YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	N.S.S COLLEGE, OTTAPALAM
• Name of the Head of the institution	Dr. SAJEEV.K
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04662244382
• Mobile no	9207885550
• 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	**MANJU B.L**
• Phone No.	**04992244382**
• Alternate phone No.	**04662244206**
• Mobile	**9446975944**
• IQAC e-mail address	**manjublphysics@gmail.com**
• Alternate Email address	**nssiqac@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	nsscollegeottapalam.org
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	nsscollegeottapalam.org

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**83.25**	**2007**	**02/10/2007**	**09/09/2012**
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
INSTITUTIONAL	**RUSA 2.0**	**RUSA**	**2019**	**2 CRORES**

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
To create awareness regarding quality enhancement practices among all the teaching faculty of the College	The IQAC had organised events during the present academic year to create awareness regarding the quality enhancement in day to day academic, administrative, and examination areas to Teaching and Non-Teaching staff and other stakeholders.
Review of Performace Based Appraisal System (PBAS) metrics	Teachers placed to higher level
Encourage participation of faculty in Faculty Development Programs	Various faculty members participated in Faculty Development Programs
Internal academic audit of the departments	Ensures transparency and verification/checking of smooth functioning of the department
Encouraging the teaching staff for Orientation and Refresher Programmes and other Academic progress related activities	Teaching staff participated in Refresher course conducted by various universities.
Compilation of data for AISHE and NIRF rankng	Participated in several national survey and ranking
Green Audit	The Green Audit aims to assisst campus to reduce their carbon footprint and educate tomorrow's leaders about strategies for carbon mitigation using their campus as a model.
Celebrations of National Events/Days/Festivals	Celebration of the days of the importance plays a significant role in the overall personality development of the students. The college was able to impart human and universal values through the commemoration of important days in the campus through different cultural and extra-curricular activities.

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

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE COUNCIL	**16/04/2024**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	**18/03/2024**

15.Multidisciplinary / interdisciplinary

As per the University of Calicut Regulations Audit Courses are introduced in the Syllabus Revisionon 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 andSustainability chosen for different Programmes are
BCom Business Management
Economics Managerial Economics
English
Malayalam
Hindi HIndi Sahithya Aur Asmithamoolak Vimarsh/
History Gender Studies
General Chemistry Environmental Chemistry
Industrial Chemistry Entrepreneurship and Environmental Science
Physics Non Conventional Energy Sources
Zoology Environmental and Conservation Biology
Botany Environmental Science

16.Academic bank of credits (ABC):

As per Univeristy Syllabus , each Programme has its own Courses with specific credits. Students enrolled in each programme has choice in Elective papers and Open Courses with equal credits. Since our University already provides the Academic Bank , student benifits from thesame.

17.Skill development:

A curriculum and syllabus based on the concept of outcome-

based education, which promotes skill development and learning outcomes, have been introduced recently.. The college features a special facility called the Additional Skill Acquisition Programme (ASAP) centre, which is funded by the Kerala government and provides skill training to the chosen students. Under the direction of the Placement and Career Counseling Cell and NET/SET/PSC coaching Cell the institution also offers capacity development programmes and skill inculcation training programmes to all final year undergraduate and postgraduate students. Many value-added courses based on skills are available to all first year undergraduate students to help them strengthen their talents. Communication Skills, English Languages , Bank Coaching, CMA, ACCA, Diploma in Computer Application, Accounting and Tax Practice, Graphic Designing, , Internet of Things and Robotics, App Development Course, Python and R Programming, just a few of the value-added courses. Value-added courses that focus on skills are available both online and offline. The institution's community college offers a variety of short term programmes for skill development at different levels. About 50 percent enrolled in various skill delevopment programmes are benefitted.

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

The institute honours Indian languages and cultures by celebrating National festivals and important events. Two week Hindi Celebrations are conducted every year by Hindi Depaartment. Mother Tongue Day, Kerala Piravi Celebrations by Malayalam Department , Tourism Day, by Tourism Club and Yoga Day by Yoga club. Teachers are encouraged to conduct lessons in Malayalam and English in the classroom because research shows that pupils learn more well when instructed in their mother tongue. During the first two years of the bachelor's degree, graduate students are permitted to study either Hindi, Sanskrit, or Malayalam according to their preference. The promotion of Indian arts, traditions, and languages is also facilitated through competitions organized during the annual fine arts festival. Competitions such as essay writing, poetry, speech competition, folk song, folk dance and skit encourage students to stay connected with their rich Indian culture and heritage. Ek Bharath Sreshta Bharath Club conducts Student exchange Cultural programmes.

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

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 Voce, Internships Trainings etc. and Internal assessments like Class tests, Assignments, Seminars, Internal viva, Classroom participation etc. The outcomes are displayed on department notice board.Discussions on outcomes are done periodically by class tutors in the tutorial hours. Result analysis is done at the end of the programme and a review meeting is convened under the chairmanship of the Head ofthe department and areas for rectification and improvements are identified and implemented.

20.Distance education/online education:

Students have a lot of flexibility with online education to learn and explore knowledge. During the Covid epidemic, delivery of online classes, attendance monitoring, assignment submission, International Webinars, training programmes, Cultural festivals, and even the commemoration of significant days and events. Most classes were held online throughout the epidemic, and instructors and students acquired experience using digital technologies including Moodle, OBS (Open Broadcaster Software), Google Tools, online whiteboards, and YouTube to create and distribute e-content, brief movies, interactive Power Point presentations and other online content. lable online. The teachers and students at the institute
are anticipating blended learning.Online Certifcation Courses are done by students and faculties on Swayam Portal. Online certificate courses are done by PG Department of CS and Physics . The advantages of online learning can therefore be combined with in-person interaction with the instructor and other students to the benefit of the students. In order to broaden their knowledge base, deepen their understanding, and hone their skills, students are also urged to enrol in courses provided by online portals like Swayam, Coursera, and others.

Extended Profile

1.Programme

1.1   **387**

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

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

2.Student

2.1   **1735**

Number of students during the year

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

2.2   **121**

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

File Description	Documents
Data Template	No File Uploaded

2.3   **560**

Number of outgoing/ final year students during the year

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

3.Academic

3.1   **81**

Number of full time teachers during the year

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

3.2   **81**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**387**

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

2.Student

2.1 Number of students during the year	**1735**

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	**121**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**560**

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

3.Academic

3.1 Number of full time teachers during the year	**81**

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

3.2 Number of sanctioned posts during the year	**81**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**40**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**20**
4.3 Total number of computers on campus for academic purposes	**120**

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 Ottapalam recognizes the pivotal role the curriculum planning and delivery play in shaping the educational experience of its stakeholders. The institution, affiliated to the University of Calicut, adheres to the curriculum designed by the various Boards of Studies established by the University. The College website features the IQAC Annual Academic Plan, which takes into account the departmental academic plans and the university academic calendar. In accordance with university policies and UGC conventions, the IQAC and Council convene on a regular basis to develop detailed action plans for the successful curriculum transaction. The college general timetable is developed by the timetable committee after consulting with the Council and the IQAC. The heads of the departments create the department schedule as per theAcademic Calendar of the university.The teaching-learning process is supervised by the College Council, which is headed by the Principal. The responsibility of mentoring and counseling their pupils is placed on class tutors through frequent

tutorial sessions. Strict student attendance tracking is made possible by a centrally located attendance monitoring system. To guarantee the caliber of the teaching-learning process, feedback on the curriculum and the method is routinely gathered from the relevant stakeholders.

