Literacy Club of NSS College Ottapalam functions very effectively and efficiently. It organises many competitive programmes among students like Quiz, Poster making competitions and to create awareness about the Constitution, elections and Democracy.In collaboration with the Election Department of Ottapalam Taluk, the Electoral Literacy Club organised several programmes to enrol the students in the voters list and to teach them the value of ethical voting.During the Elections to Local Self Government conducted in 2020 and to Legislative Assembly in 2021, the members of the Electoral Literacy Club participated in Pre poll and post poll election

survey conducted by the Centre for Electoral Studies, Thiruvananthapuram, Kerala.The Electoral Literacy Club organised campaigns to make the voters aware of the importance of casting votes and ensuring ethical voting. Candidates who belong to different political parties visited the campus and interacted with students to encourage them in political process especially election.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Letter of Appreciation from Centre for Electoral Studies, A Prime Centre of SSSR, Thiruvananthapuram
Any other relevant information	Nil

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   A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded

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

National and International Commemorative Days celebrated in the

Institution

National and International Commemorative Days

Sl No.

Programme

Department/Club

Date

1

Environment Day

Dept of Botany and Zoology

NSS

June 5,2020

2

Reading Day

Library Committee

June 19, 2020

3

Basheer- Dev Commemoration

Department of Malayalam

June 19, 2020

4

Commemoration of Girish Karnad

Dept of English

June 19, 2020

5

Yoga Day

Dept of Physical Education

June 21, 2020

6

Independence Day

Institution

August 15, 2020

7

Ozone Day

Dept of Botany

September 16, 2020

8

Hindi Fortnight Celebration

Dept of Hindi

September 23, 2020

9

World Tourism Day

Tourism Cub and Dept of Commerce

September 27, 2020

10

Human Rights Day

Dept of Political Science

December 10, 2020

11

Kerala Piravi

Department of Malayalam

November 1, 2020

12

Founder's Day- Mannam Jayanthi

Institution

January 2, 2020

13

Rajalakshmi Anusmaranam

Dept of Malayalam

January 18, 2020

14

Republic Day

Institution

January 26, 2020

15

International Mother Tongue Day

EBSB Club and Dept of Malayalam

February 20, 2020

16

Science Day

Dept of Physics and Dept of Chemistry

February 28, 2020

17

International Women's Day

Women's Cell,

Dept of Malayalam,

Dept of English

March 8, 2020

18

World Water Day

Dept of Zoology

March 22, 2020

19

World Forestry Day

Dept of Zoology and Bhoomitrasena Club

March 23, 2020

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	No File Uploaded
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.

Best Practice 1:

NSS College Ottapalam has a well-running Disaster Management System. The students and the staff are ever ready to be at the forefront of any disaster management activities.Kerala was not used to any of the natural calamities like cyclones or floods. But the flood of 2018 was an alarming one, and the college took part in flood relief activities during the two consecutive years of the flood. Students of the Department of Zoology conducted a biodiversity survey to find measures to face further natural calamities.As disaster occurred in the form of pandemic covid 19, the college offered voluntary service during the time. The first step to meet with the pandemic is to cease the spread of the same. The students and faculty members of the chemistry department voluntarily came forward to make sanitisers and distribute them among the public. The students of NSS also took part in the distribution of sanitisers.Awareness programmes were conducted within and beyond the campus on the need of the hour - social distancing, masks and sanitiser. Masks were stitched and distributed by the volunteers of NSS.As the spread of the disease increased and a lockdown was declared, the college voluntarily gave its premises for temporary care centres for interstate migrant labourers and provided them with food and shelter. As the test positivity rates of covid increased, the college premises were converted to the first-line treatment centre for covid patients.A survey regarding the psychological impact of Covid 19 on the student community was conducted by the Department of English. Proper measures were taken to give counselling to the needy students.The college faculty offered voluntary service as Sectoral Magistrate to control the pandemic's proliferation. During the election to Local Self Government, the faculty voluntarily came forward to perform the duty of Special Polling Officer to ensure the right to vote of covid patients, quarantined and isolated persons. The college, with the collaboration of the Primary Health Centre, Lakkidi, conducted RTPCR tests and Antigen tests for the neighbouring areas.

Best Practice 2:

The purpose of Education is to modify the individuals to the overall development of the society through the compelling knowledge, skill and values in a competitive method. In this

competition, some sections of society and individuals cannot compete with others due to their physical or social constraints. As a civilised society, an educational policy is adopted to bring every section to a public platform and overcome their personal and social conditions. Differently abled persons deserve special attention to make them competent enough in academic procedures. An educational institution should take necessary measures to incorporate these persons in the mainstream as a part of the policy of the government as well as the values of education.

NSS College Ottapalam understands the importance of inclusiveness in education and the need of empowering persons with disabilities. At the time of admission to the institution itself, such students who need additional support are identified, and a list of such students are sent to the university for approval of assistance like scribe/reader for examination purposes. As per UGC order, F.No.6-2/2014 (SCT) dtd 14 Jan 2019, proper measures are taken for conducting written examinations for candidates with Benchmark Disabilities. The assistance of a scribe, reader or lab assistant is provided on demand to the candidates with benchmark disabilities in blindness, locomotor disability, cerebral palsy. In the case of another category of persons with benchmark disabilities, the provision of a Scribe/reader/lab assistant is allowed on the production of a certificate from the medical board that the person concerned has physical limitation to write and a scribe is essential to write the examination on his behalf.A Scribe Bank is ready at the college, ensuring that the qualification of the scribe is matriculation or above, but not more than the minimum qualification criteria of the examination.The proper seating arrangement is made before the examination, and the ground floor with ramp facilities and washroom facilities are allotted to such candidates.The declaration form is collected from the scribes that the particular candidate does not belong to their friends or lineage.Feedback is collected from candidates so that the college can rectify the defects if any.

