



# **SELF STUDY REPORT**

**FOR**

**4<sup>th</sup> CYCLE OF ACCREDITATION**

**NIRMALA COLLEGE**

**NIRMALA COLLEGE, MUVATTUPUZHA P O ERNAKULAM DISTRICT KERALA**

**686661**

**686661**

**nirmalacollege.ac.in**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2020**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

Established in 1953, Nirmala College, Muvattupuzha is a first-grade college affiliated to Mahatma Gandhi University, Kottayam. It is a Minority Christian institution governed and managed by the Corporate Educational Agency, Syrian Catholic Diocese of Kothamangalam.

The college is known for its high academic standards, and the students bag university ranks on a continuous basis. The college offers **17 UG** and **14 PG** programmes in addition to 11 UG and 4 PG programmes offered by the IGNOU Study Centre on the campus. The college offers **Ph.D. programmes in Seven disciplines**. Till now **55 Ph.Ds.** have been awarded, and **63 students** have been pursuing their doctoral studies currently. Out of 65 permanent faculty, 36 are Ph.D. holders.

The college was ranked on the 91st position in the **NIRF rankings 2017 by the MHRD, Government of India** and is also bestowed with the prestigious '**Star College**' status by the **DBT, government of India**. All Science departments of the college are supported by the **DST FIST scheme**. The college has received funds and grants from funding agencies like **UGC, ICSSR, DST, DBT, KSCSTE, KSBB, etc.**

The college was shortlisted in the **National-level Swachhta Ranking in 2017 and 2019** for inspection. The initiatives of the college got reflected in the **Swachh Campus Report of MHRD in 2019**. The college also partners with MHRD in programmes like **Unnat Bharat Abhiyan, Institution Innovation Council, Social Media Champion, Ek Bharat Sresht Bharat**, etc. The college was sanctioned **Rs. 2 crore** for infrastructure development under **RUSA** in 2018.

The campus is adorned by lush greenery and has about **53 acres** of land with state of art facilities for a constructive learning experience. Around 1.175 acres of land are set apart for the greening efforts like **botanical garden, herbal garden, spices garden, bio-diversity garden, vegetable garden, mushroom house** etc.

The infrastructural facilities include **57 ICT** enabled class rooms, **20 seminar halls, digital theatre, video conferencing hall, 10 well equipped laboratories, Nano Science Research Lab, language lab, 4 computer labs, digital library**, etc. The college library has **80052 books** as of now.

Watch College Video: <https://www.youtube.com/watch?v=fgwuoXv6Oy8>

### Vision

Though it is a Christian minority institution, the college was founded to cater to the educational needs of the region without any discrimination against other social segments. The college seeks to serve certain important social ideals. These include the inculcation of spiritual and moral values in students and imparting training in socially productive sectors intended to mould them socially responsible citizens. The specific vision of the college is '*Academic excellence with integrity of character.*'

The institution endeavours to help the youth to grow up competent, responsible and mature individuals with

strength of character, moral uprightness and courage of conviction, imbued with qualities of the head and the heart.

The values which guide us at Nirmala College are: *Faith in God, Integrity of Character; Social Commitment and Pursuit of Excellence*. The college believes that the integral development of an individual is attained through academic excellence and professional competence, personal, interpersonal and societal skills. The college continues its service to the nation with a firm determination that any student who enters the portals of the college shall never fail in practical life.

### Mission

The mission of the college is “Integral development of human personality based on Christian ideals”. The motto of the college is “*Fear of God is the beginning of wisdom.*” The College upholds the principle “*knowledge without character is dangerous; head without heart is worthless.*” With this outlook, the institution is committed to accomplish the following objectives:

1. Enable students to pursue knowledge with an insatiable thirst, discipline them to harness their energy for creative purposes, make them physically and mentally fit and competent for a career and equip them to be self-supportive in life.
2. Foster feelings of love, compassion and tolerance towards all and enable them to fight against all social evils. Encourage healthy interaction so that they place the common good of a larger community above their personal interests.
3. Induce patriotic fervour and an unflinching pride in the national heritage and inculcate qualities of enlightened leadership, so that they become responsible citizens and good leaders of tomorrow.
4. Encourage art, music, dramatics and other forms of creativity inherent in students, make them honour the dignity of labour and encourage service activities and extension programmes.
5. Promote healthy staff-student relationship and instil in them love and respect towards their parents, elders, people of authority and everyone worthy of respect.

