



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	NAM COLLEGE KALLIKKANDY
Name of the head of the Institution	DR. MOHAMED KUTTY KAKKAKUNNAN
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04902463067
Mobile no.	9946411516
Registered Email	namcollege@yahoo.co.in
Alternate Email	namiqac2014@gmail.com
Address	KALLIKKANDY PO, THUVAKKUNNU, KANNUR 670693 KERALA
City/Town	THUVAKKUNNU
State/UT	Kerala
Pincode	670693

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Sri Mohammad Ismayil KM
Phone no/Alternate Phone no.	04902463067
Mobile no.	9526113145
Registered Email	namiqac2014@gmail.com
Alternate Email	namcollege@yahoo.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.namcollege.ac.in/crm/public/uploads/igar_aqar_image/hHNz72vE6q4lMlw7aOVOYRoEqD11hV.pdf
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4. Whether Academic Calendar prepared during the year	Yes
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if yes,whether it is uploaded in the institutional website: Weblink :	http://namcollege.ac.in/public/img/calendars/Calendar_2019-20.pdf
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5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.48	2016	29-Mar-2016	28-Mar-2021

6. Date of Establishment of IQAC	07-Jul-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Signing of MoU for Academic Collaborations with Nadapuram Urban Co-operative bank Ltd	24-Feb-2020 1	10
Signing of MoU with LULU SARIES AND TEXTILES (PVT.) LTD. Thalasseri	28-Feb-2020 1	10
Signing of MoU with Post Graduate Department of Commerce, National College of Arts and Science, Puliyaive	20-Dec-2019 1	225
Training for Teachers GOOGLE MEET, ZOOM, WEBEX, GOOGLE CLASS ROOM AND APOWER SOFT and on online classes	17-Jan-2020 1	43
Training of Supporting Staff on Office Procedures	29-Jun-2019 1	9
Remedial and Tutorial Classes	28-Jun-2019 23	135
Feedback from Students, Parents and Teachers	01-Mar-2020 5	934
Silver Jubilee Celebrations	15-Nov-2019 365	935
Academic and Administrative Audit	21-Feb-2020 1	1055
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	SSP	Dept. of Higher Education - Govt. of Kerala	2019 50	97000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the

Yes

decisions have been uploaded on the institutional website															
Upload the minutes of meeting and action taken report	View File														
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No														
12. Significant contributions made by IQAC during the current year(maximum five bullets)															
Seminars and workshops were conducted by different department Training for teachers on online classes Training for support staff Signing of Memorandum of Understandings Encouraging teachers to attend short term and refresher courses															
View File															
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year															
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achievements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>• Seminars and workshops by different departments</td> <td>• Conducted seminars and workshops</td> </tr> <tr> <td>• Silver jubilee Celebrations</td> <td>• Different programmes conducted, but could not complete due to lockdown</td> </tr> <tr> <td>• Collaborations and MoUs with eminent institutions</td> <td>• Signed MoUs for academic collaboration</td> </tr> <tr> <td>• Completion of water supply scheme</td> <td>• Completed</td> </tr> <tr> <td>• Completion of the construction of Indoor stadium</td> <td>• Work-in progress, delayed due to lockdown</td> </tr> <tr> <td colspan="2" style="text-align: center;">No Files Uploaded !!!</td> </tr> </tbody> </table>		Plan of Action	Achievements/Outcomes	• Seminars and workshops by different departments	• Conducted seminars and workshops	• Silver jubilee Celebrations	• Different programmes conducted, but could not complete due to lockdown	• Collaborations and MoUs with eminent institutions	• Signed MoUs for academic collaboration	• Completion of water supply scheme	• Completed	• Completion of the construction of Indoor stadium	• Work-in progress, delayed due to lockdown	No Files Uploaded !!!	
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14. Whether AQAR was placed before statutory body ?	Yes														
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>COLLEGE STAFF COUNCIL</td> <td>31-Mar-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	COLLEGE STAFF COUNCIL	31-Mar-2021										
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COLLEGE STAFF COUNCIL	31-Mar-2021														
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No														
16. Whether institutional data submitted to AISHE:	Yes														
Year of Submission	2020														

Date of Submission	15-Aug-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management information system in the college is partially computerized. Important objective of management information system is to cater to the diverse information requirements of various stakeholders including students, staff, management, parents, authorities, public etc. To meet the information requirements, data are collected, processed, stored and disseminated to the stakeholders. Data relating to students, teachers and other stakeholders are collected through the office and / or through the concerned departments. Depending upon the nature of the data, it is stored either in the office or concerned departments or in both. Soft copies and hard copies of records are kept for future reference. The college office is fully computerized, a computer system is provided to each section in the office. These systems are interconnected with LAN. Total Campus Solutions software developed by Meshilogic is used in the office. Similarly, college library is also fully computerized. A desktop and a laptop are provided to major departments. Internet is available in the college through wifi. Student admission, registration for examination, application for various scholarships and grants etc., are made through online. Similarly, salary bill preparation and salary disbursement etc., are also fully digitalized. Network Resource Centre (NRC) provide necessary help to students and staff to meet their various online related requirements. Communications with parents are made through phone call and PTA meetings.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Preparation of plan and its effective implementation determines the degree of success of every activity, including teaching and learning process. The curriculum and course contents of various programmes offered in the college are determined by Kannur University, to which NAM College is affiliated. From the current academic year onwards (2019-20), the University has implemented Outcome Based Credit Semester System. The curriculum and course contents are effectively delivered by the faculty members in a planned and systematic manner. For each academic year, the university prepares academic calendar, which specifies probable dates for commencement and closing of classes, completion of admission process, examination dates, holidays and vacations etc. Based on the academic calendar of the university, the college prepares its own academic calendar and year plan, incorporating thereon the additional information like dates and periods for completion of different curricular and extracurricular activities, including internal examinations and continuous evaluation. All possible steps are taken to ensure that these activities are carried out on the basis of this calendar and to have minimum variance from the plan. There is a master timetable at the college level, timetables for each department and for individual teachers. These timetables constitute the major tool for planning and documenting the effective delivery curriculum and course contents. At the commencement of the semester, meetings of College Staff Council, Academic Monitoring Committee, and that of entire faculty members are held to discuss the academic plan and methods and strategies to be adopted for the effective implementation of the academic plan. Departmental meetings are held occasionally to review the progress at the department level. College Council and Academic Monitoring Committee meetings are convened to discuss the overall progress and completion of course contents at the college level. Heads of the departments are accountable for completion of classes and fulfilment of the academic plan requirements in their department. They report their progress to the principal, which will be discussed in the Academic Monitoring Committee meeting and Staff Council Meeting. If necessary, special timetables are prepared to complete classes according to the plan. Unit tests, mid-semester examinations and model test papers are conducted to assess the progress made by the students. In addition to taking these examinations, students have to present seminar papers, participate in group discussions and debates etc., as a part of continuous internal evaluation. Teachers, by participating in seminars, workshops etc acquire new knowledge and teaching skills for efficient and effective delivery of course contents. They make use of ICT and other modern technologies for effective discharge of the curriculum. Class wise PTA meetings are convened to discuss the timely progress of wards and for effective interaction of parents and teachers. Feedbacks received from students, parents, teachers and alumni are also made use of for planning the curriculum and its effective implementation. In addition to the usual classes, to focus more on slow learners and backward students, teachers conduct remedial and tutorial classes. To make the students more competitive and to face challenges, different kinds of competitive events are conducted