File Description	Documents
Best practices in the Institutional website	1. Scribe Bank 2. Disaster Management System
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

Natural calamities are almost a distant phenomenon inKerala. Sufficient water bodies and a moderate climate restrict Kerala from being exposed to extreme flood and drought conditions, and therefore it is called 'God's own Country'. However,due to global climte changes,Kerala also faces extreme conditions in the climate.In 2018 and 2019, Kerala was exposed to floods, which severely affected the ordinary course of the state. As a socially responsible institution, despite all its limitations, NSS College Ottapalam responded to the need of the hour. The major hurdlewhile facing the same was a lack of previous experience. Thestudents and teachers faced a lot of constraints in its activities to manage the disasters.From this experience, the college understood the role of a proper Disaster Management System. Thus, the college formed a Disaster Management Committee to monitor the activities, and a group of efficient students willingly came forward to be the volunteers of this committee.This system helped the institution to face the second flood in 2019 as well as the covid 19 pandemic after that.When compared to the best practice of Scribe bank, Disaster management was focussed upon as the Best Practice of the college because it provides autonomy to work and give a future-oriented action plan for the institution. In that sense, the institution chooses Disaster Management as its thrust area for the Best Practice.Itallows working beyond the campus boundaries and helps the students andcommunity to face any unexpected disaster with the presence of mind.

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, Ottapalamaffiliated toUniversity of Calicutfollows the Curriculum framed by the University. The College Staff Council, IQACchalk out an academic action plan.Outcome-based education inCBCSS pattern is implemented in allprogrammes .Departments preparean action plan for each academic year. Periodic Internal assessments, seminars ,assignments are conducted for eachProgrammes. The teachers use ICT enabled teaching methods .Inclusion of MOOC, MOODLE and Swayam courses into the Curriculum has widened scope in stimulating the research acumen of students. The Audit Courses offersan opportunity to exposeto Disaster Management, Environmental Studies, Intellectual Property Rights. Paper Presentation Competitions, Students Seminars, Workshops, Exhibitions, Inter-Collegiate Competitions, and National/International Seminars are organized by the various departments.. The Institution encourages its Postgraduate students to pursue research and publish Scholarly papers in Peer-reviewed, Indexed Journals, present papers in Seminars and apply for various grants and scholarships. The various Clubs and Committees in the College help the students prepare for competitive examinations. The Slow Learners have State Government funded programmes like SSP andAdvancedlearners have WWS, ASAP and Young Innovators Programme. Departments collect feedback on College, Department and Faculty from the outgoing students. The Institution analyzes the feedback.and follow-up measures are taken.

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)

The College adheres to the Academic Calender notified by Calicut University TheCollege Council and IQAC chart out the

Academic Calender .The teachers prepare their individual Academic and Teaching plan. The periodic tutorial test are conducted in order to assess the understanding of the students. . Practical, theoretical & oral examinations are conducted to judge the understanding of the students. The University pattern of examination hasobjective as well as subjective and thispattern is strictly followed by the college. The department calendar comprises guest lectures, workshops, industrial visits. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events .The academic calendars help faculty members to plan their respective course delivery research work academic and co-curricular activities. . Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. The course instructors prepare IA question papers along with the scheme of evaluation, reviewed by the stream coordinator and approved by the department Head. Post IA tests, evaluation of answer scripts, and calculation of CO-PO/PSO attainment are carried out by respective Course Instructors. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships.

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

19

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
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)

4

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

185

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

1.3 - Curriculum Enrichment

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

As per the University of Calicut Regulations Audit Courses are introduced in the Syllabus Revision on 2019 admissions onwards. The Audit Courses introduced in the first four semesters are Environmental Studies, Disaster Management, Human Rights, Gender Studies.

In addition papers relating to Professional Ethics, Gender,Human Values, Environment and Sustainability chosen for different Programmes are

Botany

Environmental Science

Commerce

Mcom

- **Business Environment and Policy**
- **Corporate Governance and Business Ethics**

BCom

- **Business Management**
- **Managerial Economics**

Economics

Research Methodology

Hindi

Hindi Sahithya Aur Asmithamoolak Vimarsh/ Hindi Literature and Identity Discourse

History

Gender Studies

General Chemistry

Environmental Chemistry (Open Course)

Industrial Chemistry

Entrepreneurship and Environmental Science

Physics

Non Conventional Energy Sources (Open Course)

Zoology

Environmental and Conservation Biology

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

18

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
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

760

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	No File Uploaded
Any additional information	View File

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	[View File](#)
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

630

File Description	Documents
Any additional information	[View File](#)
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

90

File Description	Documents
Any additional information	[View File](#)
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

The college is committed to maintain an academically rich and competent environment The students admitted to the institution are mostly from economically backward background. An

orientation programme is organised as an opportunity to familiarise the college atmosphere and the activities.Department level Bridge courses are conducted to bridge the gap between higher secondary level and the requirement at the college level. Remedial coaching isprovided for the slow learners. All teaching departments have question bank, simplified study materials and effective tutorial system as support to slow learners. Peer teaching has taken up by advanced learners.

College strictly follows the CBCSS system insisted by the University. Internal examinations are conducted which is monitored by the internal examination committee at the college level. Students are enrolled to NPTEL certificate courses. Research cell organises invited lectures of eminent persons and presentations by faculties to inspire students and inculcate research aptitude in them. Expert lectures and interactive sessions are organised regularly by various departments with resource persons from prestigious institutions. Career guidance cell,Women's cell and Counselling cell, ED club & cultural club serve as a platform to express student's extra- curricular activities and skills.

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

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

Number of Students	Number of Teachers
1585	**57**

File Description	Documents
Any additional information	View File

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

In order to make learning effective and dynamic both teacher centric and student centric methods and pedagogies are used.