The institution is committed to do maximum justice to its declared objectives through all its curricular and co-curricular activities.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Started in 1953, Nirmala College is one of the oldest institutions in the central part of the state and the **goodwill** acquired by the college over the years is a permanent strength.
- The college has a **well efficient** and visionary **management**.
- The college offers career and job oriented **new-generation courses like MTTM, MHRM, MCA, B.Voc etc.**
- The institution has a very vibrant and **academically oriented faculty and quality students**. The college has been bagging **University Ranks** on a continuous basis. The enrolment ratio is above **90%**.
- The college has **Seven** research centres and **55 students** have acquired their PhDs till date. Currently **63 doctoral students** are on the roll.
- The science departments are **DST-FIST** supported and the college has **DBT STAR** status.

- **The college has Nano Science Research Lab, language lab, digital theatre 4 computer labs and video conferencing facility.**
- The college supports **machine and software based learning**. The **student computer ratio is less than seven**.
- The college has a full automated management information system called **“Total Campus Solutions”**.
- The students extensively make use of the services offered by the **Nirmala E-learning Centre**. A good number of students get enrolled in MOOC courses offered by **EdX, Stanford Online, NPTEL**, etc.
- **Nirmala Civil Service Academy and Nirmala Centre for Competitive Studies (NCCS)** help the students to achieve their professional dreams. In addition to this, job oriented add-on courses and certificate courses are also offered.
- The college has an android app **‘CamPulse’** to disseminate information to the student community instantaneously.
- The college has institutional subscription to **plagiarism software WhiteSmoke**.
- The college has provided digital infrastructure for **differently-abled** students.
- The **alumni** of the college serve in various capacities as judges, academics, journalists, civil servants, writers, activists, political leaders and social workers.
- **Two blocks of the college** now completely depend on **solar power** for the energy requirements.
- The college also takes part in **Unnat Bharath Abhiyan programme of MHRD**.
- The college constantly engages in community linkage programmes through **Nirmala Hastham**.

### **Institutional Weakness**

- The college often loses working days due to natural calamities. Such losses are compensated by taking extra classes on holidays.
- Since the college is an affiliated college, it lacks freedom in the design of the curriculum.
- Though it is an aided institution, the amount granted by the government is insufficient.
- Another weakness is the delayed sanctioning of permanent teaching positions by the government.
- The faculty are yet to provide consultancy services and earn consultancy income.
- The college faces difficulty in getting new programmes in the aided stream due to government policies.
- The ICT capabilities of non-teaching staff are not the best.
- The college doesn't have a Multi-purpose Indoor Sports Complex.
- The socio-economic backwardness of the students affects their learning.

### **Institutional Opportunity**

- More equipped Electronic Media Production Centre (EMPC) can be created to expand the functions of E-learning centre.
- Autonomous college status can be obtained.
- Entrepreneurial activities can be fostered through collaborations with Kerala Start Up Mission.
- The college expects higher enrolment in MOOC courses in the coming years.
- Certificate courses shall be upgraded into diploma courses.
- The research output shall be enhanced through more research projects and publications.
- The college shall initiate foreign collaborations through international student & faculty exchange programmes.

## Institutional Challenge

- Fewer number of working days on account of natural calamities.
- Fund mobilisation for the development of the institution is difficult.
- Delayed faculty fixation in newly granted programmes reduces the number of permanent faculty members.
- Delay in sanctioning of administrative posts by the government is another hurdle.
- Career concerns, peer-pressure and parental pressure influence academic performance of the students.
- Inadequacy of time to offer and run new certificate programmes.
- Higher studies aspirations of students reduce the number of in-house placements.
- The full potential of Alumni is yet to be tapped.
- CBCS system increased the administrative workload of the teachers which will eventually affect the quality of teaching.
- The students coming from rural areas lack proper communication skills.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The college has devised its own mechanism for the effective implementation and delivery of the curriculum with strict adherence to the University CBCS regulations. The conscious and strategic decisions of the college with regard to academic flexibility and curriculum enrichment, have made it an academic destination of both students and teachers of the state. All programmes have well spelt out POs, PSOs and COs.

