

### YEARLY STATUS REPORT - 2020-2021

Part A			
Data of the Institution			
1.Name of the Institution	PRNSS College, Mattanur		
Name of the Head of the institution	Dr. S Gopalakrishna Pillai		
• Designation	Principal		
• Does the institution function from its own campus?	Yes		
Phone no./Alternate phone no.	04902471253		
Mobile No:	9495765443		
Registered e-mail	iqacprnss@gmail.com		
Alternate e-mail	prnsscollege@yahoo.com		
• Address	Mattanur College P O, Mattanur, Kannur-670702		
• City/Town	Mattanur		
• State/UT	Kerala		
• Pin Code	670702		
2.Institutional status			
Type of Institution	Co-education		
• Location	Urban		
• Financial Status	UGC 2f and 12(B)		

Name of the Affiliating University	Kannur University, Kannur
Name of the IQAC Coordinator	Dr. R K Biju
• Phone No.	04902471747
Alternate phone No.	04602997615
• Mobile	9447484615
IQAC e-mail address	iqacprnss@gmail.comm
Alternate e-mail address	deepa00hari@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.prnsscollege.ac.in/cf t6yjm/igac/AQAR_2019-20.pdf
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.prnsscollege.ac.in/acccalenders.php

#### **5.**Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	В	2.62	2010	04/09/2010	03/09/2015
Cycle 2	B+	2.62	2017	30/10/2017	29/10/2022

#### **6.Date of Establishment of IQAC**

11/06/2009

### 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA	Central/Stat e Govt	2020-21	6500000
Nil	Seminar/Work shop	KSHEC	2020	40910
Faculty	INSA	Nil	Nil	30,000
history	KCHR	Nil	Nil	33600

8. Whether composition of IQAC as per latest	
NAAC guidelines	

Yes

<ul> <li>Upload latest notification of formation of IQAC</li> </ul>	View File
9.No. of IQAC meetings held during the year	4
<ul> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
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 dur	ing the current year (maximum five bullets)
*Academic and Administrative audit Institutional data AISHE *Prepare programme to enrich stakeholders *	and Submit AQAR *Conducted
12.Plan of action chalked out by the IQAC in th Quality Enhancement and the outcome achieved	•

Extended	d Profile
2020	24/02/2022
Year	Date of Submission
4.Whether institutional data submitted to AISI	HE
College Council	27/01/2022
Name	Date of meeting(s)
• Name of the statutory body	
3.Whether the AQAR was placed before statutory body?	Yes
Celebration of important National/International Days	Departments, NCC, NSS, concerned forums celebrates National/International Days.
Promote academic enrichment activities	conducted programmes to teaching staff to enrich the content.
Strengthen the extension and outreach activities	Significant contributions done by NSS and NCC units in Covid pandemic situations and other outreach programmes
Build environment consciousness	Observed the Environment day, NSS volunteers cleaned the premises of Sub treasury office Mattanur and organizing a webinar on 'Biodiversity- ariyendathumCheyyendathum'
Introduce new diploma/Certificate/value added courses	Conducted certificate courses in the departments
Infrastructure development initiative	improved the infrastructure through the RUSA work

1.1	415
Number of courses offered by the institution across during the year	all programs
File Description	Documents
Data Template	<u>View File</u>
2.Student	
2.1	1354
Number of students during the year	
File Description	Documents
Data Template	<u>View File</u>
2.2	97
Number of seats earmarked for reserved category a Govt. rule during the year	s per GOI/ State
File Description	Documents
Data Template	<u>View File</u>
Data Template 2.3	View File 449
	449
2.3	449
2.3  Number of outgoing/ final year students during the	year 449
2.3  Number of outgoing/ final year students during the  File Description	year Documents
2.3  Number of outgoing/ final year students during the  File Description  Data Template	year Documents
2.3  Number of outgoing/ final year students during the  File Description  Data Template  3.Academic	year  Documents  View File
2.3  Number of outgoing/ final year students during the  File Description  Data Template  3.Academic  3.1	year  Documents  View File
2.3  Number of outgoing/ final year students during the  File Description  Data Template  3.Academic  3.1  Number of full time teachers during the year	year  Documents  View File  42
2.3  Number of outgoing/ final year students during the  File Description Data Template  3.Academic  3.1  Number of full time teachers during the year  File Description	year  Documents  View File  42  Documents

File Description	Documents
Data Template	<u>View File</u>
4.Institution	
4.1	50
Total number of Classrooms and Seminar halls	
4.2	20.4847
Total expenditure excluding salary during the year	(INR in lakhs)
4.3	40
Total number of computers on campus for academi	c purposes

#### 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

The College offers Under Graduate and Post Graduate Programmes under the choice based credit semester mode and has a recognized Research Centre in Chemistry. Since the College is affiliated to the University of Kannur, it adheres to the general curricular framework and academic calendar prescribed by the university. The College prepares an Academic Calendar every year as per University norms for effective curriculum delivery. The College has a well structured mechanism for curriculum transaction and teaching-learning methods, which is monitored by an Academic Monitoring Committee under IQAC that conducts academic audit every year to ensure the same. The curricular objectives are attained by the departments through the medium of various programmes, well- monitored by the IQAC. Teachers employ innovative and novel teaching strategies which are updated in the teacher's diary. The College has a well-functioning library aided with access to books, journals, and e-resources. In addition, all departments are maintaining a department level library too that specifically conforms to the demands of the students in each department. National and International seminars are organized by departments that encourage the research aptitude of the students. Outreach programmes enable the students to interact with the society in a productive manner. Audio-visual aids are employed in making

curriculum transaction effective and teachers follow ICT enabled methods including power point presentations, web/online based teaching, NPTEL video lectures, film shows, YouTube lectures by experts, and online submission of projects and assignments through email and social networking devices. Class based WhatsApp groups are created to facilitate and promote further discussion and doubt clarification. MOODLE, the learning management system is used by teachers fruitfully in providing more study aids and resources to the students. Peer teaching and team teaching are the other innovations used for effective curriculum transaction. In addition to this the main stratergies adopted by the institution is given below

Orientation Programme to Students-The college conducts a general Orientation Programme as well as department level induction programmes for all the UG students to familiarize them with the path and purpose of study, which they ought to strive for during the course.