Project work was introduced in all programmes and this help the students to learn through experiential learning. Besides that open course is introduced in all departments and students can choose the course of their choice. Our college encourages student collaboration and group projects. Teachers adopt various methods to promote student centered learning environment. It will help them to become independent learners. Every year each special days like Republic day, Independence Day, poverty day etc are commemorated with student organized programmes. I

Experiential Learning:

- Project work for UG & PG students
- Survey method
- Peer Teaching
- Student organized Programmes like quizzes, debates, discussions
- Compulsory social service programmes
- Film Fest
- Well-equipped laboratories in science departments
- Computer labs

Participative Learning:

- Project work for UG & PG students
- ICT enabled teaching helps students in participative learning
- Peer teaching
- Student organized Programmes like quizzes, debates, discussions
- Student participation in seminars
- Budget discussion

Skill Based Learning:

- WWS
- ASAP
- Student organized programmes
- Student participation in curricular and extra-curricular activities

Problem Solving Methodologies:

- **Project work for UG & PG students**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	http://docs.uoc.ac.in/website/syllabus/2021-12-02%2012:07:47_syl1254.pdf

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

The use of ICT has opened up viTstas of E learning and blended learning practices.

Hardware Components and Software:

- **Fully furnished computer lab**
- **Wi-Fi connected campus**
- **N list**

Networked communication platforms/Access to online resources:

- **Online classroom practices through Google meet, Zoom and You Tube videos**
- **Use of Google class room for online examination and assignment submission**
- **Use of apps like Socrative, Kahoot etc**
- **Students are exposed to vast areas of Massive Open Online Course (MOOC) by SWAYAM**
- **Online magazines by various departments**
- **Online webinars**

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

57

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

57

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	View File

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

30

File Description	Documents
Any additional information	View File
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

File Description	Documents
Any additional information	View File
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.

As an affiliated College, NSS College Ottapalam has to adhere strictly to the continuous internal Evaluation system of the Calicut University. Student's attendance is recorded and monitored daily. By the end of each semester, Department would publish an Attendance progress certificate. As per the university guidelines, two internal exams for each course are conducted and best onewould be taken.One of the internal exams is conducted in the college level by internal examination committee and the other one is conducted in the department level. Each department maintains the records of the internal exams and publishes the score of internal exam.

Assignment on varied topics from each course is given to students to enhance their subject knowledge. Based on university norms, assignments are evaluated and is returned to students.Seminar presentation, an integral part of continuous internal evaluation is aimed at to boost student's critical thinking and assessment skill. It is evaluated in terms of

content knowledge,clarity in presentation and use of creative ideas. As Part of internal evaluation, Students, either individually or in Group, have to undertake a Project Work. Project evaluation and viva voce is conducted, internally and externally, at the endof the programme.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The Grievance Redressal Committee of the college is structured so as to comply with the university rules. The students of the institution have a five-level system to get their internal / external examination grievances redressed.

Grievance Redressal Levels:

1. Teacher Level: The students can approach the concerned course teachers to get their grievances redressed relating to the valuation of answer script.
2. Tutor Level: The students can raise the grievances related to internal assessment with their tutors either in person or during the conduct of tutorial meeting.
3. Department Level: The institution has constituteddepartment level Grievance Redressal Mechanism comprising of the subject teacher, one senior teacher, one elected representative from the students as members and the Head of the Department as Chairman.
4. College Level: The college level grievance redressal committee comprises of student adviser, two senior teachers, two staff council members and elected representative of the students as members and Principal as Chairman.
5. University Level: Student grievances relating to external examination such as issue of hall tickets, withheld results, request for scribe in the case of differently abled students etc are brought to the University level Grievance Redressal Committee through proper channel.

File Description	Documents
Any additional information	[View File]
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.

Outcome based teaching learning is designed for maximizing the knowledge and skills of students. The Programme and course outcomes are framed by the University of Calicut for majority of courses and the rest is framed at the department level under the monitoring and guidance of IQAC.

The college has a proper mechanism of communication of the learning outcomes of the programs and courses which includes the following.

- **Hard copy of syllabi and programme / course outcomes are available in the respective departments for ready reference to the teachers and students.**
- **POs, PSOs and COs are displayed in the college website. These details are accessible to the students, faculty members and the public.**
- **Induction programmes are conducted by the institution at the beginning of UG and PG courses as a whole and individually by each department in each academic year. The syllabus, POS, PSOs, COs, and scope of the programme/course is communicated to the students during this induction programme**
- **The outcomes are displayed on department notice board.**
- **Discussions on outcomes are done periodically by class tutors in the tutorial hours.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://nsscollegeottapalam.org/?page_id=62681
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.

Continuous evaluation is followed to analyze the attainment levels of POs, PSOs and COs both for PG and UG programmes. This includes external assessments like University end semester examinations, project viva, internships etc. and internal assessments like class tests, assignments, seminars, internal viva, classroom participation etc. Also result analysis is done at the end of the programme and a review meeting is convened under the chairmanship of the Head of the department and areas for rectification and improvements are identified and implemented.

File Description	Documents
Upload any additional information	View File
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

427

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	View File
Paste link for the annual report	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/annual_report_2020-21.pdf

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)

http://nsscollegeottapalam.org/?page_id=70282

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)

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
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

4

File Description	Documents
Any additional information	[View File](#)
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

nil

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
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

Innovative Practices

1. Oasis movement is an NGO who believes that given an opportunity and guided well, children and youths have the potential to resolve not only their own problems but also have the heart and mind to contribute towards society. . Misaal Project is to spot, inspire, prepare, guide and support teenagers, youths, teachers and citizens. The promising leaders in the Misaal Project are screened at three levels – Written Expression, Group Dialogue & Field Project. Those who complete all the levels get Leadership Education, Greatness Course, Project Assistance and many other gifts from Oasis which help them be Change Agents. Of 44 participants attendedMISAAL competition conducted on 2021 February from NSS COLLEGE OTTAPALAM and there were 10 winners. 3 were selected to participate in Covid special MHS Camp which was held at their

headquarters from June 15th to July 15th of 2021. 5 students
from NSS college attended L3 learning workshop in August
2021and 7 students attended the another L3 workshop from
November 12th to November 24th 2021. Saamrthya Sessions and
Life workshops were conducted by Oasis participants for f
National service scheme.of our college

Oasis Kerala Alive

https://oasismovement.in/wp-content/uploads/2022/01/NE-Kerala-
Region-Special-2021.html