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)

To track student development and provide timely feedback, the institution has established a continuous internal evaluation in accordance with best practices in teaching and assessment. The internal evaluation tools that are incorporated into the curriculum include exams, seminars, quizzes, assignments, projects, presentations and class participation to assess how well students grasp key concepts and how well they can apply their knowledge in real-life situations. The organization places a strong focus on the formative assessment, as a useful instrument for promoting academic progress and learning rather than just a way to award grades. The departments responsible for organizing the internal exams each academic year prepare and publish the internal exam schedule well in advance.

The Academic Calendar of the university is strictly followed.

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 A. All of the above

UG/PG programs Design and Development
of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University

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

1.2 - Academic Flexibility

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

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

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

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

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

12

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

890

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 onadmissions onwards. The Audit Courses introduced in the first four semesters are Environmental Studies, Disaster ManagemeRights, Gender Studies. In addition papers relating to Professional Ethics, Gender,Human Values, Enviand 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 Industrial Chemistry- Entrepreneurship and Environmental Science Physics- Non Conventional Energy Sources 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

19

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

570

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	https://nsscollegeottapalam.org/?page_id=70809
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

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

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

File Description	Documents
Upload any additional information	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

566

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

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

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

121

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

2.2 - Catering to Student Diversity

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

The college is committed to maintain an academically rich andcompetent environment The students admitted to the institution aremostly from economically backward background. An

orientationprogramme is organised as an opportunity to familiarise the collegeatmosphere and the activities.Department level Bridge courses areconducted to bridge the gap between higher secondary level and therequirement at the college level. Remedial coaching isprovided forthe 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 theUniversity. Internal examinations are conducted which is monitoredby the internal examination committee at the college level. Studentsare enrolled to NPTEL certificate courses. Research cell organisesinvited lectures of eminent persons and presentations by facultiesto 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 extracurricularactivities 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
1736	89

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

NSS College Ottapalam believes in student centric learning experiences along with teacher-centric approach. Project work was introduced in all programmes and this helped the students to learn through experiential learning. Our college encourages student collaboration and group projects. TP G students used to take

classes for UG students (Peer Teaching) during free hours. Students are encouraged to take part in various seminars and quizzes. Every year special days like Republic day, Independence Day, poverty day etc are commemorated with student organized programmes. Teachers provide hands-on training to students on different aspects of project work preparation.

Experiential Learning:

• Project work for UG & PG students

• Survey conducted by students

• Peer Teaching

• Compulsory social service programmes

• Film Fest

• The Departments provide hands on training in different tools and techniques

Participative Learning:

• UG & PG students need to present a research proposal for their project work

• ICT enabled teaching helps students in participative learning

• Peer teaching – During free hours PG students will teach selected topics to UG students

• Online Quiz platforms like Kahoot extensively used.

Problem Solving Methodologies:

• Project work for UG & PG students

• ASAP

• Student organized programmes

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

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

Our college ensures sufficient facilities for ICT enabled teaching learning process. The use of ICT has opened up vistas of E learning and blended learning practices. Selected classrooms in each department and the seminar hall are equipped with LED display screen and projectors.

• Fully furnished computer lab

• All departments possess desktop with printer and internet facilities

• High speed broadband connected seminar hall

• Wi-Fi connected campus

• Shodhganga and N- list -accessed by post graduate students

• Training in soft wares such as SPSS

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 Massive Open Online Course (MOOC) by SWAYAM

• Faculties as well as students have joined and successfully completed online courses through Swayam portal

- **Online magazines by various departments**

- **Online webinars, Online lectures by eminent academicians**

- **Educational Blogs and you tube channels by Faculties**

- **Our institution encourages teachers to participate in various online courses**

Students design posters, certificates and promotional videos for all curricular and extra-curricular activities

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

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

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
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

70

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

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

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

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

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

As an affiliated College, NSS College Ottapalam has to adhere strictly to the continuous internal Evasystem of the Calicut University. Student's attendance is recorded and monitored daily. By the end ofsemester, Department would publish an Attendance progress certificate. As per the university guidelininternal exams for each course are conducted and best onewould be taken.One of the internal exams is in the college level by internal examination committee and the other one is conducted in the departmeEach department maintains the records of the internal exams and publishes the score of internal examAssignment on varied topics from each course is given to students to enhance their subject knowledgeuniversity norms, assignments are evaluated and is returned to students.Seminar presentation, an inteof continuous internal evaluation is aimed at to boost student's critical thinking and assessment skievaluated in terms of content knowledge,clarity in presentation and use of creative ideas. As Part ofevaluation, Students, either individually or in Group, have to undertake a Project Work. Project evaland viva voce is conducted, internally and externally, at the endof the programme.

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

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

The Grievance Redressal Committee of the college is structured so as to comply with the university rustudents of the institution have a five-level system to get their internal / external examination griredressed. Grievance Redressal Levels: 1. Teacher Level: The students can approach the concerned course teachers to get their grievances redrelating to the valuation of answer script. 2. Tutor Level: The students can raise the grievances related to internal assessment with their tutorin person or during the conduct of tutorial meeting. 3. Department Level: The institution has constituteddepartment level Grievance Redressal Mechanism coof the subject teacher, one senior teacher, one elected representative from the students as members aHead of the Department as Chairman. 4. College Level: The college level grievance redressal committee comprises of student adviser, two steachers, two staff council members and elected representative of the students as members and PrincipChairman. 5. University Level: Student grievances relating to external examination such as issue

of hall ticketwithheld results, request for scribe in the case of differently abled students etc are brought to theUniversity 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 and course outcomes are framed by the University of Calicut for majority of courses and the rest is fthe department level under the monitoring and guidance of IQAC. The college has a proper mechanism ofcommunication of the learning outcomes of the programs and courses which includes the following. Hard COPY OFsyllabi and programme / course outcomes are available in the respective departments for ready referenteachers and students. POs, PSOs and COs are displayed in the college website. These details are accethe students, faculty members and the public. Induction programmes are conducted by the institution abeginning of UG and PG courses as a whole and individually by each department in each academic year. syllabus, POS, PSOs, COs, and scope of the programme/course is communicated to the students during thinduction programme The outcomes are displayed on department notice board. Discussions on outcomes arperiodically 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=62
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 aprogrammes. This includes

external assessments like University end semester examinations, project vivinternships etc. and internal assessments like class tests, assignments, seminars, internal viva, claparticipation etc. Also result analysis is done at the end of the programme and a review meeting is cunder the chairmanship of the Head of the department and areas for rectification and improvements areidentified 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

496

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

2.7 - Student Satisfaction Survey

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

https://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)

2.0

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

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	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
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

NSS College Ottapalam is a vibrant institution that stands tall not just for its academic excellence, but also for its commitment to reviving and integrating the Indian Knowledge System (IKS) while fostering innovation and knowledge transfer. This commitment is evident in a multitude of initiativesfacilitating knowledge creation and transfer that empower students, faculty, and the community.