Tutorial System-The College has a full-fletched tutorial system in which a teacher offers guidance to a heterogeneous group of students. The College has a socially committed Student Support System that assists the needy students financially and helps them pursue equitable education.

Tutorial Minutes- Every teacher maintains the minutes of the tutorial meeting in a seperate registrer to strengthen the mechanism. Departmental Associations/Clubs-The Department Associations conduct a variety of academic and cultural programmes that promote the curricular and extra-curricular capacities of the students.

Regular monitoring-The Academic Monitoring Committee of the college collects regular feedback from all the stakeholders and the shortcomings are duly addressed at the college and University levels.

Work Diaries - Each teacher is provided with a Work Diary to note down the lesson plans, conduct of academic and administrative duties. The completed Work diaries are submitted to the Principal for verification

College Handbook- Ahand book is prepared and handed over to the students which includes academic calender, time schedule of internal and University examinations, details of all staff members, list of forum and committee functiong in the college and the code of conduct

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of teaching and non-teaching staff and students in the college.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The IQAC prepares yearly action plan and academic calender in accordance with the curriculam framed by the University. The academic calender is published in College website and it is also included in the work diary and is circulated to all teaching staff in the begining of the academic year. It consists of approximate schedules regarding class tests, model examination, Class PTA meetings etc. As per University regulation, 20% of the total marks is assigned as Internal. Hence a continuous evaluation is mandatory for internal assesment. Continuous internal evaluation of the students is made by conducting assignments, internal examinations, seminars, viva voice, class tests, etc., the details of the same are included in the academic calendar. The college has an active committee to conduct Model Examination. The committee executed the model examinations as per the academic calender. This academic year most of the examinations are conducted in online mode due to the covid pandemic and the internal marks of each paper is entered in the internal mark register and is kept in the department. The marks is uploaded in the university website as per the intimations of the university authorities.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://prnsscollege.ac.in/acccalenders.php

1.1.3 - Teachers of the Institution participate in A. All of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<u>View File</u>
Any additional information	<u>View File</u>

#### 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

23

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)	<u>View File</u>

#### 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)

69

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<u>View File</u>
List of Add on /Certificate programs (Data Template )	<u>View File</u>

#### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number

#### of students during the year

69

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

69

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

#### 1.3 - Curriculum Enrichment

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

The vision, mission and motto of the college speaks about these cross-cutting issues. The institution takes all attention to mould up its students as to cater to the needs and aspirations of higher education in a just and equitable manner and to mould the students into morally rich, socially responsible citizens who contribute to nation building and integration. The University has already incorporated directly or indirectly the professional ethics, Gender sensitive values, Human Values, Environment Sustainability into the Curriculum in the Cousers or programmes. This year the college has conducted various value added programmes like Yoga, face mask making etc.to enrich the curriculum.NSS, NCC, Various forums/Clubs and sport activities have been conducted to develop values like discipline, perseverance, equality, team spirit and healthy relationships.

Gender-Gender sensitization and womens grievance redressal cell is activitly working in the college under the leadership of the senior female teacher as a committee convener.

women Cellensure the welfare of girl's students and to make them aware of gender related issues. The cell would also act as a grievance redressal forum for women.the activities of the women cell is provied in the link "https://prnsscollege.ac.in/womencell.php"

Environment- Green audit cell is actively functing in the campus. for imparting basic knowledge about the environment, the college organizes various programmes related to Environmental Awareness,

Naming and plantation of trees, making plastic free campus, energy auditngetc. The college has two Rainwater storage tank with 1lack ltr capacity. In accordance with the UGC Guidelines, University prescribed Courses on Environmental Studies such as Language through Literature II-Readings on Life and Nature in connection with the CommonCourse in English, Environmental Studies and Disaster Management, Environmental Chemistry, etc. are also provided to the students.

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	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

#### 1.3.3 - Number of students undertaking project work/field work/ internships

342

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work//internships (Data Template)	<u>View File</u>

#### 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	<u>View File</u>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	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	No File Uploaded
URL for feedback report	
	https://www.cognitivewebsolutions.com/NSSCol
	<u>legeMattannur/</u>

#### 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 sanctioned seats during the year

#### 507

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<u>View File</u>

### 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

67

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

#### 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 situated in rural area of Kannur district most of the students admitted in our college coming from rural villages. The college is very much aware about their overall growth will result in the upliftment of rural society. Our college has a fair system of admission process. The students are admitted by following government rules and regulations so the students from different section of the society admitted in our institution. After admission process, we conduct a bridge courseamong our new comers this is to understand their currents knowledge and skills and also for linking them with our system.