- During the assessment period, the college introduced *five academic programmes (two PhD programmes, two PG programmes and one UGC sponsored B.Voc programme)* and *485 new courses*.
- The management is pro-active in bringing new generation programmes and providing the students advanced platforms for learning. The college also has introduced *24 new certificate programmes* focusing on the employability and skill development of the students. *Nearly 2,300 students* have enrolled in such courses during the assessment period.
- The students at UG level can choose an *Open Course* from other disciplines and *Elective Courses* are available in all programmes. The UG students have to undergo a *compulsory course in Environment and Human Rights*.
- The IQAC monitors the curriculum planning infrastructure of the college through a well-documented procedure which involves *strategic plan, university academic calendar, academic calendar of the college, departmental academic plans, college hand book, virtual learning platform, departmental advisory committee, course plan, course file, outcome assessment sheet, result analysis, open house, online student feedback system, 360 degree feedback on curriculum*, etc.
- The college also offers *54 value added courses* to inculcate value orientation, gender sensitivity, environment consciousness and social responsiveness among the students.
- As part of the curriculum enrichment, the college has collaborations with reputed institutions. The college conducts *Additional Skill Acquisition Programme(ASAP)* that offers communication and life skill courses to the students. All the programmes have practical components such as *internship or field project or field visit*.
- The *feedback committee of IQAC* discusses the curriculum feedback taken from the stakeholders. *The collective opinion* on the curriculum is communicated to the University through the teachers of the college who are members in the *Board of Studies of the University*.

## Teaching-learning and Evaluation

The teaching-learning and evaluation system in the college warrants the creation of desirable graduate attributes and outcomes that are essential for the overall development of the students.

- The admission process is done through the *Centralised Allotment Process (CAP)*.
- The college is one of the most *sought after higher education institutions* in the state and it is very much evident in the *demand ratio of the programmes*.
- The average enrolment percentage during the assessment period is *above 90%*.
- The management takes extra care in fast filling of the vacant teaching positions to maintain a decent student-teacher ratio.
- The average teaching experience of the college is *11.58 years*.
- The *mentoring policy of the IQAC* ensures that all full time teachers are engaged in the mentoring activity.
- Since the students are heterogeneous in terms of their learning levels and socio-cultural background, the college adopts multiple assessment and learning strategies like *Post Admission Test, Online Quiz, Walk With a Scholar (WWS) Programme, Student Support Programme (SSP), Additional Skill Acquisition Programme (ASAP), Spytis Projects, remedial classes* etc.
- Some departments also offer *bridge courses* to fill the knowledge gaps of students having lesser exposure than advanced students. At the same time, advanced learners get academic motivation to register for courses offered *in international platforms and leading higher educations of national repute*.
- The faculty extensively use *Moodle, Google Class Room, Edmodo, Kahoot Quiz, Google Studio, Google Meet, Google Sheets, etc* to deliver the course content and for the evaluation purpose.
- The average percentage of full time teachers against *sanctioned posts is 100%* and more than *30% of full time teachers have PhD* as their highest qualification.
- The internal assessment is done based on *student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (test papers)*.
- The institution has a *Three Tier Grievance Redressal Mechanism* with two levels at the college and upper level at the university.
- *Result Analysis* is done every year both at department level and college level and the results in external evaluation have been improving over the years. *The current year pass percentage stood at 85%*.

## Research, Innovations and Extension

Nirmala College has given equal importance to research, innovation and extension activities along with teaching and learning.

- The college offers *Ph.D. programmes in seven disciplines including Malayalam, Hindi, Commerce, Chemistry, English, Zoology and Statistics*.
- As many as *55 research scholars* have so far, been awarded *Ph.Ds*.
- *63 doctoral students* have been pursuing their PhD currently.
- During the assessment period college received *186 lakhs* as research grant from funding agencies. The college has *Star College status accorded by the DBT*. Many students got financial support under *SPYTiS scheme of KSCSTE*.
- As many as *42 research projects* have been completed/ongoing during the assessment period.