The institution curates workshops and guest lectures by scholars on topics in Indian Knowledge like Indian languages, yoga, and courses on sanskrit, traditional botanical science, insect rearing etc.. These sessions bridge the gap between ancient wisdom and contemporary applications. Faculty members are encouraged to integrate IKS principles into their curriculum, enriching classroom discussions and sparking student interest.

Knowledge Creation and Transfer: The institution fosters a culture of innovation Young Innovators Program (YIP) that recognizes the potential of student ideas. This initiative provides a nurturing space for entrepreneurship. Students through YIP receive mentorship, helping in bridging the gap between knowledge and its practical application.

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

38

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	**No File Uploaded**

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

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

29

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

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

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

26

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

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

Beyond academics, the college initiatives promote social responsibility, cultural awareness, and skill development, enriching student life and fostering a well-rounded educational experience. The initiatives towards extending towards the local community are taken up include those activities extended by

- **National Service Schemes -through the volunteers taking part in activities like awareness campaigns, surveys, disaster management during floods and COVID 19 etc.**

- **Various Departments - Activities organised by department of Botany, Chemistry, Commerce, Economics, Physics, Zoology, Physical Education.**

- **Various Clubs - Activities organised by ED Club, Nature Club, Biodiversity Club, Tourism Club etc.**

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

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

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

0

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

275

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

570

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

7

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 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 on campus.

The college, surrounded by the green mango trees provides a bucolic academic ambience. It offers undergraduate and postgraduate programs for which state of the art infrastructural facilities are provided across academic blocks. The college has 44 classrooms out of which 14 are ICT enabled classrooms. The 5 Science departments have 13 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, 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 accommodates 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.

N.S.S. College, Ottapalam has facilities for sports ranging from foot ball, volleyball, ball badminton, and shuttle badminton. The college has sports teams and the college participates in the following events: Athletics, Foot Ball, Ball Badminton, Shuttle Badminton, and Volley Ball. To cater the need of the students the college has a good Foot Ball court cum athletic track, a Volley Ball court, a Ball Badminton court, and a Shuttle Badminton court. The Physical education department has tie up with C.S.N Indoor stadium, Ottapalam, where our shuttle badminton team goes for practice.

The open air auditorium inside the quadrangle can accommodate the

whole college. The main attraction of the open air auditorium is the big shadow trees; especially mango trees. The famous Malayalam poet, Late Sri. O.N.V. Kurup has named the auditorium Amrakunjam.The auditorium has hosted dignitaries and artists, scholars and writers. It also provides a platform for students to explore their creative potential.

File Description	Documents
Upload any additional information	View File
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)

4.15

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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 used 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 a 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	No File Uploaded
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

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

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

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

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

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

75

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	**No File Uploaded**

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 processand administrative process became easy, efficient and transparent with the updating of IT enabled serthe campus. IT infrastructure of the college comprises —computers connected with LAN/WAN. In additionfree Kerala WiFi provided by BSNL and Kerala Govt, the college has 5 fiber optic connections and one connection. Kerala WIFI, an open wifi is available to the faculty and students for free. Fiber Net, wup to 100Mbps is available in all departments including the computer lab. BSc and MSc computer labs aequipped with uninterrupted wifi. The college library has subscription of E-Journals and E Books viaINFLIBNET. College library is automated with KOHA software with cloud server facility. To minimize E-electronic gadgets are repaired and reused. The college website is updated and maintained

properly incollaboration 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

78

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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)

0.58

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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 ensures proper functioning of the infrastructure facilities systematically through thecoordination of committees like Building Committee, Purchase Committee, Library Committee, Hostel Cometc. The maintenance and cleaning of classrooms, laboratories and administrative block is monitored every support staff is in charge of cleaning the campus. The heads of the department report to the administperiodically for all maintenance works. The college has carpenter, plumber and electrician on call fomaintenance of physical assets of the campus. Proper and optimal use of electronic and electrical equensured. Routine activities of the library is managed by librarian with the help of library attendant. LibraryCommittee evaluates the functioning of the library. There are security personnel on duty round the clock in the campus. CCTV cameras are installed in theareas of the college to ensure the safety and security of students. The college has a playground utilthe staff and students. The playground, gymnasium and sports equipment are monitored and maintained bFaculty of the Department of Physical Education.

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

914

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

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

27

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

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

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

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

2861

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

318

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

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

A. All of the above

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

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

21

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

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

166

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

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

559

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

5.3 - Student Participation and Activities

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

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

40

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

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

The institution corroborates significant student participation in the functioning and management of aand non-academic ventures. Through the decentralisation process, the institution ensures

democraticcells and clubs assure the utmost participation of students. College Union College Union serves asbody that functions solely with student involvement. The election of the Colleis conducted on the Parliamentary model byLyngdoh Commission Report and order passed by the Supreme CIndia. The College Union consists of Chairperson,Vice Chairperson, General Secretary, Joint SecretaryClub Secretary, Magazine Editor, UUC 1 and UUC 2 IQAC Internal Quality Assurance Cell endorses qualitative and quantitative functions inside the campus. Thplans, monitors and evaluate all academic and administrative affairs. It serves as a link between extacademic, administrative structures and institutional structures. IQAC Navigates the academic voyage institution towards excellence. the Chairperson is the student representative to IQAC. RUSA Rashtriya Uchchatar Shiksha Abhiyan (RUSA) is a Centrally Sponsored Scheme which providefunding to elhigher educational institutions. College has been selected to enjoy the benefits of this scheme. Asstrepresentative the Chairperson is included..