Strategies for identifying slow learns and advance learners

We have a strong tutorial system in our college slow and advance learners are identified with the help of tutors. following criteria are used by tutors for this purpose.

- 1. Marks scored in Plus Two Examination
- 2. Marks Scored in unit test and internal examinations
- 3. Overall Response in the class room

#### Special Programme for slow learners

- 1. Peer Teaching
- 2. Remedial coaching
- 3. Individual counselling
- 4. Group discussion
- 5. Extra Library Books

#### Special Programme for Advance learners

- Student's centric seminars
- Encouraging students to participate in Debate, Group Discussion, Problem Solving - Decision Making Exercises and Quiz Programmes.
- Advanced learners are encouraged to enrol in MOOC Courses Swayam
- Motivation Programme

We have obtained funds for WWS (Walk with a Scholar Programme) and SSP (Student Support programme) offers by Department of Kerala Higher education. But this academic year we didnt obtained the funds for the same due to the Covid pandemic.

File Description	Documents
Link for additional Information	https://prnsscollege.ac.in/wws.php: https://prnsscollege.ac.in/ssp.php; https://prnsscollege.ac.in/remedial.php;
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1354	42

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

Our college provide diversified platform for students to develop their skills, knowledge ,attitude , values to shape their behaviour in the correct manner. All the departments in our college conduct various innovative programmes which stimulate the creative ability of students. Students centric methods followed by our institution includes

#### 1 - Experiential Learning

Project work-Project work stimulate students to acquire and develop new knowledge in the interested subject area. As per the requirement of syllabi the project work is compulsory among degree and PG students.

• The Field Visits and Industrial Visits are conducted by various departments, but the present academic year we are not in a position to conduct the same due to covid pandemic

Guest Lecture-Experts from industry and academics conduct webinar/online classesfor students that help them to develop an experienced angle of view on the subjects.

#### 2 - Participated Learning

Group work-Group Discussion on various subject related topics are conducted among students under the guidance of teachers.

Debates-Debates are followed in many of the subjects where students are required to come with different opinions, thought processes thus the learning process gets justified in the argue-mental way of learning.

Team work-All Departments and clubsin the institutions organizes activities to promote the spirit of Team work.

#### 3 - ICT Enabled Learning

ICT Enabled Teaching-ICT enabled teaching includes Wi-Fi enabled class rooms with LCD, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process

LMS -We have an open policy on LMS. Teachers can choose the LMS which they feel more comfortable so different LMS are used in our institution like MOODLE, GSUIT etc..

#### 4 - Problem solving Methodology

Case studies-Case study method is adopted in teaching learning process to make the students have logical thinking and practical knowledge to develop problem solving ability.

Quizzes-Quizzes are conducted by subject teachers in all UG and PG 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

New Technological world need new way of teaching to adapt with modern technologies prevailing in the market. We have a combined system of traditional mode of teaching and ICT enabled teaching. The following ICT tools are used by the institution.

#### ICT Tools

- 1. Desktop and Laptops
- 2. Projectors
- 3. Printers
- 4. Photocopier machines
- 5. Scanners
- 6. Smart Board

Seminar Rooms- Two seminar halls are equipped with all digital facilities.

Online Classes through Zoom, Google Meet, Google Classroom

#### Use of ICT By Faculty

- LMS-We have an open policy on LMS. Teachers can choose the LMS which they feel more comfortable so different LMS are used in our institution like MOODLE, GSUIT etc..
- PowerPoint presentations-Faculties are encouraged to use powerpoint presentations in their teaching by using LCD's and projectors.

- Online quiz-Faculties prepare online quiz for students with the help of Google Forms , Quizizz .etc
- Video Conferencing-Online live classes are provided with the help of Video conferencing App Google Meet, Zoom etc
- Video lecture- Recording of video lectures is made available to students for long term learning and future referencing.

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

### 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

36

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

#### 2.4 - Teacher Profile and Quality

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

42

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

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. /

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#### **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

25

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)	<u>View File</u>

### 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

396

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

#### 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.

The college has transparent and robust evaluation process in terms of frequency and variety. Themechanism of internal assessment is communicated among student and parents at the time of their admission. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level.

Continuous evaluation is made through the following Process

- Unit Tests
- Internal Examinations
- Assignments Submission

- Viva
- Seminars Presentation.

Unit tests are conducted regularly as per the schedule given in academic calendar. The weightage for the unit tests varies as per the concerned faculty. The performance of the students is displayed on the Notice board and communicated to the students.

For transparent and robust for internal assessment, the following mechanisms are conducted

- 1. Internal Examination Committee.
- 2. Question Paper Setting.
- 3. Conduct of Examination
- 4. Result display
- 5. Interaction with students regarding their internal assessment.

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 institution has a well-organized mechanism for Redressal of examination related grievances Number of internal examinations are conducting in an academic year as the part of internal evaluation. Our institution follows strictly the guidelines and rules issued by the affiliating university while conducting internals.

Grievances related to college conducted examinations

At college level we have an internal examination grievances redressal committee which comprising of a senior teacher as a convener andother teaching staff as members. The student can approach the Teacher, HOD, Principal, Internal examination grievances redressal committee to redress the examination related grievance.