- The college has been successfully publishing a *bi-annual research journal “Science and Society”* for the last 15 years.
- The college has a *MHRD recognised Institution Innovation Council* and the activities of ED club, Idea Lab and IPR cell were brought under its ambit. It also participated in the *Smart India Hackathon and ARIIA 2019*.
- The council in association with the Department of Physics provides training on advanced technologies like *Artificial Intelligence (AI), robotics and solar powered LED assembly*. *“Meet the experts” program is an industry-academia initiative* conducted by the college in which experts from various industries are invited to interact with the students.
- Nearly *150 seminars and lectures* were organised during the last five years.
- The faculty has published *142 research papers in UGC CARE list journals and 204 papers in edited books with ISBN number*.
- The college has a well-defined *Research Policy and Code of Ethics formulated by the Research Cell* which acts as the guiding tool and driving force.
- The college has a mega extension scheme *“Nirmala Hastham”* including tribal care, social care, environment education, etc. The college has received *12 awards* for its extension activities during the assessment period.
- The college has adopted five villages under *Unnat Bharat Abhyan of MHRD*.
- The college has *14 functional MoUs* with reputed institutions and *49 linkage programmes* for student exchange, internship, field trip, etc.

### Infrastructure and Learning Resources

The college is located on a calm and quiet *53-acre campus* and the location facilitates ease of access to both the students and faculty.

- The college has *86 class rooms are spread over six blocks*. All the class rooms are Wifi/Lan facilities.
- There are *10 laboratories* and all are equipped with modern equipments.
- *Advanced Nano-science lab and Molecular Studies Lab* facilitate research initiatives in Physics and Botany.
- As much as *42% of the annual budget allocation* is meant for infrastructure augmentation.
- The college has *395 computers* and the student computer ratio is *7.13*.
- The college has a *sports hostel, cricket ground, playground for football, basketball court, shuttle badminton court, multi-purpose synthetic stadium* and spaces for indoor games. A *Yoga Training Centre* is also functioning in the college.
- The college has *four well equipped auditoriums* out of which one is fully air-conditioned.
- The college has *98 seats digital theatre, campus radio, sound recording studio*, etc.
- The Golden Jubilee Memorial Library has three floors with a total area of 1517.04 sq.m with more than *80,000 books*. The library is fully automated with LIBSOFT and KOHA user softwares.
- The library provides remote access to e-resources through its digital library wing called *Nirmala College Digital Library*. The e-resources are mainly accessed through the platform of *INFLIBNET, DELNET, e-shodhsindhu, etc*. Nearly *Rs.12,00,000/-* is spent annually for the purchase of books and journals. The library functions from 8.00 a.m. to 6.00 p.m.
- The college has well established systems and procedures like *planning board, Library Committee, building committee, purchase committee and others for monitoring and maintaining* the physical infrastructure of the college.

## Student Support and Progression

The college believes that the *institution brand equity* is mainly generated by the quality, progression and success of its students. Therefore, the college takes many proactive steps to help the students in their academic and other endeavours.

- On an average **59% of the students get scholarships and free ships** from the government and **13% from non-government agencies**.
- The college gives special focus on coaching for competitive examinations, career counseling, soft skill development, remedial teaching, bridge courses and personal counseling.
- It also has facilities like **language lab and yoga practicing centre**.
- It has a well-established **Nirmala Institute for Competitive Studies** for giving coaching classes for competitive examinations like Bank Tests and UGC-NET. It also has "**Nirmala Civil Service Academy**" to the benefit of the civil service aspirants.
- **Vocational training** is also given to 37% of students.
- Effective grievance redressal mechanism is in place. **18% of outgoing students get placed and the other 30% goes to higher studies as well**. Some of them get qualified in prestigious competitive examinations like NET, CAT etc.
- The student affairs are conducted strictly in accordance with the spirit of democracy. The elected college union takes lead in organising various cultural and sports events on the campus. **IQAC has student representative member**.
- College union organises celebrations of local and national days to develop a **spirit of patriotism**.
- Some students win national and international recognition in arts and sports.
- The institution does have a **vibrant registered alumni association** which contributed liberally to the development of the institution in the form of arranging scholarships to the students, organising lectures, donation of books to the library and furnishing the Alumni hall of the college.
- Departments have alumni meeting every year in addition to the **mega alumni meeting of the college** which is organised on **second Saturday of January** every year.
- The alumni association has a separate website ([www.nirmalaalumni.org](http://www.nirmalaalumni.org)) and the association publishes an **annual newsletter**.
- The alumni association has instituted an **alumni lecture series in 2016 and 11 scholarships**.
- Alumni contributed **Rs. 31,39,377** over the last five years.