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

238

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

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

The institution cherishes the memories shared and services rendered by various alumni associations of different academic disciplines. The alumni associations conduct meetings occasionally; interact and cooperate in organising multiple developmental activities that enhance the holistic development of the institution. During the years 2018-19, 2019-20 they met in the campus or its premises. The annual executive committee meeting selects office bearers of the organisation and makes the action plan for the respective year. Notifications and news regarding the meetings are published in the leading and local newspapers and on social media platforms like Facebook pages to reach out to all alumni members locally, nationally and internationally. A faculty in all departments coordinates the association's activities and bridges the administrative activities between the institution and Alumni Association. The Alumni association adds to the knowledge development of learners through lectures, workshops, symposiums, etc. and provides project guidance to the students and contributes to the infrastructural facilities by offering furniture and fans for classrooms. They meet on the college campus or conduct meetings via online platforms in this new normal pandemic situation during 2020-21 and 2021-22. Their vibrant presence helps the institution to become a centre of success.

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 10/11/23, 3:14 PM assessmenton line.naac.gov.in/public/index.php/hei/generateAqar_HTML_hei/MjYxNT Q= https://assessmentonline.naac.gov.in/public/index.php/hei/gener ateAqar_HTML_hei/MjYxNTQ= 27/39 NSS College Ottapalam envisages the idea propounded in the Pavamana M "Thamasoma Jyothir Gamaya", -'Lead me from darkness to light'. True t ,strives to remove the darkness of ignorance from the community throu light of knowledge. The holistic knowledge that they gain from experi students that they should be beacons of light to the society. They ar mindedness to reach out higher goals of life. Corollary to this large Social Emancipation. It is the vision of Bharatha Kesari Shri Mannath got manifested when the college started functioning in rural neighbou community diverse in economic, gender, religious,racial backgrounds. achieved by providing education indiscriminately to all of them. The society. They are trained to emancipate themselves and society from t discrimination. Instead the light of knowledge instils in them broade respect, sympathy and understanding

File Description	Documents
Paste link for additional information	http://nsscollegeottapalam.org/?page_id=21 14
Upload any additional information	View File

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 clear focus on excellence.The NSS mangement periodically visits and m .The Principal,the College council and IQACcoordinateall the academic departmentsplans the curricular andco-curricular activitiesand these through class tutors. Both faculty members and students are part of v PTA, Discipline committee, Anti ragging cell and Grievance redressal administration hails from an environment of participative working whe staff often join hands. 1. All the teaching and non-teaching faculty duringthe admission of students every year. 2. Harmonious co-operatio staff in the smooth conduct of examinations as well. 3. Both the admi college work in unison for the transparent and effective utilisation government aids like RUSA, PD and PTA. File Description

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has decided to undertake a strategic initiative to bring students from ST communities to the forefront of higher education. For conducting this plan, the college has selected Attappady Taluk of Palakkad District in Kerala. When the state's literacy rate is 93.4%, tribes' literacy rate in Attappady is only 62%. Our institution is functioning its perspective plan based upon the shortcomings and opportunities identified from the demographic profile of Attappady region. It is found that most students drop their studies in between secondary or higher secondary school. So, our institution decided to conduct counselling and motivation classes to school students of Attappady to let them know about the scope and prospect of higher education. For conducting sessions, institution contact various Adivasi promotors and Asha workers to arrange such programmes. For the last academic year (2021-22) 13 ST students took admission in our college.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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.

Corporate Management (Governing Body) comprising of Nair Service Society Management, The University of Calicut, Directorate of

Collegiate Education, and The Principal.

The Principal as the head of the institution has a very important role in coordinating the different activities of the college and monitoring the functions of different academic departments.

The College Council is is headed by the Principal, IQAC Coordinator, HoDs, Staff Secretaries, Senior Superintendent and Librarian.

IQAC, chaired by the Principal comprises of one Co-ordinator and Seven core committee members including college superintendent as office representative, one student representative, one management representative and an Alumni representative.

Academic Committee is the coordinating and monitoring body for the curricular and extracurricular activities.

In addition to the statutory committees mandated by the UGC and Government, various non statutory committees and clubs and their coordinators including NSS and advisory units like Staff Associations, PTA, Student Union and Alumnae Association along with nearly Clubs and Committees, function hand-in-hand to coordinate all activities.

Recruitment and Promotion: The service rule followed by the college is as per Kerala Service Rule (KSR). All the appointment of permanent teachers as well as part-time teachers are done according to the UGC norms and State Government norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://nsscollegeottapalam.org/wp-content/uploads/2023/09/organogram_nss_college_ottp.pdf
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

A. All 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 inclu training. A fitness centre with modern equipment is functioning in th staff and students.

Cafeteria: College provides canteen facility including breakfast, lunch, snacks affordable cost. Staff club A Staff club is functioning in the instit intervals. On behave of staff club, farewell functions, staff tour, e meetings etc. are conducted. Provident fund. Group insurance scheme, staff. Internal complaint committee An internal complaint committee i 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

0

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

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

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

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	*View File*

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

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

30

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	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

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

Professional Development

- **Faculty Development Programs: Providing opportunities for faculty to participate in programs that improve their teaching methods, research skills, and leadership capabilities.**

- **Supporting Staff Training: Offering training programs for non-teaching staff to upgrade their administrative, technical, and interpersonal skills.**

- **On-duty: On duty will be sanctioned for attending academic programs, conferences.**

- **Recognition of academic and professional achievements of**

faculty members.

File Description	Documents
Paste link for additional information	Nil
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 sources of fund for the college are the fund received from the state Government and PTA. Durfinancial year 2021-22, the funds in Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and Personal Deposit (PD) are received from the Government and utilised with maximum transparency on timely basis. PD account received an amount of 13,32,618/- in various heads during the year and utilised an amount 10,35,970/-.RUSA account received an amount of 1 crore during 2018-22 and utilised an amount of 98040 PTA receives fund from the students. It is mainly used for the welfare of college. During 2021-22, PTreceived 29,91,631.52/- and utilised the amount for various purposes like advance refundable salary of Guest Lecturers, electricity bill, water authority bill, maintenance etc. Monthly returns are filed pand annual internal audit is conducted by the head of the department of Commerce in every year. External audits are carried out by Directorate of Collegiate Education, Government of Kerala

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

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

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

The main sources of fund for the college are the fund received from the state Government and PTA. Durfinancial year 2021-22, the funds in Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and Personal Deposit (PD) are received from the Government and utilised with maximum transparency on timely basis. PD account received an amount of 13,32,618/- in various heads during the year and utilised an amount 10,35,970/-.RUSA account received an amount of 1 crore during 2018-22 and utilised an amount of 98040 PTA receives fund from the students. It is mainly used for the welfare of college. During 2021-22, PTreceived 29,91,631.52/- and utilised the amount for various purposes like advance refundable salary fGuest Lecturers, electricity bill, water authority bill, maintenance etc. Monthly returns are filed pand 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 inform the concerned abooutcome for correction.