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in Water Analysis	Nil	01/08/2019	30	Employment opportunity in water testing	Skill development in Water Quality Testing
Certificate	Nil	20/01/2020	15	Employability in	Skill for analysing

Course in SPSS software				analysing data for studying various social issues	data related with business and research problems	
Programming in python	Nil	01/01/2019	30	Employment opportunities in programming	Developing skill in python programming	
	Nil	Diploma in Functional Arabic	01/04/2019	360	Employment opportunities in gulf country	Communication skill in Arabic

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	31/03/2020
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	31/03/2020

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	68	90

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate course in SPSS	20/01/2020	24
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	Computer Science	3
BCom	Co-operation	4
BSc	Computer Science	34
BA	History	20
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Feedback from stakeholders is an important tool for ascertaining the strengths and weaknesses of an institution and a valuable source of information for qualitative improvement of an HEI. Feedback is collected from students, parents, teachers and alumni. Feedback from students is collected at the end of the academic year by distributing questionnaires. The questionnaire to students has questions to mark their opinion regarding various aspects of teaching learning process and the quality of services rendered by the institution to the students. The questionnaire seeks information regarding the completion of course contents, quality of teaching faculty, quality of office services, quality of infrastructure facilities, fulfilment of their expectation regarding the campus and campus life, including curricular and extracurricular activities. Feedback from parents is collected on the days of class PTA meetings by means of questionnaire. This questionnaire includes questions regarding the quality of teaching, quality of infrastructural facilities, progress of their wards etc., and space for writing comments for improvement. Each year, feedback is collected from alumni members and teachers also. Feedback received from alumni helps to assess their satisfaction level as a previous student and opinion regarding the various courses and programmes offered by the college. It also helps to strengthen the bond between the institution and alumni. Feedback from teachers mainly evaluates the quality of course contents and programmes. It also assesses their level of satisfaction regarding the various facilities in the college. Feedback so received from different stakeholders are systematically analysed and reports are prepared. Results of the analysis and reports are discussed at appropriate levels for taking necessary corrective steps and changes for improving quality and for the development of the institution as a whole.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	COMPUTER SCIENCE	20	212	9
MSc	MATHEMATICS	20	204	20
MCom	TAXATION	26	239	26
BSc	MATHEMATICS	40	679	40
BSc	COMPUTER SCIENCE	40	1139	40
BSc	POLYMER CHEMISTRY	40	685	40
BBA	BBA	60	878	60

BCom	CO-OPERATION	62	2549	61
BA	HISTORY	62	2748	62
BA	ENGLSIH	42	1567	42
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	894	129	31	12	9

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
56	40	40	9	7	2

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

TUTORIAL SYSTEM There is a well-designed and organised tutorial system in the college. Each class has a tutor, who acts as a friend, guide, counsellor and local guardian of the student in his charge. He develops direct personal relationship with the student so as to know all the whereabouts the students, his strengths, weaknesses, financial conditions, aspirations, goals, talents, ambitions, career preferences etc. The tutor provides necessary help and guidance to the student for his / her overall development and growth etc. The tutor identifies weaker students in different respects and makes necessary arrangements for removal of the weakness. Remedial and tutorial classes are arranged for slow learners and academically backward students. Necessary steps are initiated to provide scholarship and other kinds of financial support for economically weaker students. Tutorial classes are taken by the tutor or he arranges tutorial classes by faculty on special areas. Generally, these tutorial classes focus on life-skill development and value-orientation. Students can discuss any problems or issues, with their tutor and the tutor will be ready to listen and care for these students. Personal records of the students are maintained by the tutor and always contact is maintained with the parents of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1023	52	1 : 20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
29	26	3	Nil	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Girish V	Assistant Professor	Ph.D. from Kannur University
2019	Dr. Abdul Gafoor CV	Assistant Professor	Ph.D. from Kannur University
2019	Dr. Mini Mol VK	Assistant Professor	Ph.D. Noorul Islam Deemed University
2019	Dr. Haseeb VV	Assistant Professor	Ph.D. from Bharathiar University
2019	Dr. Ashraf Edathil	Assistant Professor	Ph.D. from Bharathiar University
2019	Dr. Anas Adoli	Assistant Professor	Ph.D. from SSUS Kalady
2019	Dr. Majeesh T	Associate Professor	Chairman, BoE, Commerce (UG)
2019	Dr. Shaikh Apseer Basha	Associate Professor	Memembr, BoS, Urdu, Kannur University
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ENG	SEMESTER	16/03/2020	16/06/2020
BA	HIS	SEMESTER	16/03/2020	16/06/2020
BCom	COM	SEMESTER	16/03/2020	20/06/2020
BSc	PCH	SEMESTER	20/03/2020	20/06/2020
BSc	CSC	SEMESTER	20/03/2020	16/03/2020
BSc	MAT	SEMESTER	20/03/2020	16/06/2020
MCom	PCOM	SEMESTER	13/03/2020	20/06/2020
MSc	PMAT	SEMESTER	13/03/2020	20/06/2020
MSc	PCSC	SEMESTER	13/03/2020	20/06/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliated institution, the college has to follow the rules and regulations of the affiliating university (Kannur University) for conduct of internal and external examinations. Both CBCS and Outcome Based Credit Semester