## Governance, Leadership and Management

The Managing Board is the apex body with regard to the matters in policy making. Further, Staff Council and IQAC take care to see that the vision and mission of the college are fulfilled. The college ensures decentralisation and participative management at every realm. The heads of departments are given full freedom in managing their own affairs.

- **A strategic plan** for three years is prepared and academic calendar is prepared in tune with the strategic plan. The assessment period covers **two strategic plans**.
- The college received grants from non-government bodies to the tune of **Rs. 78,00,000/-** over a period of past five years.
- **E-governance** measures are adopted in admission, fee **collection, attendance registry, internal marks processing** and many others. The office is increasingly becoming paperless.
- The management adopts effective welfare measures for the staff in the form of timely financial



assistance and loan facility from EPF and *staff co-operative society*.

- The inclusive and participatory approach promotes an environment of solidarity and mutual respect which ensure smooth functioning and growth of the institution. The college has various statutory and non-statutory committees such as *IIC, Grievance Redressal Committee, Anti-Ragging Committee, Minority Cell, OBC cell*, etc.
- The institution has multiple tier performance evaluation system including *teacher performance record, evaluation by management, staff evaluation by HoD, peer evaluation*, etc.
- On an average *20 professional development or administrative programmes* are organised for teaching and non-teaching staff.
- The IQAC conducts *Academic and Administrative Audit every year. Gender Audit Practice* was initiated in 2018-19.
- The institution has a *vibrant IQAC* which initiates many innovative practices and reviews the teaching-learning process at periodic intervals. On an average 40 quality initiatives are made by the IQAC annually.
- Due to the effective functioning of the IQAC, significant contributions are made in the post accreditation period including the *NIRF Ranking, DBT Star College status, Participation in Swachhta Ranking, Institution Innovation Council, OBE implementation. Digi-Campus Initiative, Result Analysis, 360o curriculum feedback, Implementation of E-governance*, etc.
- The college receives grant-in-aid from the State Government. It is the beneficiary of funds under ‘*Rashtriya Uchchatar Shiksha Abhiyan*’ (RUSA) scheme.

### Institutional Values and Best Practices

The institutional values and best practices of the college are well aligned to the national policies and priorities. The college has institutionalised its community engagement programmes, environment and cleanliness initiatives and technology based learning practices in accordance with national missions such as *Social Responsibility of College Students, Swachhta Movement and Digital India Initiative* respectively.

- The institution’s performance in the domain of Swachhta movement is unique and the same is well reflected in the *MHRD Swachh Campus Report 2019*.
- The college got shortlisted in the *National Level Swachhta Rankings in 2017 and 2019* for inspection.
- During the assessment period *two green audits were completed in 2016-17 and 2018-19* to assess the performance of the college in green initiatives and to spread the message of environmental consciousness among students.
- In tune with *National Mission on Education through ICT*, the college has taken various initiatives to improve the *digital literacy and digital skills* of the students.
- The institution keeps social transformation and social justice well above the individual prosperity. Its community engagement programme “*Nirmala Hastham*” include *social care, tribal care, knowledge sharing, disaster management and social change* as its components.
- The campus is fully protected campus and there is 24 hours checking and *CCTV surveillance*.
- The college gives due emphasis on the development of marginalised sections of the society like women, Dalits, differently abled etc.
- The campus is *Divyanggan* friendly with the setting up of ramps, rails, rest rooms, common room and special toilets. Scribes are provided for the needy students.
- A *3R policy of reduce, recycle and reuse* is effectively adopted in the college.
- The college has spent nearly *Rs. 70 lakhs for green initiatives* during the last 5 years.
- *41 specific initiatives* were taken to address locational advantages and disadvantages. The number of

*local community engage programmes* initiated during the assessment *period is 64.*