The teacher distributes evaluated answer scripts to students, and any clarifications or grievances are addressed by the teacher. The internal marks are displayed on the notice board. If anydiscrepancy like mistakes in question paper, mark allocation, correction is noticed by thestudents, the concerned teacher will resolve the discrepancy, and the necessary corrections willbe made. If a student

is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HOD concerned. If still students not satisfied with the decision, they can approach Principal. Principal will forward the complaint to Internal examination grievances redressal committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	
	https://prnsscollege.ac.in/grievance.php

#### 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme outcomes (POs), Course Outcomes (COs) and Programme Specific Outcomes (PSOs)

Programme Outcome represents the knowledge, skills and attitudes the students should have attained at the end of a Programme. The Course Outcome is the resultant knowledge skills the student acquires at the end of a course. It defines the cognitive processes a course provides. The Programme Specific Outcome is that describe what the graduates of a specific Programme should be able to do. In order to design the curriculum, the POs, PSOs and COs, are basic and essential requirements. The affiliating University-Kannur University has a Board of Studies for each programme with members consisting of experts from respective streams. The Board of studies is responsible for defining the set of POs, PSOs and COs according to the syllabus. The POs, PSOs and COs are properly communicated to the students and faculty members through the college website before the beginning of each course in a timely manner. These details are also accessible to the public. This mechanism helps to maintain transparency in communication. At the beginning of each academic year, IQAC conducted an orientation programme to the first-year students which incorporates the details of POs, Cos and PSOs. The class tutors are assigned the responsibility of communicating the POs, COs and PSOs to their respective wards and to clear the doubts that arise thereafter. Thus, the tutor should ensure that each student has a fair idea about the syllabus, curriculum objectives.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.prnsscollege.ac.in/cft6yjm/acade mic/COURSE_OBJECTIVE.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

#### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college is affiliated to Kannur University Kannur. We offered Ten Under Graduate, Two Post Graduate and a Research program in the stream of Science, Arts and Commerce. For these programs and courses, the college followed the curriculum designed by the affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom. We took utmost care of measuring the level of attainment of POs, PSOs and COs and followed formal as well as informal mechanism for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs, PSOs and COs and implemented the mechanism as follows: -

- The institute followed the Academic Calendar of our affiliated university.
- All the teachers-maintained work Diary in every academic year.
- The internal evaluation is done based on two centralized internal examinations, assignments, seminars and attendance.
- All the faculties prepared Semester wise evaluation Reports
- The Course outcomes of every department is described clearly in the syllabus of the department.
- Institute considered Feedback from the Stakeholders for the attainment of PO, PSO and CO.
- Department Council took the review of the Students' Progression to Higher Studies and their Placement.

After measuring attainment of POs , PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively.

File Description	Documents
Upload any additional information	No File Uploaded
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

321

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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://www.cognitivewebsolutions.com/NSSCollegeMattannur/

#### 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)

0

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

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

#### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

22

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

#### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

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#### the year

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

8

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

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

10

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

#### 3.3 - Extension Activities

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

Nil

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

- 3.3.2 Number of awards and recognitions received for extension activities from government / government recognized bodies during the year
- 3.3.2.1 Total number of awards and recognition received for extension activities from Government/government recognized bodies during the year

5

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

- 3.3.3 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
- 3.3.3.1 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

43

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

- 3.3.4 Number of students participating in extension activities at 3.3.3. above during the year
- 3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

#### 3.4 - Collaboration

### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

16

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

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

#### 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 college which is situated a mere one and a half kilometres away from Mattannur, a town which is the headquarters of the Municipality, has a sprawling campus of 16.5 acres, which was donated by the generous members of the local public.
  - The green and eco-friendly ambience prevailing in the campus is highly conducive to academic activities and also for

- evolving a comprehensive campus life with a wide variety of undertakings.
- The college has good infrastructural facilities which include adequate number of classrooms, laboratories, library, seminar halls, faculty rooms, girls' room, girls' friendly toilets, open air stage, play grounds, medicinal garden and hostels.
- Computer lab and administrative office are having LAN with internet connectivity. There are sufficient numbers of UPSs for ensuring power back up. Generators are also installed to ensure uninterrupted power supply in the campus.
- 200 meters track, multi gymnasium, basketball court, volleyball court, kho-kho court and hand ball courts provide a good ambience for sports and games.
- The college has separate hostels for men and women.
- Other facilities on the campus include canteen, drinking water facilities, post office and a co-operative store.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	https://www.prnsscollege.ac.in/facilities.ph

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The cultural activities of the college organised by the College Union. During this year no such activiits are conducted due to Covid Pandemic.Onewell furnished open auditorium and two seminar halls were provided for conducting the same. As far as sports is concerned a Play ground, Two Volleyball Court,kho-kho court and hand ball courtsand A Basket ball Court. Gymnasium facilities is also available in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.prnsscollege.ac.in/department.php?id=111

### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

20.4847

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)	<u>View File</u>

#### 4.2 - Library as a Learning Resource

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

The Librry is fully automated with Grandha Software. The Specifications are given below.

Name of the Software : Grandha-ILMS Software

nature of automation: Fully autmated

Version: 3.1

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Year of automation: 2010

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://prnsscollege.ac.in/library.php

## 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

A. Any 4 or more of the above

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

### 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)

69633

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

#### 80

File Description	Documents
Any additional information	No File Uploaded
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

- Institution frequently monitered the IT facility in the campus.
- LAN facility: LAN facility is available in our college office and computer lab.
- Wi-Fi facility is available in all thedepartments and IQAC room
- Licensed Software: Majority of our computers are loaded with licensed software.
- This academic year purchased two systems and one LCD projector. Also spent money for the maintance of systems and printers.