System requires that a student is subject continuous internal evaluation and a certain percentage of marks / grades is to be awarded through Continuous Internal Evaluation (CIE). As a part of continuous evaluation and internal assessment, unit tests, mid-semester examinations and model examinations are conducted. There is an internal examination committee for conducting the internal examinations. These answer scripts are valued by the faculty members and returned with feedback to the students within the prescribed time. Post Graduate Department of Commerce has made academic collaborations with the Post Graduate Department of Commerce, National College of Arts and science, Puliyaive, According to the collaboration with the college, question papers for internal examinations will be prepared and exchanged mutually. Thus, though the internal examinations are conducted at the department and college level, the examinations get, more or less, the status of an external examinations. In addition to the tests, students have to submit assignments and present seminars. Debates and group discussions also form part of the internal evaluation process. As a part of the course, students have to submit project reports. Certain departments request their students to submit such projects on the basis of field study and survey. Such a practice, enables the students to gather first-hand information and to arouse interest among them to go further. At the end of the semester, viva will be conducted at the department level. The students have to appear before a committee for viva. Internal examinations, assignments, seminar presentations, viva etc., help to ensure transparency and fairness in internal evaluation and help the faculty members to identify weak students and to provide remedial and extra coaching to such students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college has no freedom to deviate from the academic calendar prepared and prescribed by the affiliating university (Kannur University). Commencement and ending of semesters, external examinations, admission etc are scheduled as per the university calendar and schedule. Similarly, university level arts and cultural competitions, sports and games etc are also conducted on the basis of schedule prescribed by the University. Based on the University academic calendar, the college prepares, its own academic calendar and academic plan incorporating, the dates, for conduct of internal examinations, college level arts and cultural competitions, sports and games events, important dates of observances etc. The calendar, in the form a handbook is given to each student. This hand book contains brief information about the college, different departments, important committees, names and contact details of faculty members, rules of conduct and regulations, courses, curriculum etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.namcollege.ac.in/public/img/program_outcome/PO,POS&CO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ENG	BA	ENGLISH	37	14	38
HIS	BA	HISTORY	40	11	28
COM	BCom	CO-OPERATION	56	39	70

BBA	BBA	BBA	33	11	33
CSC	BSc	COMPUTER SCIENCE	31	19	61
MAT	BSc	MATHEMATICS	31	15	48
PCH	BSc	POLYMER CHEMISTRY	32	24	75
PCOM	MCom	TAXATION	22	13	59
PMAT	MSc	MATHEMATICS	17	12	71
PCSC	MSc	COMPUTER SCIENCE	5	5	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://namcollege.ac.in/crm/public/uploads/igac_sss_image/Bg0yqMwK584fZuip8ipEbHYtMPEggK.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	0	NA	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Cooperative Week Celebration	Commerce	21/11/2019
One Day Work Shop on Capital Market- Gate Way to Financial Freedom in Association with Hedge School of Applied Science Cochin	Commerce	18/12/2019
One Day Seminar on Emerging Trends in Banking	Commerce	12/02/2020
Two-Day Workshop on Python Programming	Computer Science	16/12/2019
Two-Day Workshop on IoT Programming	Computer Science	28/02/2020

Seminar on Problems in Learning	Mathematics	01/01/2020
One Day National Seminar on Writing for Media Writing at The Cross Roads	English	02/08/2019
Gandhiji and Indian Nationalism	History	02/09/2019
Ozone-Day Celebration - Workshop and Training on "Making of Eco-friendly items like pen, and paper	Polymer Chemistry	24/09/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NA	NA	31/03/2020	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NA	NA	NA	NA	31/03/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	NIL	Nil	0
International	COMMERCE	1	6
International	ARABIC	1	2
International	POLYMER CHEMISTRY	1	2
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	2
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NA	NA	2019	0	NA	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	2019	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	23	9	12
Presented papers	3	6	1	Nil
Resource persons	Nil	1	2	2
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Training on Maintenance of Accounts of Kudumbashree units in Thripangottur Grama Panchayath	Commerce Department	1	3
Hardware Training to VHSC Students at PKMVHSE Kadavathur	Computer Science Department	3	8
Urja Kiran Project	NCC Energy Management Centre, Govt. of Kerala	1	80
Financial Assistance for Medical Treatment	College Students Union, NSS, Saff and NTS and	4	400
Financial Assistance for House Construction	NSS	1	600

Pre-Marital Councelling Programmes	Minority Welfare Dept. Govt. of Kerala	1	330
Blood Donation	NCC and NSS	2	53
Academic Extension Programmes	History Department	3	10
HELPING HAND TO THE FLOOD VICTIMS	Staff, Non-teaching Staff, Students, Alumni, PTA	8	945
Training on Marketing of Kudumbashree Products	Management Studies Department	1	5
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Helping Hands to the Flood victims (Home for Homeless)	Recognition	Thavinal Grama Panchayath	948
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Academic Extension Programme	Computer Science Department	Hardware Training to VHSC Students at PKMVHSE Kadavathur	3	8
Academic Extension Programme	Computer Science Department	Training for PKMVHSE, School students in web Designing	2	3
Academic Extension Programme	History	Academic Extension Programms	3	10
Training	Management Studies Department 2	Training for Kudumbashree Members in Mrketing their products	2	8
Urjakiran Project	NCC and EMC, Govt. of Kerala	Awareness Programme on Energy Conservation	1	80

Pralayabadhit harkoru kythang (Helping Hand to the Flood victims)	Staff, NTS, students and Alumni,	House Construction	8	945
Training	Commerce Department	Book Keeping Training to Kudumbashree Members	2	8
Financial assistance for Medical Treatment	NSS, Students, Anas Memorial Sparshanam Paliative care Unit	Palliative Care	4	400
Blood Donation	NCC NSS	Blood donation	2	53
Flood Relief	NCC	Cleaning Houses	2	75
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Visit in Research Department of Chemistry and Lab facilities of Nirmalagiri College Kuthuparamba	Students and Faculty Member of Polymer chemistry Department	Polymer chemistry Department	3
Faculty Exchange	Dr. Ashraf Edathil, Dept. of Commerce	Management, National College Puliya	2
Faculty Exchange	Dr. Majeesh T	Management, National College Puliya	2
Resource Person	Dr. Shaikh Apseer Basha	Department of Urdu, Govt. Brennen College Thalassery	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
RESEARCH	RESEARCH GUIDANCE	SN College Thottada ,	01/06/2019	31/03/2020	Dr. Mohamed

		Kannur 670007, PH: 04972731085			Kutty Kakkakunnan
RESEARCH	RESEARCH GUIDANCE	IRISH, Nirmalagiri College Kuth uparamaba, 670701 Kannur University Phone No: 04902366620	01/06/2019	31/03/2020	Dr. Joy Varkey
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Urban Co-operative Bank Ltd. Nadapuram	24/02/2020	Internship	10
Lulu Sarees and Textiles (Pvt)Ltd. Thalassery	28/02/2020	Training	10
National College of Arts and Science Puliyave	20/12/2019	Post Graduate Department, Academic Collaboration	225
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
90	91.02