Kerala region

https://www.instagram.com/tv/CYO306WBkxH/?utm_medium=copy_link

2. Young Innovaters programme 2021

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

48

File Description	Documents
Report of the event	[View File](#)
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

0

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	View File

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

19

File Description	Documents
Any additional information	View File
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

12

File Description	Documents
Any additional information	View File
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 institution has always been embedded in the social and cultural life of Ottapalam. We have carried out different extension programmes in the past. This year, though crippled by the pandemic and the lockdowns, we improvised ourselves to overcome the hurdles to ensure the effective extension activities. The efforts of National Service Scheme Units of our college are worth mentioning in this area. Their work was recognized in the year 2020-21 with University and State level awards. The students of our college carried out various extension activities during this period. Proactive studies were done on the impact of the pandemic, approaches specially designed in accordance with the parameters of respective discourses. Productive engagement was achieved with help and collaboration of the community, local self governments, government departments, NGOs and other institutes of higher education.

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

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

4

File Description	Documents
Any additional information	[View File](#)
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

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

14

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

436

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

26

File Description	Documents
e-copies of related Document	View File
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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 institution has adequate facilities for teaching- learning viz. ICT enabled classrooms, laboratories, seminar halls, faculty rooms, playground, parking area, open air auditorium and hostel to support the academic activities in campus.

The college, surrounded by the green mango trees provides a bucolic academic ambience. It offers undergraduate and post graduate programs for which state of the art infrastructural facilities are provided across academic block. The college has 43 classrooms out of which 15 are ICT enabled classrooms. The 5 Science departments have 14 well equipped laboratories. All the classrooms in the college have either green boards or

whiteboards. Besides the Computer Lab meant for Computer Science students, the institution has a common computer lab with internet to cater to the needs of other students. The seminar hall with uninterrupted WIFI facilitates the curricular, co-curricular activities and events. A new academic block is under construction in the campus with the financial aid of RUSA. The existing History block is under renovation with the aid from RUSA.

College women's hostel situated adjacent to the campus with 29 rooms accommodate 73 students at present. A separate room with CCTV surveillance is allotted for the proper conduct of University Examinations.

File Description	Documents
Upload any additional information	View File
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.

NSS College Ottapalam conducts inter departmental cultural competitions every year. College has an arts forum, KELI to discover and support the artistic talents in students. Since the lockdown affected the conduct of offline onstage cultural activities in the last year, KELIconducted many l cultural events in the online mode. College has an open stage, Amrakunjam, surrounded by lush green mango trees where the cultural events are organized. The arts forum, Keli is pivotal in unraveling the hidden talents in students and it supports, inspires, encourages and prepares them to participate in competitions.

The institution offers adequate facilities that cater to the physical development of students. Physical Education Department of the college mentors and promotes students in indoor and outdoor games. The college gymnasium serves as an integral part of student life in the campus. The college has well maintained courts for Shuttle Badminton, Volleyball and Ball Badminton. The college has a tie up with the CSN indoor stadium where the shuttle badminton team practices. College ball badminton team avails the service of an external coach when tournaments are at bay. The Yoga Centre offers holistic development of students

and teachers.

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.

16

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)

4.39624

File Description	Documents
Upload any additional information	[View File](#)
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)

The college library situated adjacent to the academic block offers a peaceful reading experience to the users. The library uses Integrated Library Management System (ILMS) for its effective functioning. The completely automated library uses KOHA, the world's best open source library automation software for managing the library. It offers a user friendly interface for searching resources in the library along with its availability status. Library offers access to INFLIBNET-NLIST to the users. It has a well-organized subject wise collection of books along with general reference section, periodical section and a reading room. Closed Circuit Cameras are installed in the library for the safety and security of the assets.

Library Services

- Computerized issue/ renewal and return.
- New arrival display
- Subscription of journals- online and print.
- Reprographic facility- photocopy, print and scan

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

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	D. Any 1 of the above

File Description	Documents
Upload any additional information	[View File](#)
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)

0.78166

File Description	Documents
Any additional information	View File
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

707

File Description	Documents
Any additional information	View File
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 college has integrated IT and ICT enabled facilities for the academic and administrative process. Academic and administrative process became easy, efficient and transparent with the updating of IT enabled services in the campus. IT infrastructure of the college comprises —computers connected with internet. In addition to the free Kerala WiFi provided by BSNL and Kerala Govt, the college has 5 fiber optic connections and one broadband connection. Kerala WIFI, an open wifi is available to the faculty and students for free. Fiber Net, with speed up to 100Mbps is available in all departments including the computer lab. BSc and MSc computer labs are equipped with uninterrupted wifi. The college library has subscription of E-Journals and E Books via INFLIBNET. College library is automated with KOHA software with cloud server facility. To minimize E-Waste, electronic gadgets are repaired and reused. The college website is updated and maintained properly in

collaboration with Aprameya Soft Tech

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

4.3.2 - Number of Computers

103

File Description	Documents
Upload any additional information	View File
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)

1.051

File Description	Documents
Upload any additional information	View File
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 Planning Board ensures proper functioning of the infrastructure facilities-classrooms, laboratories, library and the digital wing.The planning body of college comprises Building Committee, Purchase Committee, Library Committee, Hostel Committee .

The maintenance and cleaning of classrooms, laboratories and administrative block is monitored every day. Classroomsand laboratories are maintained by respective departments.The laboratory attendants play a key role in the proper functioning of the laboratories. The heads of the department report to the administration periodically for all maintenance works.Proper and optimal use of electronic and electrical equipment is ensured.

Routine activities of the library is managed by librarian with the help of library attendant. Library Committee evaluates the functioning of the library.

There are security personnel on duty round the clock in the campus. CCTV cameras are installed in the key areas of the college to ensure the safety and security of students. The college has playground, gymnasium and sports equipment which are monitored and maintained by the Faculty of the Department of Physical Education.