- Annual academic and financial audits ensure transparency and accountability.
- There is **code of conduct** in place for faculty and students and the institution functions as per the professional code prescribed by the regulatory authorities.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	NIRMALA COLLEGE
Address	Nirmala College, Muvattupuzha P O Ernakulam District Kerala 686661
City	Muvattupuzha Ernakulam District
State	Kerala
Pin	686661
Website	<a href="http://nirmalacollege.ac.in">nirmalacollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	James Mathew	08078-168721	8078168721	0485-2836300	nirmalacollege@gmail.com
IQAC / CIQA coordinator	Sony Kuriakose	08113-980672	8113980672	0485-2832361	sony@nirmalacollege.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority Status.pdf</a>
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

<b>Establishment Details</b>	
Date of establishment of the college	17-06-1953

<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>		
State	University name	Document
Kerala	Mahatma Gandhi University	<a href="#">View Document</a>
Kerala	Mahatma Gandhi University	No File Found

<b>Details of UGC recognition</b>		
Under Section	Date	View Document
2f of UGC	05-11-1953	<a href="#">View Document</a>
12B of UGC	05-11-1953	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	
AICTE	<a href="#">View Document</a>	29-04-2019	12	

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1579092706.pdf</a>
If yes, has the College applied for availing the autonomous status?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	National Institutional Ranking Framework
Date of recognition	03-04-2017

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Nirmala College, Muvattupuzha P O Ernakulam District Kerala 686661	Rural	53	31164.89

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Communicative English	36	Plus Two	English	39	39
UG	BA,Hindi	36	Plus Two	Hindi	38	38
UG	BA,Malayalam	36	Plus Two	Malayalam	38	38
UG	BSc,Mathematics	36	Plus Two	English	70	70
UG	BSc,Physics	36	Plus Two	English	45	45
UG	BSc,Physics	36	Plus Two	English	30	30
UG	BSc,Chemistry	36	Plus Two	English	45	45
UG	BSc,Botany	36	Plus Two	English	45	45

UG	BSc,Zoology	36	Plus Two	English	40	40
UG	BA,Economics	36	Plus Two	English	70	70
UG	BCom,Commerce	36	Plus Two	English	64	64
UG	BCom,Commerce	36	Plus Two	English	38	38
UG	BCom,Commerce	36	Plus Two	English	64	64
UG	BCom,Commerce	36	Plus Two	English	64	64
UG	BVoc,Commerce	36	Plus Two	English	50	20
UG	BCA,Computer Science	36	Plus Two	English	70	66
UG	BTTM,Tourism Studies	36	Plus Two	English	50	50
PG	MA,English	24	Degree	English	19	19
PG	MA,Hindi	24	Degree	Hindi	19	15
PG	MA,Malayalam	24	Degree	Malayalam	20	20
PG	MSc,Mathematics	24	Degree	English	20	20
PG	MSc,Statistics	24	Degree	English	19	19
PG	MSc,Chemistry	24	Degree	English	13	13
PG	MSc,Zoology	24	Degree	English	15	15
PG	MA,Economics	24	Degree	English	19	19
PG	MCom,Commerce	24	Degree	English	19	19
PG	MCom,Commerce	24	Degree	English	25	25

PG	MCA, Computer Science	24	Degree	English	60	4
PG	MCA, Computer Science	36	Degree	English	60	50
PG	MHM, Management Studies	24	Degree	English	25	25
PG	MTTM, Tourism Studies	24	Degree	English	14	10
Doctoral (Ph.D)	PhD or DPhil, English	60	Mphil or NET	English	10	10
Doctoral (Ph.D)	PhD or DPhil, Hindi	60	Mphil or NET	Hindi	10	10
Doctoral (Ph.D)	PhD or DPhil, Malayalam	60	Mphil or NET	Malayalam	19	19
Doctoral (Ph.D)	PhD or DPhil, Statistics	60	Mphil or NET	English	7	7
Doctoral (Ph.D)	PhD or DPhil, Chemistry	60	Mphil or NET	English	1	1
Doctoral (Ph.D)	PhD or DPhil, Zoology	60	Mphil or NET	English	7	7
Doctoral (Ph.D)	PhD or DPhil, Commerce	60	Mphil or NET	English	14	14