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
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Total	123	4	2	11	4	2	9	200	2
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5	5.34	15	14.37

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>A. General Rules • Student are expected to wear uniforms / neat and decent dress and behave in a polite and decorous manner • Students are prohibited from: - ? Entering the classrooms, laboratories, office, staffroom etc., except when they are expected to be there. ? Loitering on verandas and in vacant classrooms. ? Smoking within the college premises. ? Damaging furniture and other college property. ? Holding meetings and processions without obtaining the period permission of the principal. • Perfect discipline and decorum should be maintained in the classrooms and in the college campus. • No student shall leave the class before the teachers leave • For acts of misbehaviors, the principal may impose punishment such as fine, cancellation of attendance, withholding of certificate, forfeiture of educational concessions and scholarships, suspension and expulsion. • Students have to submit an undertaking that they are ready to obey the rules of the college they will not indulge in violence and will not commit crimes like ragging destruction of individual and institutional property. • Every student has to participate in any one of the co-curricular activities. • A fine shall be levied on students caught for destruction of individual or institutional property. If the particular students is not identified a common fine will be imposed. Students should bring and wear ID Cards issued by the college during the college working hours and produce this before the teachers as and when necessary. A fine will be imposed for non-compliance with regard to ID card. • No individual or groups are allowed to boycott classes. Boycotting classes or such strikes are prohibited.</p> <p>http://namcollege.ac.in/public/img/college-rules/College_Rules.pdf</p>
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SAHAYI	9	18000
Financial Support			

from Other Sources			
a) National	Different Schemes	699	3047100
b) International	Nil	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	28/06/2019	135	Teachers
Yoga and Mediation	21/06/2019	300	NSS NCC
ENCORE 2020, South Indian Management Fest	30/01/2020	225	Commerce and Management studies Department
Language Lab	17/07/2019	90	English Department
SSP (Scholar Support Programme)	20/06/2019	50	Higher Education Department, Govt. of Kerala
Silver Jubilee Research Project	16/12/2019	20	History
Training on soap, detergent and hand wash making	11/07/2019	34	Polymer Chemistry Department
Training on eco-Friendly pen and paper bag making	24/09/2019	30	Polymer Chemistry Department
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	UGC -CBSE NET COACHING	20	Nil	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	BA	English	EFLU Hyderabad	MA English
2020	1	BA	English	Govt. Brennen College Thalassery	MA
2020	1	BA	English	Kannur University Palayad Campus	MA
2020	2	BA	English	NAM College Kallikkandy	MA
2020	1	BA	English	AV Abdurahman Haji Arts and Science college, Meppayur	MA
2020	1	BA	English	Christ College	MA
2020	1	BA	English	Mahe co-operative College	B.Ed
2020	2	BSc	Mathematics	Kannur University Campus	MSc Mathematics
2020	1	BSc	Mathematics	Govt. College Mokeri	MSc Mathematics
2020	1	BSc	Mathematics	Government Victoria College Palakkad	MSc Mathematics
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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Any Other	32
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Melange 20 Film Fest	College	200
Ozone day Celebrations	College	105
PA Rahman - Pattadathil Kunhammed Haji Memorial Intercollegiate Volleyball Tournament	Inter-university	60
Coopcom -Quiz Competition	College	225
Ethihad - Union Day Celebration	College	200
Sports and Games	College	350
Encore - 2020, South Indian Management Fest	South Indian CollegesC	500
International Yoga Day celebrations	College	750
Reading day celebrations	College	250
Independence Day Celebrations	College	250
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Bronze	National	1	Nil	BU1819	Amal Raj
2020	Inter University	National	1	Nil	BBA1824	Muhammed Thayyib KP
2020	Inter University	National	1	Nil	PU1821	Muhammed Hilal
2020	Inter University	National	1	Nil	BU1715	Fasil KV
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a student council consisting of 20 members, democratically elected on the basis of the Lyngdoh Committee Report and according to the Statute, Rules and Regulations of Kannur University. The college union consist of Chairman, Vice Chairman, Secretary, Joint Secretary, Magazine Editor, Fine-Arts Co-ordinator, General Captain, Secretaries of various associations and representatives of various classes. To supervise and help the student council,

there will be a staff advisor, staff editor and fine-arts co-ordinator and staff in charge of different activities. The college student council organise sports and games, arts and cultural activities, observe different days of importance, conducts debates, seminars etc., and organises various cultural programmes. Annually, a college magazine is published by the union. Similarly, different associations also publish magazines. Office bearers of the college union are included in various committees and forums like, library advisory committee, hostel advisory committee, anti-ragging committee, IQAC, grievance redressal forum etc. The college union has played an active role in flood relief activities of the last year including construction of homes for the victims of flood.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, the college has a strong alumni association registered as a society under the Societies Registration Act, 1860 (XXI of 1860). Students completing courses from the college join as alumni members by submitting application form. A considerable number of alumni members are well-placed in India and abroad. Similarly, many of them are well known entrepreneurs in our home country or gulf countries. Three active chapters of the Alumni working in UAE, Qatar and Saudi Arabia. Batchwise and class-wise alumni associations are also formed. Few of the alumni members are notable politicians and social activists. These alumni members render possible help for getting employment to their juniors, especially in the foreign countries. Alumni extend financial help to the institution for various activities. In the 2019-20, they have provided more than Rs. 11 lakhs for construction of homes for the victims of flood, and Rs. 30,000 for repairs and maintenance of sound systems in the seminar hall. Further, alumni also extend financial help to various activities organized by the Students' Union. Alumni members working in the foreign countries visit the college whenever, they come to their native places. Similarly, majority of the members keep close contact with the college and teachers.