Department of Computer Science monitor and maintain the IT infrastructure of the college. Repair/ up gradation/ purchase of software and hardware are done with proper guidance from the Computer Science Department.

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

880

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
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

32

File Description	Documents
Upload any additional information	[View File](#)
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	View File
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

850

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

850

File Description	Documents
Any additional information	View File
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

35

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
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

191

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	View File
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

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	View File
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.

8

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
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)

The institution facilitates significant student participation in the functioning of academic and non-academic ventures.

College Union

College Union election is conducted on the Parliamentary model as perLyngdoh Commission Report and Supreme Cour t order .

College Union

Chairperson

Vice-chairperson

General SecretaryJoint SecretaryArts SecretaryMagazine Editor

UUCs

The Principal

Staff Advisor

IQAC

Co-ordinator

Union Chairperson

The Principal

Faculty Representatives

Administrative Staff Representatives

Local Experts

RUSA

The College has been selected to enjoy the benefits of RUSAscheme.

Co-ordinator

Union Chairperson

Building Committee

IQAC Co-ordinator

Planning Board Co-ordinator

Engineer

PTA Vice President,Secretary

Equal Opportunity and Grievance Redressal Cell

Nodal Officer

Union Chairperson Student Representatives

Anti- Ragging Cell Co-ordinator

CUCBCSS Co-ordinator

Student Advisor

Elected Council Members

Women Cell Co-ordinator

Faculty Representative

Nodal Officer

Union Chairperson

Anti- Ragging Cell Co-ordinator

CUCBCSS Co-ordinator

Student Advisor

Elected Council Members

Faculty Representative

Anti-Ragging Cell

.

Co-ordinator

Union Chairperson

Student Representatives

Faculty representatives

PTA Vice President

Management Representative

Police Representative

Office Representative

Various clubs and cells

Women's Cell,

Discipline Committee,

Grievance and Redressal Cell,

Career Guidance and Placement Cell,

ED Club,

Nature Club,

Tourism Club,

Library Committee,

Quiz Club,

Science Club,

Film Club,

Literary Club,

Red- Ribbon Club,

Cultural Club, .

NSS,

ASAP

YIP

EBSB

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

168

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 has no registered Alumni association, but Department wise alumni association with fulfledged activities are maintained for the past twenty years. Various departments

are in the process of registration.

Contribution of alumni by Dept. of chemistry - lecture series by alumni are conducted every year. Alumni of zoology dept. Conducts survey and orientation classes on highereducation. The meeting also had a discussion about environmental issues.Dept. of Hindi conducted alumni meet remnisce old days through online platform . The alumni meet of Dept.of physics was conducted along with project symposium which was inaugurated by a prominent Alumni, who is a professor in physics. The Alumni meeting of dept of economics was convened with the major agenda of registering alumni association with the name ECOLUMINE to help financially backward students.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

Institutional Vision and Leadership

NSS College Ottapalam envisages the idea propounded in the Pavamana Mantra of Brihadaranyaka Upanishad, "Thamasoma Jyothir Gamaya", -'Lead me from darkness to light'. True to its vision, the college aspires ,strives to remove the darkness of ignorance from the community through students who are provided with the light of knowledge. The holistic knowledge that they gain from experiences their classrooms remind the students that they should be beacons of light to the society. They are motivated to rise above narrow mindedness to reach out higher goals of life.

Corollary to this larger vision is the mission of the college, Social Emancipation. It is the vision of Bharatha Kesari Shri Mannath Padmanabhan andNair Service Society that got manifested when the college started functioning in rural neighbourhood of Palakkad. Students hail from a community diverse in economic, gender, religious,racial backgrounds. Social emancipation and empowerment is achieved by providing education indiscriminately to all of them. The college aims at the betterment of the society. They are trained to emancipate themselves and society from the darkness of selfishness, hatred,social discrimination. Instead the light of knowledge instils in them broader perspectives, tolerance, mutual respect, sympathy and understanding.

File Description	Documents
Paste link for additional information	http://nsscollegeottapalam.org/?page_id=2114
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.

The smooth functioning of the college is assured throughparticipatory management and decentralisationwith a clear focus on excellence.The NSS mangement periodically visits and monitorsthe progressof the institution .The Principal,the College council and IQACcoordinateall the academic and administrative activities .The departmentsplans the curricular andco-curricular activitiesand these decisions are channelled to the students through class tutors. Both faculty members and students are part of various clubs and committees like Union, PTA, Discipline committee, Anti ragging cell and Grievance redressal cell.

The excellence in academic administration hails from an environment of participative working where students, teachers and administrative staff often join hands.

1. All the teaching and non-teaching faculty assure their wholehearted participation duringthe admission of students every year.

2. Harmonious co-operation prevails between faculty and office staff in the smooth conduct of examinations as well.

3. Both the administrative and faculty members of the college work in unison for the transparent and effective utilisation of funds received fromgovernment and non-government aids like RUSA, PD and PTA.

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

Perspective Plan

The institution is successfully deploying its perspective plan since its inception. A continuous qualitative improvement drive on enhancing the academic excellence and physical infrastructure is the highlight of the perspective plan..:

- Empowering the underprivileged classes ofsociety through education.
- Knowledge dissemination with special emphasis on syllabi.
- Formulating outcome-based education system.
- Extension activities in order to instil social responsibility, civic sense ,environment awareness among students

Strategic Plan

The collegeundertake a strategic initiative to bring students from ST communities to the forefront of higher educationinAttappady Taluk of Palakkad District in Kerala. When the State's literacy rate is 93.4%, tribes' literacy rate in Attappady is only 62%. It is found that most students drop their studies in Secondary or Higher Secondary School. Our

institution conducted counselling and motivation classes to school students of Attappady, For conducting sessions, institution contact various Adivasi promotors and Asha workers . The last year 13 ST students took admission in our collegefor UG and 1 for PG.This shows a positive impact of our strategic plan. , Teachers paykeen attention to their studies and personal issues. During Online classes teachers of Chemistry Department provide their ST student Mobile phone..