Preparation of the AQAR. Best practices : The IQAC conducts

periodical meetings with the Principal , departments and theCollege Council to reviacademic activities and inform the concerned regarding the changes in the curriculum forcontinuous deof teaching-learning process. IQAC devices ways and means to include the use and enrichment of ICT infrastructure . The IQAC has trteaching and non- teaching staff to use ICT by arranging different workshops. IQAC has developed an online pro format to gather information from the students about the courses of study, their objectives, relevance, availability of learning resources, teaching methodology and so oDepartments of the College has implemented the online feedback system to assess and improve the curriquality of teaching and learning in the College. The students' feedback is provided to all the teachecourses that they teach, for further reflection and improvement.

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

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

1. **AQAR Consolidation and Action plan for the academic year 2023-24 were discussed by IQAC.**
2. **APAR verification of Dr. Pramod Kumar, Assistant Professor of Botany was submitted before IQAC for verification.**
3. **Sports Day was conducted from 8th of February to 13 th of February 2023.**
4. **As a part of the alumni lecture series conducted by Department of Chemistry, N S S College,Ottapalam every year, we invited Ms.Sarika K, Assistant professor, Department of Chemistry, Govt. Victoria College , our prestigious alumna of B.Sc Industrial Chemistry 2002-'05 this year. The programme intended to provide the students an ample opportunity to interact with the Alumni of our department so as to get a career guidance and help them to set academic goals. The session conducted on 03-03-2023 at 10.30am.**

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)

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Aligned with government norms and university directives, NSS College Ottapalam has a vibrant Women's Cell actively engaged in organizing various programs. The Women's Cell serves as a catalyst for transforming female students into capable, efficient, and empowered individuals through seminars, invited lectures, counseling sessions, and other initiatives.Events such as Women's Day seminars, aerobics classes, and Kalaripayattu not only promote physical well-being but also empower female students with skills and knowledge.

Additionally, gender sensitivity classes, competitions for girls, karate short-term courses, and third-gender awareness classes underscore the holistic approach the college takes to create awareness and foster inclusivity.

The "Ooruvandi" initiative is a testament to the college's commitment to inclusivity and social responsibility. By providing assistance and facilitating the application process for tribal students, the institution ensures that education becomes a tool for empowerment and upliftment.

In conclusion, NSS College Ottapalam's approach to gender equity, sensitization, and inclusivity in curricular and co-curricular activities, coupled with its initiatives in tribal areas, reflects a commitment to creating a campus that not only imparts education but also empowers individuals from diverse backgrounds.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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	No File Uploaded

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

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	No File Uploaded

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	No File Uploaded
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	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
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	**No File Uploaded**
Certification by the auditing agency	<u>View File</u>
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

A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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).

7.1.8

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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
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	**Nil**
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   **A. All of the above**

**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**

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	No File Uploaded
Any other relevant information	No File Uploaded

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

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)	**No File Uploaded**
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.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. TThe students and faculty members of the chemistry department voluntarily came forward to make sanitisers and distribute them among the public.

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.

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.

File Description	Documents
Best practices in the Institutional website	**Nil**
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. 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.

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 Ottapalam recognizes the pivotal role the curriculum planning and delivery play in shaping the educational experience of its stakeholders. The institution, affiliated to the University of Calicut, adheres to the curriculum designed by the various Boards of Studies established by the University. The College website features the IQAC Annual Academic Plan, which takes into account the departmental academic plans and the university academic calendar. In accordance with university policies and UGC conventions, the IQAC and Council convene on a regular basis to develop detailed action plans for the successful curriculum transaction. The college general timetable is developed by the timetable committee after consulting with the Council and the IQAC. The heads of the departments create the department schedule as per theAcademic Calendar of the university.The teaching-learning process is supervised by the College Council, which is headed by the Principal. The responsibility of mentoring and counseling their pupils is placed on class tutors through frequent tutorial sessions. Strict student attendance tracking is made possible by a centrally located attendance monitoring system. To guarantee the caliber of the teaching-learning process, feedback on the curriculum and the method is routinely gathered from the relevant stakeholders.

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)

To track student development and provide timely feedback, the institution has established a continuous internal evaluation in accordance with best practices in teaching and assessment. The internal evaluation tools that are incorporated into the

curriculum include exams, seminars, quizzes, assignments, projects, presentations and class participation to assess how well students grasp key concepts and how well they can apply their knowledge in real-life situations. The organization places a strong focus on the formative assessment, as a useful instrument for promoting academic progress and learning rather than just a way to award grades. The departments responsible for organizing the internal exams each academic year prepare and publish the internal exam schedule well in advance.

The Academic Calendar of the university is strictly followed.

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

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

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

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

12

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

890

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 onadmissions onwards. The Audit Courses introduced in the first four semesters are Environmental Studies, Disaster ManagemeRights, Gender Studies. In addition papers relating to Professional Ethics, Gender,Human Values, Enviand 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 Industrial Chemistry- Entrepreneurship and Environmental Science Physics- Non Conventional Energy Sources 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

19

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

570

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	https://nsscollegeottapalam.org/?page_id=70809
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	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

566

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

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

121

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

2.2 - Catering to Student Diversity

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

The college is committed to maintain an academically rich andcompetent environment The students admitted to the institution aremostly from economically backward background. An orientationprogramme is organised as an opportunity to familiarise the collegeatmosphere and the activities.Department level Bridge courses areconducted to bridge the gap between higher secondary level and therequirement at the college level. Remedial coaching isprovided forthe 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 theUniversity. Internal examinations are conducted which is monitoredby the internal examination committee at the college level. Studentsare enrolled to NPTEL certificate courses. Research cell organisesinvited lectures of eminent persons and presentations by facultiesto 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 extracurricularactivities 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
1736	**89**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

NSS College Ottapalam believes in student centric learning experiences along with teacher-centric approach. Project work was introduced in all programmes and this helped the students to learn through experiential learning. Our college encourages student collaboration and group projects. TP G students used to take classes for UG students (Peer Teaching) during free hours. Students are encouraged to take part in various seminars and quizzes. Every year special days like Republic day, Independence Day, poverty day etc are commemorated with student organized programmes. Teachers provide hands-on training to students on different aspects of project work preparation.

Experiential Learning:

• Project work for UG & PG students

• Survey conducted by students

• Peer Teaching

• Compulsory social service programmes

• Film Fest

• The Departments provide hands on training in different tools

and techniques

Participative Learning:

• UG & PG students need to present a research proposal for their project work

• ICT enabled teaching helps students in participative learning

• Peer teaching – During free hours PG students will teach selected topics to UG students

• Online Quiz platforms like Kahoot extensively used.