5.4.2 – No. of enrolled Alumni:

4550

5.4.3 – Alumni contribution during the year (in Rupees) :

1111290

5.4.4 – Meetings/activities organized by Alumni Association :

During the year the alumnae has conducted several meetings in connection with the fund raising for construction of houses offered by the college for flood victims. These meeting include both formal and informal meetings as well as online meeting and chats through social media. Meetings of chapters in the gulf countries were also conducted. The alumni have provided a major chunk of the fund required for construction of these houses. Further, they have also provided funds for repairing of the sound system in the seminar hall of the college. Each year alumni provide two cash awards in memory of Late Mahroof (B. Com Student) and Late. Lisha (B.Sc Computer Science Student) for students who secures maximum marks in the university examinations in these two departments. The contribution made by the alumni in the academic year 2019-20 for construction of houses is remarkable. With their financial help and support the college could complete construction of three houses for the flood victims - two in Wayanad District and one in Kannur district.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college is under the control and management of the Muslim Educational Foundation (MEF) Panoor. Academic and day-to-day administrative activities are controlled and managed by the principal as the head of the institution. In order to ensure decentralisation and participative management and to help the principal, different councils, committees and forums are constituted in the college. College staff council, IQAC, Academic Monitoring Committee, Internal Examination Committee, College Development Forum, College Planning Committee, Purchase committee, Anti-ragging committee, anti-harassment Committee, PTA, Women Cell, grievance redressal committee, College Students Union etc., are some of the important committees working in the college. While taking important decisions meetings of appropriate committees are convened and decisions are made and implemented. Senior faculty in each department acts as the Head of the Department and he is in charge of the academic and administrative supervision of the respective department. Faculty members in the department help and support the head of the department for smooth functioning of the different activities of the department. Further, teachers and faculty members are given additional charges and responsibilities as a part of decentralisation. Democratically elected student council is another important body which helps and supports the principal in managing the affairs of the college. Students can approach their tutors / head of the department or even the principal for expressing their opinion related with the academic, curricular and extra-curricular activities. Any student or teacher or parent can submit or suggest development proposals, which will be discussed in the appropriate body for further action.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission to both UG and PG programmes are conducted through the single window arrangement of the affiliating university (Kannur University), known as Centralised Allotment Process (CAP). Students have to apply online and the university allots seats on the basis of merit. This system ensures ease and transparency in the admission procedures. The college strictly follows reservation policy of the Government of Kerala for admission of students. An admission committee to co-ordinate and supervise the entire admission procedure will be constituted by the principal every year.
Industry Interaction / Collaboration	Three MoUs have entered during the year -one with Nadapuram Urban Co-operative bank Limited and another with Thalasseri Lulu Sarees and Textiles

(Pvt) Limited and the third with FUTURA Labs Kozhikode. B. Com programme in the college offers specialisation in Co-operation. MoU with Nadapuram Urban Co-operative Bank Ltd., aims to provide practical training, such as maintenance of accounts and records, various procedures related with sanctioning of loans and conducting different meetings of co-operative organisation. MoU with Thalasseri Lulu Sarees and Textiles (Pvt) Ltd., aims to provide practical training to the BBA students in salesmanship and accounting. MoU with Futura Labs aims at providing internship and helping students of computer science department in their field projects as well as conducting short term courses jointly. Experts from different fields are invited to interact with students. Students are encouraged to participate in seminars, workshops, training programme etc related to management and entrepreneurship.

Human Resource Management

Human resource in the organisation includes faculty members, supporting staff, students and their qualities and competencies. Teachers, non-teaching staff are recruited according to the statutes, rules and regulations of Kannur University and that of the Government of Kerala. Temporary and ad-hoc vacancies are filled from open market through advertisement in newspapers and after conducting interviews. Management and PTA provide remuneration to the staff appointed on ad-hoc basis. Development of an institution depends upon the quality and efficient and effective utilisation of human resources. The strategy of delegation, decentralisation and participation leads to improve the motivation level and morale of the human resource so as to contribute their best to the institution and its progress. Teachers are given additional charges to organise, co-ordinate, supervise and control different curricular and extracurricular activities. Such additional charges help them in developing their skills and competencies and to create and maintain better relationship with different stake holders. Teachers and non-teaching staff are given necessary help and support to attend workshops,

	<p>seminars and other kinds of training programmes for acquiring additional knowledge skill and competencies. .</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>? Library, ICT and Physical Infrastructure / Instrumentation Library of the college is fully computerised and uses BOOKMAGIC software for recording transaction in the library. During the academic year new books worth Rs 164000 have been acquired. There is a departmental library for each major department, which act as a book bank. Faculty members and PG students are provided free access to e-books and e-journals through INFLIBNET and NLIST. During the year bandwidth of the internet has been increased to 200 GBPS. Students and faculty can freely use internet facilities in the library and Network Resource Centre (NRC). The college has 41 classrooms, a seminar hall, four computer labs, a language lab and a polymer chemistry lab. Nine class rooms are ICT enabled classrooms and almost all classes have internet accessibility through wi-fi. Similarly, more than 75 percent of the campus has wi-fi accessibility. During the year a new water supply scheme has been introduced, which can supply good drinking water throughout the year. The college has a women's hostel and an open ground with a 400-meter track. The work of the indoor stadium is almost completed. The open ground of the college is used for conducting sports and games by nearby schools and educational institutions.</p>
<p>Research and Development</p>	<p>During the academic year, five permanent faculty members and two guest faculty members have got Ph.D from different universities. Two permanent faculty members have submitted their PhD thesis. Department of History conducted four field projects as a part of Silver Jubilee celebration. Four working papers have been published from the NAM Centre for Research and Local Development.</p>
<p>Examination and Evaluation</p>	<p>The college conducts both internal and external examinations. External examinations are conducted according to the patterns and schedules laid down by the affiliating university (Kannur University). Internal examinations form part of the continuous internal</p>

evaluation. There is an internal examination committee to co-ordinate and conduct internal examinations. Unit tests, mid-semester examinations and model tests are conducted as a part of internal examinations. Unit tests are conducted by concerned departments, while mid-semester examinations and model examinations are conducted at the college level. Probable dates of conducting these examinations will be mentioned in the calendar. Question papers for the mid-semester examinations and model examinations of those departments, which have signed MoU with departments of other colleges are prepared by the faculty members of these colleges. Answer scripts are valued within the prescribed time and are returned to the students. Necessary feedback is given by the teachers to improve the performance of the students. Tutorial and remedial classes are also arranged on the basis the performance of students in various examinations. If necessary, personal counselling is also given to students. Assignments, seminar presentations, group discussions, debates, etc., are also conducted as a part of continuous internal evaluation. Class PTA meetings are convened to discuss the progress of students.