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

The Educational Central Committee of ourManagement looks after thefunctioning of the college. The service rule followed by the college is as per Kerala Service Rule. All the appointment of permanentas well as part-time teachers areaccording to the UGC and State Government norms. The decisions of the management are forwarded to the Principal for implementation. Director of Collegiate Education monitors the overall development.A College Council is constituted as per the University Statute to formulate strategies for executing the decisions taken by the management and conveythe instructions and information from the principal to the teachers .The Principalplays a very important role in coordinating the different activities of the college and monitoring the functions of departments. The academic calendar lists the activities and fixes the time schedule of the college.The Planning and Purchase committeeidentifiesthe requirementsof resourcesand their allocation. The IQAC of the college chaired by the Principal enjoys considerable autonomy to ensure academic and non-academic excellence. The College Union , Non-teaching staff also forman integral part of the organization. The PTA acts as the back bone of the college with

the Principal as its President,supports and assists all the activities.

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	**B. Any 3 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)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

Welfare measures

- **Yoga and fitness centre**

Our institute is also providing facilities for fitness training including exercise equipment and Yoga training. A fitness centre with modern equipment is functioning in the college

which is having free access to staff and students.

- Cafeteria

College provides canteen facility including breakfast, lunch, snacks and cool drinks for staff and students in affordable cost.

- Staff club

A Staff club is functioning in the institute which holds meeting in frequent intervals. On behave of staff club, farewell functions, staff tour, employee appreciation meetings, condolence meetings etc. are conducted.

- Provident fund. Group insurance scheme, SLI etc. for teaching and non-teaching staff.
- Internal complaint committee
- An internal complaint committee is functioning in the college for resolving the grievances or complaints of staffs, if any.

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

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

Nil

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)	**No File Uploaded**

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

2

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	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

48

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
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

Student satisfaction Survey is taken at the end of every academic year.In the survey, the students evaluate Faculty, Department and College based on a common format provided by the IQAC and the Evaluation Report is submitted before the Staff Council for analysis.Regarding the accuracy in internal assesment and method and accuracy of test papers conducted, 40% of the feed back was excellent. Accessibility of teachers and teacher-student relation ship were also provided with a feed back of 47% excellent, 27% very good and remaining 17% as good.About teacher guidance in academic activities,42% of Students participated in the surveygave the feed back as excellent and 37 % as very good and remaining 16 % gave good. Regarding the support of administrative staff, 30% students commented excellent and 37% as very good and remaining 22% as good.

File Description	Documents
Paste link for additional information	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/report_on_student_satisfaction_survey.pdf
Upload any additional information	[View File](#)

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

The main external source of fund for the college is the state Government's fund. Fund received in Personal Deposit (PD) Account, National Service Scheme, Walk with a Scholar, Students Support Program etc. are subjected to external auditing by the Deputy Directorate of Collegiate Education.

PTA of college acts as the internal source of fund. It is mainly used for the welfare of students and college. PTA transactions are internally audited by the Head of the department of Commerce of the college in every year.

For all financial transactions, transparency has been ensured. Both external and internal auditing is completed up to May, 2020.

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

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)

0.42506 lakhs

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

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

The main source of fund for the college in the academic year 2020-21 is the funds received from the Governments and PTA. During the financial year 2020-21, the funds in Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and Personal Deposit Accounts

(PD) are received from the Government and utilised with maximum transparency on timely basis. Annual building and repair are done by NSS Management.

PD account received an amount of Rs. 15,70,611/- in various heads during the year and utilised amount of 11,89,597/- (as 2019-20 expenditure cashed during 2020-21: Rs. 547987/- and actual expenditure on 2020-21 : Rs. 641610/-). RUSA account received an amount of Rs.1 crore during 2019-22 and utilised an amount of Rs. 9804038/-.

PTA receives fund from the students. It is mainly used for the welfare of college. During 2020-21, PTA received Rs. 43,85,308/- and utilised the amount for various purposes like advance refundable salary for the Guest Lecturers, electricity bill, water authority bill, maintenance etc. Monthly returns are filed properly and annual internal audit is conducted by the head of the department of Commerce in every year.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Functions

- To institutionalizebest efforts for a ragging-free campus and developdiscipline instudents .
- Establishment and analysis of the feedback from various stakeholders and informthe concerned about its outcome for correction.
- Documentation of the various programs /activitiesin a methodical manner.
- Preparation of the AQAR.

Best practices :

- The IQAC conducts periodical meetings with the Principal , departments and theCollege Council to review the academic activities and inform the concerned regarding

the changes in the curriculum forcontinuous development of teaching-learning process.

- IQAC devies ways and meansto include the use and enrichment of ICT infrastructure . The IQAC has trained the teachingand non- teaching staff to use ICT by arranging different workshops.

- IQAC has developed an online pro formato gather information from the students about the courses of their study, their objectives, relevance, availability of learning resources, teaching methodology and so on. The Departments of the College hasimplemented the online feedback systemto assess and improve the curriculum and quality of teaching and learning in the College. The students' feedback is provided to all the teachers on the courses that they teach, for furtherreflection and improvement.

File Description	Documents
Paste link for additional information	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/report_on_student_satisfaction_survey.pdf
Upload any additional information	View File

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

IQACreviews the teaching-learning process, structures,methodologies of operations & learning outcomes:

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar at the start of the year with ample time frame forregular teaching-learning process and for organising seminars/workshops.

Evaluation of teachers by students: Regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery,strengths and weaknesses inthe subject gives a clear idea about the problems faced by the students.

Student learning outcomes: The institute monitors the

performance of the students regularly. The following points are adopted by the institute in this context:

- Semester system of examination .
- Providing Question banks andLecture notes through an online portal
- Timely Redressal of students' grievances
- Regular class tests and internal examination and evaluation systems.
- Provision of reteststo students' who residein far-off areas .
- Extra classes for weak students to solve their problems.

Students' result analysis:Our Institute analysisstudents' performance after the announcement of semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members work towards improvement.