### Position Details of Faculty & Staff in the College



<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				25				55			
Recruited	0	0	0	0	14	11	0	25	19	36	0	55
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				3				59			
Recruited	0	0	0	0	2	1	0	3	16	43	0	59
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				30
Recruited	9	11	0	20
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				28
Recruited	13	15	0	28
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	9	5	0	8	7	0	29
M.Phil.	0	0	0	0	3	0	2	3	0	8
PG	0	0	0	5	3	0	5	15	0	28

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	4	3	0	8
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	1	1	0	7	36	0	45

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	7	0	10

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
		5	7	0	

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	15	0	0	0	15
	Female	52	1	0	0	53
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	356	8	0	0	364
	Female	456	4	2	0	462
	Others	0	0	0	0	0
PG	Male	52	1	0	0	53
	Female	216	4	0	0	220
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	32	29	35	29
	Female	63	70	63	71
	Others	0	0	0	0
ST	Male	3	4	8	4
	Female	15	19	16	20
	Others	0	0	0	0
OBC	Male	36	22	19	19
	Female	30	41	41	40
	Others	0	0	0	0
General	Male	361	338	330	320
	Female	627	560	581	528
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>1167</b>	<b>1083</b>	<b>1093</b>	<b>1031</b>

## Extended Profile

### 1 Program

#### 1.1

**Number of courses offered by the institution across all programs during the last five years**

Response: 1587	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 1.2

**Number of programs offered year-wise for last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
38	36	35	35	35

### 2 Students

#### 2.1

**Number of students year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2816	2778	2749	2702	2548

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
212	208	209	206	200

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3****Number of outgoing / final year students year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
981	951	939	949	817
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

**3 Teachers****3.1****Number of full time teachers year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
120	122	122	120	116
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

**3.2****Number of sanctioned posts year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
120	122	122	120	116
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

**4 Institution****4.1****Total number of classrooms and seminar halls****Response: 106****4.2****Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
865.03	759.91	605.19	557.20	605.43

**4.3****Number of computers****Response: 395**

NAAAC



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

Nirmala College, Muvattupuzha has implemented **Choice Based Credit System (CBCS)** in all UG and PG programmes as per the regulations of Mahatma Gandhi University, Kottayam, Kerala. The college has well-structured **Outcome Based Education (OBE)** processes for the effective implementation and delivery of the curriculum to make the students **socially committed, employable, innovative and research oriented**. The college has been pro-active in introducing **new generation programmes** and familiarising the students with various **international education** platforms.

##### Curriculum Delivery Planning Process at College Level

- An **Annual Academic Plan (Academic Calendar of the College)** is prepared by the IQAC every year on the basis of **academic calendar of the university** and **departmental academic plans**. It is published in the **college hand book** and displayed in **website**. The **College Staff Council** assists the IQAC in the process along with timetable and workload committees. The department academic plans are displayed on the department notice boards.
- The prospectus designed by the **Admission Committee** disseminates information regarding the programmes and courses. The details of programme outcomes, programme specific outcomes, course outcomes, syllabi, weightage of internal and external examinations are communicated through **College Website**. E-resources prepared by the faculty and **Question Bank** containing model question papers and old university question papers are available in the college website.
- The **College Timetable** is available in the college website **and CamPulse** (Education App of the college).

##### Curriculum Delivery Process

- When a new programme is introduced, HoDs direct the teachers to prepare Programme Outcomes and Course Outcomes and the same is approved by the **Departmental Advisory Committee**. The faculty members also prepare a **Course Plan** in tune with the attainment of course outcomes.
- A **hand book** of programme outcomes and course outcomes is provided to the students.
- Faculty members use Learning Management Systems and platforms like **Moodle, Google Class Rooms, Kahoot Quizz**, etc. The students can access **online quizzes, video lectures of the faculty, PowerPoint slides** prepared by the faculty through the **Virtual Class Room Facility in the website**.
- In order to implant practical knowledge, departments have collaborations with **professional bodies** like **Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Kerala Bio- Diversity Board**, etc.

- In order to make the learning student-centric, **industrial visits, quizzes, case discussions and seminars, workshops, monthly lecture series** and alumni lecture series have been organised on a regular basis.
- Teachers provide remedial coaching classes for slow learners. The state government sponsored **Scholar Support Programme (SSP)** also engages the weak students. The advanced learners are motivated through the **Walk With a Scholar (WWS)** scheme of the state government and the **Nirmala Stars** programme of the college.
- The feedback regarding the curriculum from the students, teachers, parents and employers is communicated to the University through the members of the faculty who are in the **Board of Studies and other Academic Bodies**.
- For the newly introduced courses, **Faculty Development Programmes** are being organised on a regular basis.