Teaching and Learning

? Teaching and Learning: Teachers are encouraged to attend refresher courses, short-term course, seminars, workshops etc., to update their knowledge and teaching skills. Majority of the teachers use ICT and smart classroom facilities for teaching. Students are encouraged to undertake field projects to submit their project reports. They are encouraged to present seminars with the help of PPT presentations. Special classes and extra classes are arranged for supplementing the classes lost due to natural calamities like flood or other unforeseen contingencies like hartal. While preparing the general academic calendar, utmost important are given to the academic activities. Extracurricular activities like sports, games, cultural and arts activities are arranged and conducted with minimum loss of teaching learning days. Feedback received from students, parents and teachers are analysed and necessary actions are taken for

improving the teaching and learning experience. Special consideration is given for completion of course contents within the stipulated time. Conducting internal examinations help to identify slow and weak learners and to take appropriate measures for their improvement. Students are encouraged to join different courses offered by IGNOU centre and functional Arabic course offered by Moulana Azad National Urdu University centres in the college.

Curriculum Development

As an affiliated institution, the college has a limited role in the curriculum development. At the same time, faculty members of the college have played an important role in framing the new syllabi of the Kannur university. Almost all departments in the college have representation in the Board of Studies of the university. Some are even chairpersons, in the Board of Studies, of the Kannur University, which frames, finalises, structures and restructures the syllabi of various courses and programmes. Faculty members participate in the meetings, workshops and seminars of curriculum revision and/or reconstitution and play an active role in curriculum development.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Suggestion and proposals received from different corners are discussed and plans are prepared by the planning committee and the college development forum. At the end of each academic year IQAC prepares a plan for the ensuing year. Total Campus Solutions software developed by MESHILOGIC is used in the college. Academic calendar is an important tool used for planning and executing curricular and extracurricular activities.</p>
<p>Administration</p>	<p>For the administration of salary of faculty members and supporting staff and related issues SPARK online system of the Government of Kerala is used. Total campus solution software developed by Meshilogic is used for the purpose of administration. In the library for recording transactions another software Bookmagic developed by MESHILOGIC is used.</p>

<p>Finance and Accounts</p>	<p>Kerala Government's software SPARK is used for recording financial transactions related with salary and other allowances to the teachers and non-teaching staff. Salary and all other disbursements to staff and supporting staff are made online mode by transferring to the concerned person's bank accounts. Similarly, scholarships to students are also disbursed through online mode. Both online and offline systems are used for recording financial transactions and accounts.</p>
<p>Student Admission and Support</p>	<p>Admission of students to both UG and PG are done through the single window system of the affiliating university (Kannur University). Students have to apply for courses through online mode and rank list is prepared by the university. While admitting students, the college strictly adheres to the reservation policy of the Government of Kerala. After admission detailed records are maintained with the help of Total Campus solution software. Admission committee provides necessary help and support to the students during the period of admission.</p>
<p>Examination</p>	<p>Both internal and external examinations are conducted in the college. Unit tests, mid-semester examinations and model examinations form part of internal examinations. Unit tests are conducted at the department level. Mid-semester examinations and model examinations are conducted at the college level. Internal examinations committee supervises and monitors the conduct of internal examinations. Question papers of departments which have entered MoU with departments of other colleges are prepared by the faculty members of these colleges. Within the prescribed period, teachers value and return the answer scripts with their feedback and remarks. University conducts external examinations at the end of each semester. For these the students have to apply through online mode. Necessary fee is also to be remitted through online. All records related with the university examinations are handled through the university portal. Network Resource Centre (NRC) in the college provide necessary help to the students</p>

for submitting online applications and remitting fee through online. Necessary records related with the examinations are also kept in the college thorough total campus solutions software.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Training for Teachers GOOGLE MEET, ZOOM, WEBEX, GOOGLE CLASS ROOM AND APOWER SOFT and on online classes	Nil	17/01/2020	17/01/2020	43	Nil
2019	Workshop for teachers on blog co nstruction	Nil	25/11/2019	25/11/2019	42	Nil
2019	Nil	Training of Supporting Staff on Office Procedures	Nil	29/06/2019	Nil	9
2020	Nil	Training on BIMS	26/09/2019	26/09/2019	Nil	9
2020	Nil	Training on PRISM	22/02/2020	22/02/2020	Nil	8
2020	Workshop	Nil			5	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Seven Days Orientation Programme for NSS Programme Officers	2	14/01/2020	20/01/2020	7
Five Days workshop for Principals organised by Kerala State Higher Edn. Council	1	10/07/2019	14/07/2019	5
UGC sponsored short term course One Week Hand on Experience Program for Arpit Learners	1	06/03/2020	12/03/2020	7
Workshop on MOOCs E-Content Development and Open Educational Resources	1	13/12/2019	19/12/2019	7
Short term Course in Gender Studies	4	12/02/2020	18/12/2020	7
Refresher Course in Mathematical Science	1	09/09/2019	21/09/2019	14
Refresher Course in Computer Science	1	15/01/2020	28/12/2020	14
Short term Course in Research Methodology	2	12/02/2020	18/02/2020	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. General Insurance Scheme (GIS), Govt. of Kerala 2. State Life Insurance Scheme (SLI), Govt. of Kerala 3. Group Personal Accident Insurance Scheme, Govt. of Kerala 4. Kerala Private College Employees Provident Fund, Govt. of Kerala 5. All other welfare schemes admissible to the Faculty as per UGC Scheme and Govt. of Kerala Service Rules 6. Subsidized food at canteen, 7. Health Centre for Physical Fitness</p>	<p>1. General Insurance Scheme (GIS), Govt. of Kerala 2. State Life Insurance Scheme (SLI), Govt. of Kerala 3. Group Personal Accident Insurance Scheme, Govt. of Kerala 4. Kerala Private College Employees Provident Fund, Govt. of Kerala 5. All other welfare schemes as per the Govt. of Kerala Service Rules 6. Subsidized food at canteen, 7. Health Centre for Physical Fitness</p>	<p>1. E-Grantz and various other scholarships, 2. Students' cooperative society, 3. Free health check-up to newly admitted students, 4. Remedial and tutorial classes 5. Health Centre for Physical Fitness, 6. Transportation facilities at concessional rates.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Government of Kerala, University Grants Commission, Management, PTA, Alumni are the major source of funds for the college. Funds received from government and UGC are for specific purposes and are to be utilised exclusively for that purpose. Immediately after completion, accounts and utilisation certificates are to be submitted to the concerned authorities. Funds and grants received from government and UGC are subject to external audit by the staff from Directorate of Collegiate Education and Accountant General. Funds and grants received from UGC is to be audited by Chartered Accountants also. Management funds and PTA funds are audited by chartered accountants. Accounts of the Co-operative society are audited by the Co-operative inspectors form the Department of Co-operation, Government of Kerala. Funds received from alumni are internally audited by the faculty belonging to commerce department.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management, PTA, Alumni and Staff club	3853500	Maintenance of Physical facilities, Infrastructure development and creation , Sports , Arts, Scholarship, Contract faculty salary, Water Supply etc and Charity,

renovation of sound system

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6.4.3 – Total corpus fund generated