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://nsscollegeottapalam.org/wp-content/uploads/2022/03/annual_report_2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
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

NSS College Ottapalam is situated in a rural area like Ottapalam, and thus it allows education to all sections of the society. Students from marginal areas like Attapadi and Agali come to this college to pursue higher education. More than 70 per cent of students of this college are girls. Therefore the institution has a well-running hostel facility that offers food and accommodation to girls, and priority is given to students from tribal areas. The institution offers a recreational centre to girl students and provides an incinerator in the Ladies Room. More than 80 per cent of the faculty are also women. This helps the institution make it a gender-friendly campus so that the students find it easy to access the teachers.According to govt norms, and as per directions from the University, there is a vibrant Women's Cell functioning in the College. It conducts numerous programmes to transform the girl students into capable, efficient and empowered individuals. Women Cell is active in the college, and it performs seminars, invited lectures, counselling sessions, etc.

File Description	Documents
Annual gender sensitization action plan	counselling for students, Add on Course on Gender Studies by the Department of Malayalam
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	Counselling for the needy students, Ladies room facility

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	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

As a socially responsible educational institution, NSS College Ottapalam ensures that it strictly follows an efficient method to manage the waste within the campus. For the solid waste management, the degradable waste, including food waste from college canteen, hostel mess and lunch box of the students are collected through a common bin and later uconvertedinto manure. There are two types of composting techniques generally used by the campus, namely, pipe compost and pot compost. This manure is usually used for gardening.

The campus strictly maintains a code of conduct for plastic free campus. Non-recyclable plastics are not allowed to be brought into the campus. Other plastic wastes, which cannot be avoided on the campus, are collected by the NSS Volunteers and handed over to Harithakarma Sena of the Ottapalam municipality.

E-waste is the campus collected and handed over to Haritha Karma Sena of Ottapalam municipality.

The biodegradable tastes like dry leaves, twigs, waste papers etc., are collected regularly, and it undergoes the process of Mulching.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
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**

A. Any 4 or All 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	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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	**B. Any 3 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	No File Uploaded
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).

Education is not only a process of creation and transmission of knowledge but a process of continuing culture and maintaining cultural harmony. Culture is not a dynamic process, and it varies from time to time. A synthesis among these different cultures is necessary for achieving an inclusive environment and tolerance in society. Educational institutions can play a vital role in this regard. Unity in Diversity cannot be protected and promoted by law, it should be inculcated in the minds of students who are the grooming generation.

NSS College Ottapalam takes efforts and initiatives to provide tolerance and harmony among students.

The EBSB club of teh college functions very well and train th estudents to be tolerant towrds and be harmoniuos with other diversities. A well established cultural club, Keli coordinates various cultural activities in the college.

Students have an opportunity to learn all cultural programmes in a professional manner.

Campus ensures religious harmony and celebrates festivals like Onam and Christmas. The secular space of the campus provides broad-minded religious thinking for students, which prevents them from creating any communal biases in the minds of future generations.

Mother tongue is a part of sentiments in every section of society. But in an academic community, different languages

strengthen the outlook of individuals. The students of this institution have an opportunity to study other languages like English, Malayalam, Hindi and Sanskrit. Moreover, most of the students and teachers are capable of handling Tamil because of the peculiar features of Palakkad.

Many students of the college come from tribal areas like Attapadi and Agali. The campus has a longitudinal representation from lower caste and minority communities. It helps to create social inclusiveness among students. Because of the rural background, most students come from lower economic locations. Major students come from a standard financial background which prevents an elite economic culture. The needy students of the institution is supported by various scholarships like Jeevakarunya Scholarship, K R Rammohan Endowment, PTA Scholarship, etc.

Differently-abled students also enrich the social inclusiveness of the campus. The institution continuously monitors the social inclusiveness and harmony in the campus through formal and informal methods. No social discrimination cases have been reported on campus during the past years. Students Union also organised different programmes like arts festival, college day etc., to maintain harmony in the campus.

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	No File Uploaded

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

The institution celebrates every day of National importance, such as Independence Day, Republic Day, National Voters Day, Constitution Day etc.The Electoral Literacy Club of NSS College Ottapalam functions very effectively and efficiently. It organises many competitive programmes among students like Quiz, Poster making competitions and to create awareness about the Constitution, elections and Democracy.In collaboration with the Election Department of Ottapalam Taluk, the Electoral Literacy Club organised several programmes to enrol the students in the voters list and to teach them the value of ethical

voting.During the Elections to Local Self Government conducted in 2020 and to Legislative Assembly in 2021, the members of the Electoral Literacy Club participated in Pre poll and post poll election survey conducted by the Centre for Electoral Studies, Thiruvananthapuram, Kerala.The Electoral Literacy Club organised campaigns to make the voters aware of the importance of casting votes and ensuring ethical voting. Candidates who belong to different political parties visited the campus and interacted with students to encourage them in political process especially election.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Letter of Appreciation from Centre for Electoral Studies, A Prime Centre of SSSR, Thiruvananthapuram
Any other relevant information	Nil

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	A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded

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

National and International Commemorative Days celebrated in the Institution

National and International Commemorative Days

Sl No.

Programme

Department/Club

Date

1

Environment Day

Dept of Botany and Zoology

NSS

June 5,2020

2

Reading Day

Library Committee

June 19, 2020

3

Basheer- Dev Commemoration

Department of Malayalam

June 19, 2020

4

Commemoration of Girish Karnad

Dept of English

June 19, 2020

5

Yoga Day

Dept of Physical Education

June 21, 2020

6

Independence Day

Institution

August 15, 2020

7

Ozone Day

Dept of Botany

September 16, 2020

8

Hindi Fortnight Celebration

Dept of Hindi

September 23, 2020

9

World Tourism Day

Tourism Cub and Dept of Commerce

September 27, 2020

10

Human Rights Day

Dept of Political Science

December 10, 2020

11

Kerala Piravi

Department of Malayalam

November 1, 2020

12

Founder's Day- Mannam Jayanthi

Institution

January 2, 2020

13

Rajalakshmi Anusmaranam

Dept of Malayalam

January 18, 2020

14

Republic Day

Institution

January 26, 2020

15

International Mother Tongue Day

EBSB Club and Dept of Malayalam

February 20, 2020

16

Science Day

Dept of Physics and Dept of Chemistry

February 28, 2020

17

International Women's Day

Women's Cell,

Dept of Malayalam,

Dept of English

March 8, 2020

18

World Water Day

Dept of Zoology

March 22, 2020

19

World Forestry Day

Dept of Zoology and Bhoomitrasena Club

March 23, 2020

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	**No File Uploaded**
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.