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

#### 4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

### **4.3.3 - Bandwidth of internet connection in the Institution**

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

- 4.4.1 Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)
- 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

20.4847

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)	<u>View File</u>

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 has a standardized procedure for maintaining and utilizing various physical, academic and support facilities. There is a Maintenance Policy which outlines the methods and mode of conducting maintenance works. Maintaining updated stock registers is the first requirement as per this policy. Such stock registers are cross checked and verified on an interdepartmental basis. Once the stock registers are updated the HoD,s and teachers in charge are to report the required repairs and maintenance works to the College Principal who will present them in the College Council with a detailed accompanying budget. The council will prepare a priority list and pass on the request to the Management for sanctioning of funds. Work plans are prepared depending on the nature of works and also on the nature of funds and other resources available. Committees consisting of teaching and nonteaching staff are formed for supervising the conduct of maintenance works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.prnsscollege.ac.in/facilities.ph p

#### 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

1077

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

Ш		
_		

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)	<u>View File</u>

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

335

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

335

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)	<u>View File</u>

### **5.1.5 - The Institution has a transparent** mechanism for timely redressal of student

A. All of the above

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

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	<u>View File</u>
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

0

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

#### 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

137

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

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

- 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.

0

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 univer sity/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Students contribution to the academic and administrative activities of the institution are ensured through representation in various committees like IQAC, AntiRagging committee, Anti ragging squad, NSS advisory board, Book club, Tourism club, Nature club, arts forum, hostel committees (men and women).

In Every year Student council/college union is constituted as per the Kannur university statutes and affiliated to kannur University union. The office bearers are elected through parliamentary mode of election. The principal of the college is the President of the student council. The other office bearers are the chairperson, vice chairperson, the secretary, the joint secretary, two councillors to the university union, the secretary fine arts , the student editor of the college magazine, the general captain(sports and games), the staff advisor nominated by the president in consultation with the union(with no vote), the secretary of each of the various core subjects association, one representative each of I year UG, II year UG and III year UG elected by the students of respective classes, one PG representative elected by the PG students. The vice chairperson ship and joint secretary ship are reserved for ladies. The major objectives of the union are to train the students of the college in the duties responsibilities and rights of citizenship, to promote opportunities for the development of character leadership, efficiency, knowledge and spirit of service among the students, to organize debates, seminars, work squads and similar other activities, to encourage sports, arts and other cultural, educational and recreational activities to work for the general welfare of the student community. Activities considered relevant to promote the spirit of fellowship and selfless service among the students are regularly organized. the student council/college union. But this academic year College union election is not conducted in the campus due to covid pandemic.

File Description	Documents
Paste link for additional information	https://www.prnsscollege.ac.in/union.php
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)

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# **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution** participated during the year

53

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

There is no registered Alumni Association in the College. But all the Department Alumniareactively functioning in the College.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	<u>View File</u>

# 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

Our college has the vision and mission as below and the governance of the institution is reflective of and in tune with the same.

## Vision

To Excel in Quality and to Ensure Equity in the Filed of Higher Education

### Mission

- To cater to the needs and aspirations of higher education in a just and equitable manner.
- To produce and disseminate critical knowledge and scientific wisdom.
- To fulfill the pedagogic needs of the region.
- To recognise and promote latent talents and special skill of students.
- To consistently aim for quality and uncompromised enquiry.
- To uphold demoratic and multicultural values as the basis of higher education.
- To serve the national vision and aspirations from a regional platform.

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

# 6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization: The NSS management has a well structured educational system and work with a long term vision in enhancing the quality of the educational institutions under its management. Principal leads the institution with the assistance of College Council. The college council frames academic policies and programmes based on the existing rules and regulations. The Principal with the approval of the college council incorporates the plans into the institutional plan. The HOD's take a lead role in the administration of the department. Major responsibility to implement those plans is entrusted to the HODs who execute them with the cooperation of members of the department. The council nominates

the members to various committees. The important committees are

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IQAC, Research cell, Library advisory committee, Tutorial committee and the Internal

assessment committee. The IQAC plays a key role in formulating and implementing quality enhancement measures. It designs the college academic calendar and also schedules the curricular activities. Departments prepare departmental calendar in tune with the college calendar. Research committee coordinates the research

activities of faculty and students. Library advisory committee formulates the rules and regulations of the library in tune with the prevailing rules of

University and government. Tutorial committee monitors the tutorial classes conducted by tutors of each class and give directions for its effective implementation. Internal assessment committee redresses the grievances of students on internal evaluation. The Principal is the administrative head of the institution and monitors the administrative work. The office is headed by a

Senior Superintendent and includes the head accountant, clerks, typists and last grade staff. Permanent committees like Grievance redressel cell, Election

committee, Admission committee, Antiragging and ethics committee, Discipline and Student Affairs committee and Purchase committee supports the

administrative functioning. In financial matters Principal is the prime authority and is wholly responsible in sanctioning and utilizing the funds.

Financial sources to the college include The Kerala Govt., UGC, RUSA,

University, NSS management and college level organizations like PTA, Alumni association. The recommendations of the college council, IQAC, purchase committee and infra structural committee are taken into account for the utilization of funds. Participative management is promoted at all levels. The

NSS management gives functional autonomy to the institution. The Management

Council, Academic Council, Faculty Council and Student Council ensure that the students and the faculty are constantly involved in

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the day today functioning of the institution. Principal is the primary authority in controlling the academic and administrative matters. Principal delegates duties and responsibilities to HODs and to various committees for the effective execution of work. Cocurricular and extracurricular activities are coordinated autonomously by the faculty members with the assistance of the student representatives, in consultation with the Principal under the auspices of

various organizations like College Union, NSS and NCC and clubs like Nature club, tourism club, Women's cell etc.