Problem Solving Methodologies:

• Project work for UG & PG students

• ASAP

• Student organized programmes

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

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

Our college ensures sufficient facilities for ICT enabled teaching learning process. The use of ICT has opened up vistas of E learning and blended learning practices. Selected classrooms in each department and the seminar hall are equipped with LED display screen and projectors.

• Fully furnished computer lab

• All departments possess desktop with printer and internet facilities

- **High speed broadband connected seminar hall**

- **Wi-Fi connected campus**

- **Shodhganga and N- list -accessed by post graduate students**

- **Training in soft wares such as SPSS**

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 Massive Open Online Course (MOOC) by SWAYAM**

- **Faculties as well as students have joined and successfully completed online courses through Swayam portal**

- **Online magazines by various departments**

- **Online webinars, Online lectures by eminent academicians**

- **Educational Blogs and you tube channels by Faculties**

- **Our institution encourages teachers to participate in various online courses**

Students design posters, certificates and promotional videos for all curricular and extra-curricular activities

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

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

64

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
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

70

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

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

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

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

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

As an affiliated College, NSS College Ottapalam has to adhere strictly to the continuous internal Evasystem of the Calicut University. Student's attendance is recorded and monitored daily. By the end ofsemester, Department would publish an Attendance progress certificate. As per the university guidelininternal exams for each course are conducted and best onewould be taken.One of the internal exams is in the college level by internal examination committee and the other one is conducted in the departmeEach department maintains the records of the internal exams and publishes the score of internal examAssignment on varied topics from each course is given to students to enhance their subject knowledgeuniversity norms, assignments are evaluated and is returned to students.Seminar presentation, an inteof continuous internal evaluation is aimed at to boost student's critical thinking and assessment skievaluated in terms of content knowledge,clarity in presentation and use of creative ideas. As Part ofevaluation, Students, either individually or in Group, have to undertake a Project Work. Project evaland viva voce is conducted, internally and externally, at the endof the programme.

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

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

The Grievance Redressal Committee of the college is structured so as to comply with the university rustudents of the institution have a five-level system to get their internal / external examination griredressed. Grievance Redressal Levels: 1. Teacher Level: The students can approach the concerned course teachers to get their grievances redrelating to the valuation of answer script. 2. Tutor Level: The students can raise the grievances related to internal assessment with their tutorin person or during the conduct of tutorial meeting. 3. Department Level: The institution has constituteddepartment level Grievance Redressal Mechanism coof the subject teacher, one senior teacher, one elected representative from the students as members aHead of the Department as Chairman. 4. College Level: The college level grievance redressal committee comprises of student adviser, two steachers, two staff council members and elected representative of the students as members and PrincipChairman. 5. University Level: Student grievances relating to external examination such as issue of hall ticketwithheld results, request for scribe in the case of differently abled students etc are brought to theUniversity 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 and course outcomes are framed by the University of Calicut for majority of courses and the rest is fthe department level under the monitoring and guidance of IQAC. The college has a proper mechanism ofcommunication of the learning outcomes of the programs and courses which includes the following. Hard COPY OFsyllabi and programme / course outcomes are available in the respective departments for ready referenteachers and students. POs, PSOs and COs are displayed in the college website. These details are accethe students, faculty members and the public. Induction

programmes are conducted by the institution abeginning of UG
and PG courses as a whole and individually by each department
in each academic year. syllabus, POS, PSOs, COs, and scope of
the programme/course is communicated to the students during
thinduction programme The outcomes are displayed on department
notice board. Discussions on outcomes arperiodically 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=62
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 aprogrammes. This
includes external assessments like University end semester
examinations, project vivinternships etc. and internal
assessments like class tests, assignments, seminars, internal
viva, claparticipation etc. Also result analysis is done at the
end of the programme and a review meeting is cunder the
chairmanship of the Head of the department and areas for
rectification and improvements areidentified 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

496

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

2.7 - Student Satisfaction Survey

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

https://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)

2.0

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

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	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

1

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
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

NSS College Ottapalam is a vibrant institution that stands tall not just for its academic excellence, but also for its commitment to reviving and integrating the Indian Knowledge System (IKS) while fostering innovation and knowledge transfer. This commitment is evident in a multitude of initiativesfacilitating knowledge creation and transfer that empower students, faculty, and the community.

The institution curates workshops and guest lectures by scholars on topics in Indian Knowledge like Indian languages, yoga, and courses on sanskrit, traditional botanical science, insect rearing etc.. These sessions bridge the gap between ancient wisdom and contemporary applications. Faculty members are encouraged to integrate IKS principles into their curriculum, enriching classroom discussions and sparking student interest.

Knowledge Creation and Transfer: The institution fosters a culture of innovation Young Innovators Program (YIP) that recognizes the potential of student ideas. This initiative provides a nurturing space for entrepreneurship. Students through YIP receive mentorship, helping in bridging the gap between knowledge and its practical application.

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

38

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	**No File Uploaded**

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

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

29

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

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

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

26

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

3.4 - Extension Activities

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

Beyond academics, the college initiatives promote social responsibility, cultural awareness, and skill development,

enriching student life and fostering a well-rounded educational experience. The initiatives towards extending towards the local community are taken up include those activities extended by

- National Service Schemes -through the volunteers taking part in activities like awareness campaigns, surveys, disaster management during floods and COVID 19 etc.

- Various Departments - Activities organised by department of Botany, Chemistry, Commerce, Economics, Physics, Zoology, Physical Education.

- Various Clubs - Activities organised by ED Club, Nature Club, Biodiversity Club, Tourism Club etc.

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

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

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

0

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

275

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

570

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

7

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The 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 on campus.

The college, surrounded by the green mango trees provides a bucolic academic ambience. It offers undergraduate and postgraduate programs for which state of the art infrastructural facilities are provided across academic blocks. The college has 44 classrooms out of which 14 are ICT enabled classrooms. The 5 Science departments have 13 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, 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 accommodates 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.

N.S.S. College, Ottapalam has facilities for sports ranging from foot ball, volleyball, ball badminton, and shuttle badminton. The college has sports teams and the college participates in the following events: Athletics, Foot Ball, Ball Badminton, Shuttle Badminton, and Volley Ball. To cater the need of the students the college has a good Foot Ball court cum athletic track, a Volley Ball court, a Ball Badminton court, and a Shuttle Badminton court. The Physical education department has tie up with C.S.N Indoor stadium, Ottapalam, where our shuttle badminton team goes for practice.

The open air auditorium inside the quadrangle can accommodate the whole college. The main attraction of the open air auditorium is the big shadow trees; especially mango trees. The famous Malayalam poet, Late Sri. O.N.V. Kurup has named the auditorium Amrakunjam.The auditorium has hosted dignitaries and artists, scholars and writers. It also provides a platform for students to explore their creative potential.