Best Practice 1:

NSS College Ottapalam has a well-running Disaster Management System. The students and the staff are ever ready to be at the forefront of any disaster management activities.Kerala was not used to any of the natural calamities like cyclones or floods. But the flood of 2018 was an alarming one, and the college took part in flood relief activities during the two consecutive years of the flood. Students of the Department of Zoology conducted a biodiversity survey to find measures to face further natural calamities.As disaster occurred in the form of pandemic covid 19, the college offered voluntary service during the time. The first step to meet with the pandemic is to cease the spread of the same. The students and faculty members of the chemistry department voluntarily came forward to make sanitisers and distribute them among the public. The students of NSS also took part in the distribution of sanitisers.Awareness programmes were conducted within and beyond the campus on the need of the hour - social distancing, masks and sanitiser. Masks were stitched and distributed by the volunteers of NSS.As the spread of the disease increased and a lockdown was declared, the college voluntarily gave its premises for temporary care centres for interstate migrant labourers and provided them with food and shelter. As the test positivity rates of covid increased, the college premises were converted to the first-line treatment centre for covid patients.A survey regarding the psychological impact of Covid 19 on the student community was conducted by the Department of English. Proper measures were taken to give counselling to the needy students.The college faculty offered voluntary service as Sectoral Magistrate to control the pandemic's proliferation.

During the election to Local Self Government, the faculty voluntarily came forward to perform the duty of Special Polling Officer to ensure the right to vote of covid patients, quarantined and isolated persons. The college, with the collaboration of the Primary Health Centre, Lakkidi, conducted RTPCR tests and Antigen tests for the neighbouring areas.

Best Practice 2:

The purpose of Education is to modify the individuals to the overall development of the society through the compelling knowledge, skill and values in a competitive method. In this competition, some sections of society and individuals cannot compete with others due to their physical or social constraints. As a civilised society, an educational policy is adopted to bring every section to a public platform and overcome their personal and social conditions. Differently abled persons deserve special attention to make them competent enough in academic procedures. An educational institution should take necessary measures to incorporate these persons in the mainstream as a part of the policy of the government as well as the values of education.

NSS College Ottapalam understands the importance of inclusiveness in education and the need of empowering persons with disabilities. At the time of admission to the institution itself, such students who need additional support are identified, and a list of such students are sent to the university for approval of assistance like scribe/reader for examination purposes. As per UGC order, F.No.6-2/2014 (SCT) dtd 14 Jan 2019, proper measures are taken for conducting written examinations for candidates with Benchmark Disabilities. The assistance of a scribe, reader or lab assistant is provided on demand to the candidates with benchmark disabilities in blindness, locomotor disability, cerebral palsy. In the case of another category of persons with benchmark disabilities, the provision of a Scribe/reader/lab assistant is allowed on the production of a certificate from the medical board that the person concerned has physical limitation to write and a scribe is essential to write the examination on his behalf.A Scribe Bank is ready at the college, ensuring that the qualification of the scribe is matriculation or above, but not more than the minimum qualification criteria of the examination.The proper seating arrangement is made before the examination, and the ground floor with ramp facilities and washroom facilities are

allotted to such candidates.The declaration form is collected from the scribes that the particular candidate does not belong to their friends or lineage.Feedback is collected from candidates so that the college can rectify the defects if any.

File Description	Documents
Best practices in the Institutional website	1. Scribe Bank 2. Disaster Management System
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

Natural calamities are almost a distant phenomenon inKerala. Sufficient water bodies and a moderate climate restrict Kerala from being exposed to extreme flood and drought conditions, and therefore it is called 'God's own Country'. However,due to global climte changes,Kerala also faces extreme conditions in the climate.In 2018 and 2019, Kerala was exposed to floods, which severely affected the ordinary course of the state. As a socially responsible institution, despite all its limitations, NSS College Ottapalam responded to the need of the hour. The major hurdlewhile facing the same was a lack of previous experience. Thestudents and teachers faced a lot of constraints in its activities to manage the disasters.From this experience, the college understood the role of a proper Disaster Management System. Thus, the college formed a Disaster Management Committee to monitor the activities, and a group of efficient students willingly came forward to be the volunteers of this committee.This system helped the institution to face the second flood in 2019 as well as the covid 19 pandemic after that.When compared to the best practice of Scribe bank, Disaster management was focussed upon as the Best Practice of the college because it provides autonomy to work and give a future-oriented action plan for the institution. In that sense, the institution chooses Disaster Management as its thrust area for the Best Practice.Itallows working beyond the campus boundaries and helps the students andcommunity to face any unexpected disaster with the presence of mind.

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

7.3.2 - Plan of action for the next academic year

To improve the functioning of the Disaster Management Committee and to extend better service to society at the time of need, the following plans of action are formulated:

1. **To conduct a training programme by the Fire and Rescue Department of the Government of Kerala for volunteers of the Disaster management committee.**

2. **Arrange a workshop on First Aid Treatment and rapid action by experienced medical practitioners to save the life during natural calamities.**

3. **Conduct a Survey to explore the socio-economic impact of Covid 19 in the Ottapalam Municipality.**

4. **Organise an invited lecture series related to preventing pandemics in a future society.**

5. **Covid -19 Vaccination Drive for students.**

6. **Send the volunteers to different parts of India to get training and first-hand experience in Disaster Management.**

7. **Conduct a Certificate Course on Disaster Management for the students within and beyond the campus.**