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

# 6.2 - Strategy Development and Deployment

# 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Following Quality improvement strategies are adopted by the institution

Industry Interaction / Collaboration

The 'Entrepreneurship Development Club 'of the institution makes regular visit to industries. Study tours / industrial visits are carried out to provide practical experience to the students. Students are given opportunities to meet and interact with the practitioners in order to bridge the gap between theory and practice and provide handson experience and exposure to industry/ agency culture..

# Admission of Students

The college meticulously follows the admission criteria laid down by Kannur University and has a legitimate and well organized procedure for admitting the first year UG and PG students through their Centralized Admission Process (CAP). The admission is via single window system. The admission nodal officer of the college monitors the admission process in tune with the procedural formalities of the University. A committee of all HODs monitors the admission procedure. Curriculum Development

IQAC collects feedback on curriculum from final year students annually and the analysis of student feedback is brought under the Board Of Studies of University. 15 faculty members are included in the BOS of respective discipline and has participated in curriculum related workshops and seminars. Each department has a departmental club which conducts both curricular and cocurricular activities to enrich the syllabus content. International and National seminars and academic extension activities are conducted for curriculum enrichment. As a part of curriculum enrichment institution has introduced 2 certificate and 2 diploma courses during this academic year..

# Teaching and Learning

Learner centric approach is adopted. Weekly tutorial meetings, mentoring, peer teaching and remedial teaching is employed to make teachinglearning more effective. Enrichment of teaching learning process is ensured by conducting seminars, workshops etc and using ICT enabled techniques. Novel learning experiences provided to students through field work, data collection and analysis and integrating group projects into learning programmes. IQAC conducts academic auditing annually to ensure the quality of teaching learning and evaluation process. IQAC regularly conducts annual student feedback which helps the teachers to improve their teaching methods in accordance with the student's expectations.

### Examination and Evaluation

The institution conducts mid semester and model exams regularly in the university format. The end semester examination is conducted by the university. Besides various techniques like class tests, online exams, open book examinations, quizzes, home assignments, question answer and problem solving sessions are also used for evaluation. The internal assessment of the students is done strictly based on the criteria stipulated by the university. The Grievance Redressal Cell of the institution provides the students an opportunity to redress their grievances, if any. This provides transparency and accountability to the evaluation processes.

### Research and Development

All efforts are taken to inculcate a research culture in the institution under the guidance of Research cell. Procurement of research grants from agencies like UGC, DBT, KSCSTE etc is also promoted by Research cell. 6 faculty members are approved research guides of Kannur University. 3 teachers have been deputed for

research under FDP in the assessment year. Consultation for PG projects to students of various institutions is offered by various departments. Various faculty members have attended in 31 International/ National seminars/ workshops. 31 papers were presented by faculty members and 5 teachers acted as resource persons in various seminars. The institution has signed MoU with one institution for research collaboration during this academic year. One faculty acted as visiting scientist at INSA.

Library, ICT and Physical Infrastructure / Instrumentation

Library: The library committee constituted by college council frames the operational strategy of the functioning of central library. The central library is automated and updation is done annually. Library has OPAC facility and ensures access to online journals and books using NLIST. ICT: ICT cell plans and monitors the implementation of ICT enabled techniques as an integral part of teaching and learning. Projectors and laptops made available in all departments. Computer lab is upgraded with facilities to conduct online exams for 24 students at a time. Online courses are also promoted by ICT cell. Physical infrastructure: IQAC and infrastructure committee ensures the upgradation of infrastructure facilities in the institution by timely submitting the proposals to management and other funding agencies. Human Resource Management

The newly recruited faculty members are given proper orientation in teaching, mentoring and evaluation methods by the IQAC. Teaching and nonteaching faculty are encouraged to attend inservice training programmes, orientation and refresher programmes in order to update their knowledge for effective transaction of the curriculum. Faculty members are entrusted with duties as conveners or members of various committees in which they are interested so that they get an opportunity to develop, execute their ideas and utilise their potentialities. The students are also encouraged to participate in various curricular and extracurricular activities organized by the institution through the various college and department level clubs to get an opportunity to develop their latent talents.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Principal in coordinates the academic and administrative activities as pervthe instructions of NSS central committee.. The college has a statutory council headed by the Principal and represented by HODs, two elected representatives of teachers, superintendent of the administrative office and the librarian and meets at regular intervals to plan and review the functioning of the college. The college level programmes are organized by various cells and forums as per the recommendations of the college council. IQAC ensures the excellence of the institution by the enhancement and sustenance of quality..dministrative functioning of the college is headed by Principal with the help of administrative staff. College office is fully automated. Students' database and attendance is maintained using ecollege solutions software. Salary of teaching and nonteaching staff is disbursed online by SPARK software of Govt. of Kerala. All correspondence to our higher authorities of University, UGC and government are through emails. Government/ University/ University orders and circulars are received through mails only. All types of administrative and academic reports to higher authorities are submitted online.

he college follows a well defined financial policy. Since our college is under the corporate management of NSS,

the annual planning and budgeting towards infrastructural development comes under the annual budget of NSS itself. Other financial resources are mainly available from Government, UGC and PTA. The HODs submit their requirements and are prioritized by the concerned committees (purchase, library, UGC cell, PTA executive etc.) and then recommended and forwarded by the college council to the planning board for ratification. Audited statements and utilization certificates are submitted to the concerned agencies by the Principals office in time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