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

4.15

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
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 used 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 a 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	**No File Uploaded**
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

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

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

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

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

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

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

75

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

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 processand administrative process became easy, efficient and transparent with the updating of IT enabled serthe campus. IT infrastructure of the college comprises —computers connected with LAN/WAN. In additionfree Kerala WiFi provided by BSNL and Kerala Govt, the college has 5 fiber optic connections and one connection. Kerala WIFI, an open wifi is available to the faculty and students for free. Fiber Net, wup to 100Mbps is available in all departments including the computer lab. BSc and MSc computer labs aequipped with uninterrupted wifi. The college library has subscription of E-Journals and E Books viaINFLIBNET. College library is automated with KOHA software with cloud server facility. To minimize E-electronic gadgets are repaired and reused. The college website is updated and maintained properly incollaboration 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

78

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

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)

0.58

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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 ensures proper functioning of the infrastructure facilities systematically through thecoordination of committees like Building Committee, Purchase Committee, Library Committee, Hostel Cometc. The maintenance and cleaning of classrooms, laboratories and administrative block is monitored every support staff is in charge of cleaning the campus. The heads of the department report to the administperiodically for all maintenance works. The college has carpenter, plumber and electrician on call fomaintenance of physical assets of the campus. Proper and optimal use of electronic and electrical equensured. Routine activities of the library is managed by librarian with the help of library attendant. LibraryCommittee evaluates the functioning of the library. There are security personnel on duty round the clock in the campus. CCTV cameras are installed in theareas of the college to ensure the safety and security of students. The college has a playground utilthe staff and students. The playground, gymnasium and sports equipment are monitored and maintained bFaculty of the Department of Physical Education.

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

914

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

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

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

27

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

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

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

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

2861

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

318

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

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

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

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

21

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

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

5.2.2.1 - Number of outgoing student progression to higher education

166

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

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

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

559

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

5.3 - Student Participation and Activities

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

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

40

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal 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 corroborates significant student participation in the functioning and management of aand non-academic ventures. Through the decentralisation process, the institution ensures democraticcells and clubs assure the utmost participation of students. College Union College Union serves asbody that functions solely with student involvement. The election of the Colleis conducted on the Parliamentary model byLyngdoh Commission Report and order passed by the Supreme CIndia. The College Union consists of Chairperson,Vice Chairperson, General Secretary, Joint SecretaryClub Secretary, Magazine Editor, UUC 1 and UUC 2 IQAC Internal Quality Assurance Cell endorses qualitative and quantitative functions inside the campus. Thplans, monitors and evaluate all academic and administrative affairs. It serves as a link between extacademic, administrative structures and institutional structures. IQAC Navigates the academic voyage institution towards excellence. the Chairperson is the student representative to IQAC. RUSA Rashtriya Uchchatar Shiksha Abhiyan (RUSA) is a Centrally Sponsored Scheme which

providefunding to elhigher educational institutions. College has been selected to enjoy the benefits of this scheme. Asstrepresentative the Chairperson is included..

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

238

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

5.4 - Alumni Engagement

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

The institution cherishes the memories shared and services rendered by various alumni associations of different academic disciplines. The alumni associations conduct meetings occasionally; interact and cooperate in organising multiple developmental activities that enhance the holistic development of the institution. During the years 2018-19, 2019-20 they met in the campus or its premises. The annual executive committee meeting selects office bearers of the organisation and makes the action plan for the respective year. Notifications and news regarding the meetings are published in the leading and local newspapers and on social media platforms like Facebook pages to

reach out to all alumni members locally, nationally and internationally. A faculty in all departments coordinates the association's activities and bridges the administrative activities between the institution and Alumni Association. The Alumni association adds to the knowledge development of learners through lectures, workshops, symposiums, etc. and provides project guidance to the students and contributes to the infrastructural facilities by offering furniture and fans for classrooms. They meet on the college campus or conduct meetings via online platforms in this new normal pandemic situation during 2020-21 and 2021-22. Their vibrant presence helps the institution to become a centre of success.

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 10/11/23, 3:14 PM assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_HTML_hei/MjYxNTQ= https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_HTML_hei/MjYxNTQ= 27/39 NSS College Ottapalam envisages the idea propounded in the Pavamana M "Thamasoma Jyothir Gamaya", -'Lead me from darkness to light'. True t ,strives to remove the darkness of ignorance from the community throu light of knowledge. The holistic knowledge that they gain from experi students that they should be beacons of light to the society. They ar mindedness to reach out higher goals of life. Corollary to this large Social Emancipation. It is the vision of Bharatha Kesari Shri Mannath got manifested when the college started functioning in rural neighbou community diverse

in economic, gender, religious,racial backgrounds. achieved by providing education indiscriminately to all of them. The society. They are trained to emancipate themselves and society from t discrimination. Instead the light of knowledge instils in them broade respect, sympathy and understanding

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

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 clear focus on excellence.The NSS mangement periodically visits and m .The Principal,the College council and IQACcoordinateall the academic departmentsplans the curricular andco-curricular activitiesand these through class tutors. Both faculty members and students are part of v PTA, Discipline committee, Anti ragging cell and Grievance redressal administration hails from an environment of participative working whe staff often join hands. 1. All the teaching and non-teaching faculty duringthe admission of students every year. 2. Harmonious co-operatio staff in the smooth conduct of examinations as well. 3. Both the admi college work in unison for the transparent and effective utilisation government aids like RUSA, PD and PTA. File Description

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has decided to undertake a strategic initiative to bring students from ST communities to the forefront of higher

education. For conducting this plan, the college has selected Attappady Taluk of Palakkad District in Kerala. When the state's literacy rate is 93.4%, tribes' literacy rate in Attappady is only 62%. Our institution is functioning its perspective plan based upon the shortcomings and opportunities identified from the demographic profile of Attappady region. It is found that most students drop their studies in between secondary or higher secondary school. So, our institution decided to conduct counselling and motivation classes to school students of Attappady to let them know about the scope and prospect of higher education. For conducting sessions, institution contact various Adivasi promotors and Asha workers to arrange such programmes. For the last academic year (2021-22) 13 ST students took admission in our college.

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

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.

Corporate Management (Governing Body) comprising of Nair Service Society Management, The University of Calicut, Directorate of Collegiate Education, and The Principal.

The Principal as the head of the institution has a very important role in coordinating the different activities of the college and monitoring the functions of different academic departments.

The College Council is is headed by the Principal, IQAC Coordinator, HoDs, Staff Secretaries, Senior Superintendent and Librarian.

IQAC, chaired by the Principal comprises of one Co-ordinator and Seven core committee members including college superintendent as office representative, one student representative, one management representative and an Alumni

representative.

Academic Committee is the coordinating and monitoring body for the curricular and extracurricular activities.