3853500

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	1. Deputy Director of Collegiate Education and experts	Yes	Academic Monitoring Committee and College council
Administrative	Yes	1. Deputy Director of Collegiate Education and Experts	Yes	Academic Monitoring Committee and College council

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The PTA is actively involved in the academic and overall development of the college by providing suggestions and recommendations. Regularly convened PTA executive committee to discuss various academic developmental requirements and to suggest and recommend the matter to the concerned authorities, if necessary. The PTA provided Rs. 6.5 lakh for digging a new well and pipe laying to the campus for improving the water availability. It also pays salary to teaching and supporting staff appointed on ad-hoc basis. Provide loan facilities to guest faculty members whose salary is delayed due to various reasons. Provides financial support for students to participate in sports, games, arts and other competitions. Provides funds for conducting different extra-curricular activities like sports, games, arts and cultural festivals. cash awards. Provide cash awards, prizes and mementos to outstanding students in curricular and extracurricular activities. In addition to the regular executive meetings, class-wise PTA meetings are held at least once in a semester, and general body meeting once in an academic year.

6.5.3 – Development programmes for support staff (at least three)

Office staff are encouraged to participate workshops and training programmes conducted by the Deputy Director of Collegiate Education and other institutions. Further, they are provided training in the following :- 1. Training on Office Procedures 2. Training on BIMS and 3. Training on PRISM

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Completion of construction -Academic Block 3.Completion of open ground
4.Completion of construction of Cadet Anas memorial student facility Centre building

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Signing of MoU with Post Graduate Department of Commerce, National College of Arts and Science, Puliya	20/12/2019	20/12/2019	20/12/2020	225
2019	Training of Supporting Staff on Office Procedures	29/06/2019	29/06/2019	29/06/2019	9
2019	Remedial and Tutorial Classes	28/06/2019	28/06/2019	Nil	75
2019	Silver Jubilee Celebrations	19/09/2019	15/11/2019	02/03/2020	135
2020	Two-Day Workshop on Python Programming	16/12/2019	16/12/2019	Nil	65
2020	Academic and Administrative Audit	21/02/2020	21/02/2020	21/02/2020	5
2020	Signing of MoU for Academic Collaborations with Nadapuram Urban Co-operative bank Ltd	24/02/2020	24/02/2020	24/02/2020	10
2020	Signing of MoU with LULU SAREES AND TEXTILES (PVT.) LTD. Thalasseri	28/02/2020	28/02/2020	28/02/2020	10
Nil	Feedback from	02/03/2020	02/03/2020	18/03/2020	934

Students,
Parents and
Teachers

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women's Day Celebrations	09/03/2020	09/03/2020	155	25
Book keeping Training to Kudumbasree members	08/01/2020	08/01/2020	24	Nil
Marketing of Kudumbasree Products (BBA)	21/10/2019	21/10/2019	18	Nil
Training in Eco-friendly Pen and Paper Bag Making	24/09/2019	15/10/2019	25	5
Training in Stitching and Tailoring	27/02/2020	10/03/2020	15	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NSS, NCC and other clubs and forums actively engage in creating environmental consciousness and sustainability. World environment day, ozone day etc are celebrated in the college wider participation of students and public. Planting more trees in the campus and roadsides by students. Activities and programmes like Swaattchatha packwada, Urjakiran project, plastic free campus, waste management etc., help to create environmental consciousness and the need for energy conservation among the students. All replacements of lightings and electric accessories are done with energy efficient products. Solar panel established by the Thripangottur Grama Panchayath in the last year helps to meet 10 of energy requirements in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nil

Rest Rooms	No	Nil
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	03/12/2019	2	Facility for conducting arts, sports and cultural activities	Lack of facility for conducting arts, sports and cultural activities for the students in schools who need special attention	25
2019	1	Nil	27/09/2019	1	Rally with placards	Creation of awareness of Prime Ministers Swachata Packwda Programme	54
2019	1	1	13/12/2019	1	Urjakiran signature campaign	Awareness on energy conservation	54
2020	1	1	30/01/2020	3	Urjakiran Energy Conservation Programme	Creation of awareness on energy conservation	45

2019	1	1	05/12/2019	15	Silver Jubilee Research Project	Local research and development	23
2019	1	2	07/03/2020	90	Home for Homeless	Construction of Houses for flood victims	1300
2020	1	1	11/03/2020	5	Financial Help	Financial Help for repairing damaged house	600

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College calendar	03/07/2019	<p>College calendar in the form of a printed handbook is distributed to all students, teachers and non-teaching staff. The hand book contains, visions, mission, rules and regulations, names of various programmes and courses offered by the college. Further, orientation programmes are conducted for the newly admitted students. In this programme, detailed information is given to the newly admitted students with regard to the college rules and regulations, facilities, clubs, forums, curricular and co-curricular activities, anti-ragging and grievance redressal mechanism available in the college.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Reading Day Celebration	19/06/2019	19/06/2019	28
Blood Donation Camp	18/07/2019	18/07/2019	53
World Environment	05/06/2019	05/06/2019	45

Day			
Home for Homeless - Construction of two new houses for Flood victims	18/10/2019	09/03/2020	1250
Onam Celebrations	05/09/2019	06/09/2019	950
Urjakiran Energy conservation signature campaign	13/12/2019	03/02/2020	45
Independence Day Celebrations	15/08/2019	15/08/2019	225
New Year Celebrations	01/01/2020	01/01/2020	450
World Teachers Day Celebrations	05/09/2019	05/09/2019	345
Co-operative Week Observation	21/11/2019	21/11/2019	180
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Observation of world environment day, ozone day etc
Awareness on making the campus plastic free
Training in paper pen and bag making
Encouraging students to purchase and use durable pens and stationaries rather than purchasing use and throw items
Urja Kiran Programme in collaboration with Energy Management Committee sponsored by the Government of Kerala was an initiative to create awareness on energy conservation.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Palliative Care Follow Up Objectives 1 To continue the project helpful to the patients and deserved 2 To ensure the continuity of the care and share programme 3 To keep the assurance given to the terminally ill patients 4 To add more beneficiaries under this fold of humanitarian gesture. 5 To sustain the spirit and enthusiasm among the student volunteers 6 To ensure credibility and sustainability of the project among the beneficiaries Context Palliative and care and share programme is an ongoing project which needs support from all ends. Though it started a year back, identified patients need continuous supporting mechanism to relieve their suffering. Students realized the predominance of this programme and it gained momentum in all sections of the society. This types assistance go beyond cultural and religious barriers and those who involve in this project develop sense of broader vision of extending genuine support to the needy. In contrast to the previous year, monitoring and execution committee decided to find some more terminally ill patients and they too enlisted in the beneficiary group. Besides, the volunteers took a survey of the patients to make out their financial status and categorized them in to three. The monitoring and execution committee supposed to ensure food for them as they find it difficult for three square meals a day in addition to medical assistance. The Practice As this is a continuous process the committee assigned exclusively for this mission devised strategic plan at all levels of execution. For this the committee ensured the support of college management , alumni and