# 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 interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e- governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

# **6.3 - Faculty Empowerment Strategies**

- 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff
- 1. Has a canteen which provides brakfast, lunch , tea and snacks at subsidised rate. and cooperative store provides stationery items at subsidised rate.
- 2.PF, ESI etc provides loan facilities for teaching and non teaching staffwith nominal interest
- 3.Casual Leave(CL) 4 Emergency Leave(XL) 5 Earned Leave(EL) 6 Vacation for Teaching and non-teaching staff

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

- 6.3.2 Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year
- 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

nil

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

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

3

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)	<u>View File</u>

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

### 26

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)	<u>View File</u>

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

The performance of the faculty is evaluated based academic and Professional development, research contributions and involvement in co-curricular activities are self-assessed by each teacher at the end of every academic year in the prescribed Annual Performance Appraisal Report (APAR) prescribed by the UGC regulation 2018. The submitted APAR of is verified and assessed by the concerned head of the Department and it is approved by the principal. An annual academic audit is carried out at Department levels by subject experts from outside institutions. The assessment of teaching and learning processes and student satisfaction are carried out by collecting feedback from all the stakeholders of the College. The Internal Quality Assurance Cell is to consolidated the data and intimate the teacher through the principal. In addition with this teachers maintain a work diary for mentioning all the academic activities systematically with the view of improving their performance.

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

# 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

Internal audit is done by the competent chartered accountant of NSS headquarters. External auditing is done by Government agencies Deputy director of Collegiate Education (DDCE) office, Kozhikode and Auditor General (AG) office, Thiruvananthapuram. Internal audit is done every year and audit by DDCE and AG's office are done on the retirement of a Principal or within two or three years whichever is the earliest. Audit of PTA fund generated internally is audited by faculty members of commerce department.

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

# 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)

### 29.9695

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)	<u>View File</u>

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

The college, being a government aided college, receives funds from agencies like UGC and RUSA, and also from the Management, PTA and grants and scholarships from State and Central government.

Utilization of Funds A purchase committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are scrutinized by the purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. based on the recommendation of this committee the principal, ensure that the expenditure lies within the allotted

# budget.

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

# 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

The IQAC has immensely contributed in the implementation of quality assurance strategies in the institution. The details are given below

- IQAC meets regularly to discuss, suggest, evaluate and implement quality enrichment initiatives.
- IQAC Organise various programme academics and training programmes
- IQAC prepares- Annual Quality Assurance Report (AQAR) ,
- Prepares Self-Study Reports of various accreditation bodies like NAAC, NIRF etc.
- IQAC involves in connection with the preparation of Annual Performance Assessment Report (APAR) for Career Advancement Scheme (CAS) for teachers.
- IQAC involves to collect feedback from all the Stakeholders,
   Action Taken Reports and New Programmes as per National
   Missions and Govt. Policies
- IQAC works on Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.

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

The IQAC improves the teaching-learning process through standard academic practices, these academic practices include: Preparation

Academic Calendar, Preparation of Nominal roll and Attendance Sheets, Choice of Electives courses, Timetable preparation, Mentor-Mentee distribution, Course Delivery (both online / offline class), Conduction of Seminar, Projects, Industrial visit, Setting up of question paper for model examination, Conduction of internal examinations and Evaluation of answer scripts and Invited Lectures etc. The Academic Calendar is prepared before the beginning of every academic year and it is strictly followed. All the newly admitted students have to compulsorily attend the Orientation Programme organised by IQAC in which they are made aware the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. Based on feedback received from all the stakeholders, various innovative activities and reforms were introduced.

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)

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

### 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
- 1.Constituted Gender sensitisation and Women's Grievance redressal cell in the institution. The cell organises awareness campaigns and programmes to sensitize students on gender equity
- 2. 50% of seats in college union elections reserved for girls to ensure equal participation of girl students in college union activities
- 3. Students are provided equal oppurtunities irrespective of their gender in curricular, extracurricular and cocurricular activities in the college
- 4. Male and female NSS volunteers were deputed for covid duty at international airport and quarantine centres
- 5. International Women's day celebrated and a panel discussion on health issues in women conducted by NSS
- 6.Girl child day was celebrated and webinar on Child Sexual Abuse and POCSO Act 2012 was organised by NSS as a part of Rakshin Project.
- 7. A webinar on fundamental rights was conducted by NSS
- 8. Webinar on sex education was organised by NCC
- 9. CCTV cameras installed in corridors for security

# 10. Separate rest roomfor girls

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 Sensorbased energy conservation Use of LED bulbs/power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
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

# Solid waste management:

- Separate bins maintained to seggregate plastic and non plastic waste
- Plastic waste handed over to Mattannur Muncipality for recycling
- Pipe composts maintained near every block to manage food waste
- Bio gas plant functioning to manage food waste from canteen

Liquid waste management: Waste water pits maintained

E-waste management: The institutions policy is to minimise e-waste by maintainance and upgradation of computers and accessories. E-

waste due to irrepairable hardwares are collected and handed over to Mattannur Muncipality for effective disposal

Bio medical waste management: Incinerators installed in girls toilets for effective disposal of sanitary napkins

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	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:
- B. Any 3 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 with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	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

C. Any 2 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	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information:

Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 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).
  - Celebration of fetivals: Festivals like Onam, Christmas, Holi, Ramzan are celebrated in the campus which inculcates values like love, unity and integrity among students and staff from diverse cultural, regional, linguistic, communal and socioeconomic backgrounds
  - Helping hands to needy during pandemic: NCC volunteers
    pactively participated in setting up of first line treatement
    centre for COVID treatment. they also produced and distributed
    masks and sanitisers to the needy. NSS volunteers were deputed
    for covid duty at Kannur international airport and quarantine
    centers. These activities have highly motivated the students
    and helped in inculcating tolerance and harmony towards
    socioeconomic diversities
  - Food ditribution at orphanages, old age home and hospitals: The NCC volunteers collected and diastributed food for needy at orphanaged, old age homes and hospitals. This initiative helpedto sensitize the students to the socio-economic diversity prevailing in the society and also helped in inculcating a sense of love, care and sharing for the poor and downtrodden
  - Celebration of reading day: Reading day was observed ,webinar and discussions held to sensitize the students to linguistic diversities
  - Farmers day celebrated
  - International labour day observed

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

Republic day and Independence day celebrated

A webinar on fundamental rights was conducted by NSS

A webinar on the topic "Unknown pages of the Freedom Struggle" by NSS and History department

International Peace Day celebrated

International day of older persons observed

Blood donation camps organised

NSS and NCC volunteers deputed for covid duty

Interaction with Smt.K.K.ShylajaTeacher, Hon. Health Minister of Kerala who spokeabout the plight of cancer patients during the covid 19 pandemic.

National science day celebrated -helps to develop scientific temper and critical thinking

World environment day celebrated - sapplings planted

Gandhijayanthi observed- Clealiness campaign organised

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution celebrated / observed the following days of importance

International Commemorative days

World evironment day 05-06-2020: Webinar on 'Biodiversity held-Plantingoftree saplings -cleaningthe premises of Sub treasuryoffice Mattanur. done

International Yoga Day21-06-2020:n Online Yoga Class -YOGA THON. One week online training on different asanas was conducted in continuation

International Day against Drug Abuse26-06-2020: Online interaction withCivil Excise Officer held ,logo designing contest ,essay writing competition, elocution competition conducted

World Nature Conservation Day. 28-07-2020

International youth Day 12-08-2020

International Doctors day 01-07-2020

International Peace Day 21-09-2020

Ozone Day 16-09-2020

World cancer Day 4-2-2021

International women's day 08-03-2020

National Commemorative Days/Events

Kargil Victory Day26-07-2020: Online interaction with NSG Commando Shauryachakra Maneesh PV Sab held ,,

Independence Day 15-08-2020

Teachers day 05-09-2020:,

NSS Day 24-09-2020

Gandhi jayanthi 2-10-2020,

Children's day 14-11-2020

NCC day 22-11-2020,

Constitution day 26-11-2020,

Army Day 15-01-21,

Republic day 26-01-2021

National Science Day 28-2-2021

Festivals celebrated

Onam festival 22-08-2020 to 31-08-2020

Christmas 25th December

Holi 29-03-2021

eid ul fitr 12-5-21

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 I • Title : Nurturing Environmental Consciousness •

Goal: To inculcate sense of commitment and responsibility to protect the environment. and respect nature

The Context: In a campus sprawling across 105 acres, the need to preserve the fauna and flora, conservation of water, energy, soil etc. will guarantee the foundation for a sustainable environment. The Practice: Institute has a Systematic waste disposal mechaism, Green Audit, and Biodiversity audit are conducted annually. Rs 10 lakhs is earmarked for the proposed solar power plant of 10KW under RUSA 2.0 Project..Rainwater harvesting tanks, 'Butterfly, 'Medicinal Plant Garden' and 'Mango Germplasm' maintained in the campus.

IITitle :Fostering a culture of philanthropy •

Goal: The aim is toreinforce formal curricular transactions with service, extension andvolunteering activities to make the learning process active, inclusive and socially oriented. •

The Context :Oriention towards voluntary activity aimed at social service is necessary for the students to understand the social relevance of content being taught in class rooms. The Practice: Student volunteers participated in various extension activities like covid response, helping the needy during lockdown, building home for homeless, visiting old age homes etc.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

# 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

Envisioned by the illustrious leader, social reformer, and great educationist Padmabooshan Sri. Mannathu Padmanabhan and named after the great patriot, Sri. Kerala Varma Pazhassi Raja, Pazhassi Raja

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N.S.S. Collegewhich began as a junior college in 1964. , is now one of the most prominent among the several educational institutions of Nair Service Society (N.S.S), This College is the fulfillment of the long cherished aspirations of the socially and educationally backward people on the eastern provinces of Kannur district. During the initial period of its establishment this was the only higher education institution that accomplished its vision of fulfilling the requirements of higher education of the people in the neighbouring villages. True to its vision, the college aims at ensuring equity by providing quality education to students from diverse socioeconomic backgrounds. Catering to the pedagogic needs and objectives of the region, our equitable educational system seeks to redress the socioeconomic inequalities and to ensure social inclusion and socioeconomic mobility. In addition to academic achievements, the college has a unique reputation in arts, sports and games. The college has been making its mark in the University, InterUniversity Youth Festivals, University Inter University sports and games tournaments for several years.

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

- Improve infrastructure of the college by procuring fund
- Enhance reserach activities and academic collaborations with other reputed institutions
- Empower girl students with entrepreneur skill development programmes