In addition to the statutory committees mandated by the UGC and Government, various non statutory committees and clubs and their coordinators including NSS and advisory units like Staff Associations, PTA, Student Union and Alumnae Association along with nearly Clubs and Committees, function hand-in-hand to coordinate all activities.

Recruitment and Promotion: The service rule followed by the college is as per Kerala Service Rule (KSR). All the appointment of permanent teachers as well as part-time teachers are done according to the UGC norms and State Government norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://nsscollegeottapalam.org/wp-content/uploads/2023/09/organogram_nss_college_ottp.pdf
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	A. All 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 inclu training. A fitness centre with modern equipment is functioning in th staff and students.

Cafeteria: College provides canteen facility including breakfast, lunch, snacks affordable cost. Staff club A Staff club is functioning in the instit intervals. On behave of staff club, farewell functions, staff tour, e meetings etc. are conducted. Provident fund. Group insurance scheme, staff. Internal complaint committee An internal complaint committee i 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

0

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

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

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

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	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

30

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	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Student satisfaction Survey is taken at the end of every academic year.In the survey, the students evFaculty, Department and College based on a common format provided by the IQAC and

the Evaluation Reposubmitted before the Staff Council for analysis.Regarding the accuracy in internal assesment and methaccuracy of test papers conducted, 40% of the feed back was excellent. Accessibility of teachers and student relation ship were also provided with a feed back of 47% excellent, 27% very good and remainigood.About teacher guidance in academic activities,42% of Students participated in the surveygave theback as excellent and 37 % as very good and remaining 16 % gave good. Regarding the support of administaff, 30% students commented excellent and 37% as very good and remaining 22% as good.

Professional Development

- Faculty Development Programs: Providing opportunities for faculty to participate in programs that improve their teaching methods, research skills, and leadership capabilities.

- Supporting Staff Training: Offering training programs for non-teaching staff to upgrade their administrative, technical, and interpersonal skills.

- On-duty: On duty will be sanctioned for attending academic programs, conferences.

- Recognition of academic and professional achievements of faculty members.

File Description	Documents
Paste link for additional information	Nil
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 sources of fund for the college are the fund received from the state Government and PTA. Durfinancial year 2021-22, the funds in Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and

Personal Deposit (PD) are received from the Government and utilised with maximum transparency on timely basis. PD account received an amount of 13,32,618/- in various heads during the year and utilised an amount 10,35,970/-.RUSA account received an amount of 1 crore during 2018-22 and utilised an amount of 98040 PTA receives fund from the students. It is mainly used for the welfare of college. During 2021-22, PTreceived 29,91,631.52/- and utilised the amount for various purposes like advance refundable salary of Guest Lecturers, electricity bill, water authority bill, maintenance etc. Monthly returns are filed pand annual internal audit is conducted by the head of the department of Commerce in every year. External audits are carried out by Directorate of Collegiate Education, Government of Kerala

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

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

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

The main sources of fund for the college are the fund received from the state Government and PTA. Durfinancial year 2021-22, the funds in Rashtriya Uchchatar Shiksha Abhiyan (RUSA) and Personal Deposit (PD) are received from the Government and

utilised with maximum transparency on timely basis. PD account received an amount of 13,32,618/- in various heads during the year and utilised an amount 10,35,970/-.RUSA account received an amount of 1 crore during 2018-22 and utilised an amount of 98040 PTA receives fund from the students. It is mainly used for the welfare of college. During 2021-22, PTreceived 29,91,631.52/- and utilised the amount for various purposes like advance refundable salary fGuest Lecturers, electricity bill, water authority bill, maintenance etc. Monthly returns are filed pand 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 inform the concerned abooutcome for correction.

Preparation of the AQAR. Best practices : The IQAC conducts periodical meetings with the Principal , departments and theCollege Council to reviacademic activities and inform the concerned regarding the changes in the curriculum forcontinuous deof teaching-learning process. IQAC devices ways and means to include the use and enrichment of ICT infrastructure . The IQAC has trteaching and non- teaching staff to use ICT by arranging different workshops. IQAC has developed an online pro format to gather information from the students about the courses of study, their objectives, relevance, availability of learning resources, teaching methodology and so oDepartments of the College has implemented the online feedback system to assess and improve the curriquality of teaching and learning in the College. The students' feedback is provided to all the teachecourses that they teach, for further reflection and improvement.

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

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

1. **AQAR Consolidation and Action plan for the academic year 2023-24 were discussed by IQAC.**
2. **APAR verification of Dr. Pramod Kumar, Assistant Professor of Botany was submitted before IQAC for verification.**
3. **Sports Day was conducted from 8th of February to 13 th of February 2023.**
4. **As a part of the alumni lecture series conducted by Department of Chemistry, N S S College,Ottapalam every year, we invited Ms.Sarika K, Assistant professor, Department of Chemistry, Govt. Victoria College , our prestigious alumna of B.Sc Industrial Chemistry 2002-'05 this year. The programme intended to provide the students an ample opportunity to interact with the Alumni of our department so as to get a career guidance and help them to set academic goals. The session conducted on 03-03-2023 at 10.30am.**

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)	**A. All of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Aligned with government norms and university directives, NSS College Ottapalam has a vibrant Women's Cell actively engaged in organizing various programs. The Women's Cell serves as a catalyst for transforming female students into capable, efficient, and empowered individuals through seminars, invited lectures, counseling sessions, and other initiatives. Events such as Women's Day seminars, aerobics classes, and Kalaripayattu not only promote physical well-being but also empower female students with skills and knowledge.

Additionally, gender sensitivity classes, competitions for girls, karate short-term courses, and third-gender awareness classes underscore the holistic approach the college takes to create awareness and foster inclusivity.

The "Ooruvandi" initiative is a testament to the college's commitment to inclusivity and social responsibility. By providing assistance and facilitating the application process for tribal students, the institution ensures that education becomes a tool for empowerment and upliftment.

In conclusion, NSS College Ottapalam's approach to gender equity, sensitization, and inclusivity in curricular and co-curricular activities, coupled with its initiatives in tribal

areas, reflects a commitment to creating a campus that not only imparts education but also empowers individuals from diverse backgrounds.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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	**No File Uploaded**

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

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	No File Uploaded

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	No File Uploaded
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	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
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	**No File Uploaded**
Certification by the auditing agency	<u>View File</u>
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	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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).

7.1.8

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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
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	**Nil**
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	**A. All of the above**

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

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	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

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)	**No File Uploaded**
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.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. TThe students and faculty members of the chemistry department voluntarily came forward to make sanitisers and distribute them among the public.

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.

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.

30-04-2024 05:22:02

File Description	Documents
Best practices in the Institutional website	Nil
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. 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.

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.