regular but small contribution from students. Students themselves initiated to collect within themselves and spread the adage 'skip a meal and feed your friend'. In addition, student monitoring committee decided to put up collection boxes at prime locations in the college. These efforts together alleviated the strain of mobilizing the resources for this venture. Indeed service of our ambulance in the name Cadet Anas was a boon for the effective execution of the whole system. At times we had to render the service of qualified and experienced staff nurses considering the typical cases which needs expertise in handling medical emergencies. A doctor consultant was designated to meet the emergency situation and to get proper advice, clarification and direction. The local self government extended all support in the preliminary survey and further execution. They appreciated the college for this distinctive nature of work quite beneficial to the suffering humanity. Evidence of success The way our palliative team received at their residences itself is an ample testimony of this dignified endeavor. Similarly the spirit and fervor showed by student volunteers during their visit to houses of patients was a clear indication of their excitement towards this act of kindness. The oral feedback from patients and their relatives, positive gesture of neighbors and nearby are the motivational factors to carry on the project in subsequent years.

WOMEN EMPOWERMENT PROJECTS Objectives

1. To enhance the innate talents and identifying them
2. To do SWOT analysis as an individual and to formulate strategies to excel in life
3. To act as a platform to identify the skills in them and to device appropriate strategy
4. To conduct seminar, workshop to impart knowledge of opportunities and train the women to excel in the field they choose.
5. To train and impart life skills for better livelihood
6. To inculcate entrepreneurial attitude among young girls, at the earliest so that they can be "job givers" rather than "job takers"

The context No nation can progress unless its women have equal access to opportunities with adequate safety and security. In India, women face an array of structural and social barriers that hinders their progress and eventually limit India's ability to modernize. Women's equal participation in the industry and employment would release trillions of dollars for global development. As major chunk of the student strength consists of girls in all the departments, entire the curricular and co-curricular activities are predominantly dominated by girl students. Creating a conducive ambience for their development is indeed the major agenda of the college as they are the vital force of change in the campus. A well-functioning Women Empowerment Cell under the guidance of dedicated teachers do devise programmes exclusively for women at periodic intervals. The college follows the vision of Empowering women for an empowered state. Hence, keeping in mind the goal of women empowerment, the college heads in this direction and prepares the students to face the world outside and to prepare them for future competitions. Accordingly College level women's' forum formulates different programmes to equip girls in the academic year. It creates awareness of the Women's Right and to empower Women. It develops, encourage and disseminate knowledge about women's roles in society and economic trends which affect women's lives and status. Practice An exclusive working group has been constituted under the leadership of teachers and students to ensure worthy programmes are being conducted. Most of them are intended to augment the innate capabilities within them. Gender sensitization, personal hygiene and sanitation, entrepreneurial skills and practice, debate on current social issues and self-defense training were the few major programmes held as interactive sessions and certain programmes in competitive mode attracted and appreciated by students and teachers. Miss Mini Mol VK, Assistant Professor Computer Science and Sreeja K V acted as facilitators and motivated them to envisage more effective projects which ensure vitality and diversification. For all the projects, students enthusiastically participated ensuring their involvement at all levels. Evidence of Success The reaction and response immediately after each program indicate the sense of satisfaction infused and

manifested in them itself is an ample testimony about the efficacy of the programmes conducted. Their zest to take up more responsibilities one by one is a clear signal of their involvement and good feedback often inspires to do more in the specified area

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.namcollege.ac.in/crm/public/uploads/igar_agar_image/7FPvGjvjJ5SCswyOpszBaTmwBhwtW4.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is situated in an economically and educationally backward rural migrant-prone area. The college was established in 1995 with the primary objective of providing higher education to the students this backward area. It plays an important role in the educational development of this region, especially women's educational development. The lack of a higher education institution hindered the educational development of the people in the rural areas, especially girls. They need to travel a lot for higher educational purposes, and parents were not willing to send their girl children for higher studies in distant areas. At present, majority of students of this college are girls belonging to minority community and other backward communities including scheduled castes and tribes. The college plays an important role in women empowerment by providing opportunities for their education development, which is a major requirement for improving their social and economic status. As an emigrant-prone area, majority of emigrants from this part were poorly educated persons, who performed either menial jobs or ran petty shops etc in their destination. Educational attainment, helped them to get better employment in their destination and for their career development, which, at present is reflected in the socio-economic development of this region. Majority of alumni of this college are better employed in India and abroad. Further, many of them are good entrepreneurs also. As a minority institution, 20 percent of the seats are reserved for students belonging to the minority community and a major part of the seats reserved as management quota is also allotted to the students belonging to minority community. The college undertakes different initiatives for creating awareness on different socio-economic and environmental issues and helps in development of this region through collaboration and participation in the efforts of grama panchayath, similar institutions and organisations of this region.

Provide the weblink of the institution

http://www.namcollege.ac.in/crm/public/uploads/igar_agar_image/2ixUfUuI0Kdp5efJyJFmJIUIRTgRNw.pdf

8.Future Plans of Actions for Next Academic Year

- Completion of the construction of the indoor stadium
- Continuation of online classes parallel to the regular classes
- Establishment of e-content development centre
- Workshops and seminars by departments
- Strengthening of career guidance and counselling centre
- More academic collaborations and MoUs
- Participation in NIRF and ISO certification
- Strengthening of the NAM CENTRE FOR RESEARCH AND DEVELOPMENT and encourage research publication of students and faculty members
- Take necessary initiatives for filling up of vacant teaching and non-teaching posts
- Strengthening of Women's Cell
- Separate Transformer for elimination voltage fluctuation and power problems
- More Faculty Improvement Programmes