IQAC makes necessary modifications in curriculum delivery based on **Curriculum Feedback** from stakeholders and **Result Analysis**.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 24

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	7	3	5

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 58.33

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	9	19	18	16

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**

**Response:** 30.56

1.2.1.1 How many new courses are introduced within the last five years

Response: 485

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Response:** 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 38

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

**Response:** 16.29

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
775	617	413	250	190

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

The institution integrates cross-cutting issues relevant to Gender, Environment, Sustainability, Human Values and Professional Ethics into the curriculum in **three different ways**.

- The college gives top priority in delivering the courses related to these themes which have been prescribed by the University such as **Development and Environmental Economics, Eco-tourism and Environment Management, Man,Nature and Sustainable Development, Dalit Studies, Dalit Literature, Business Ethics, Human Rights, Web Designing and Cyber Laws, Musings on Vital Issues etc. (List of courses is given in the link for additional information).**
- The college offers value added courses like **Soft Skill Development, Pre-placement Training, Verbal and Logical Skills, etc.**

- Different functional cells of the college engage in various schemes and programmes related to these cross-cutting issues.

## Gender Sensitivity

- The Women Cell of the college provides training in **Yoga, Driving Classes and Self Defence Skills** in association with Kerala Police.
- The college conducts **gender audit** to check the adherence of college activities with its gender policy.
- The institution guarantees equal opportunities for all the students without considering their gender in **Students Union Election, departmental associations and various cells**.
- The College conducts workshops in the areas of **Mushroom Cultivation, organic farming, soap & detergent making, cloth carry bag making and Apiculture** to empower the female students.

## Environment and Sustainability

- The institution got selected for inspection twice in the **Swachh Campus Rankings** by MHRD.
- The college has a green initiative titled “**Swachh Nirmala**”.
- The college organises programmes like **Swachhata Rally and Street Plays** to instil a sense of responsibility for **Environmental Sanitation & Solid and Liquid Waste Management**.
- Department of Physics conducts workshops on **Energy Conservation at various Schools, Colleges and Panchayats** to reduce the power consumption of people by using **LED light bulbs**.
- Department of Zoology planted **250 saplings in the premises of Sree Durga Bhadra Naga Temple**.
- The college developed **Butterfly Gardens** in various nearby schools in association with Eco-Clubs of schools and **Kerala State Council for Science, Technology and Education**.

## Human Values

- The college offers a **Value Education Course** to all the students in the college and top scorers are honoured with prizes.
- The students are in the forefront of Flood Rescue and Relief Operations: **distribution of food kits, cleaning and chlorination, organising medical camp and distribution of free medicine**. They operated like paramilitary force with the help of **State Disaster Management Team**.
- The college has constructed **toilets for people in tribal settings**.
- A **Mid-Day Meal Programme** is in operation in the college through which **250 packets of food per day** are collected from teachers and students.
- The college organises **Nirmal Mithra, a Sports Festival for Special School Children**.

## Professional Ethics

The vision of the college is “**Academic Excellence with Integrity of Character**”.

- Various **Career Guidance Programmes** are organised to inculcate professional ethical practices in students.
- Special emphasis is given to encourage ethical, fair play and equity practices among students in the conduct of various **inter-collegiate competitions and cultural practices**.

- The college has a **Code of Conduct** and **Ethics Committee** for students and teachers.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 54

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

**Response:** 54

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 39.17

1.3.3.1 Number of students undertaking field projects or internships

**Response:** 1103

File Description	Document
List of students enrolled	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**Response:** A.Any 4 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

#### 1.4.2 Feedback processes of the institution may be classified as follows:

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 1.31

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
53	42	29	28	26

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 90.87

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1099	1083	1043	1031	976

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1207	1158	1151	1137	1103

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)



### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 86.76

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
179	185	182	183	169

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

**Response:**

The admission process is done through the **Centralised Allotment Process (CAP)** of the University on merit basis. Since the students admitted are heterogeneous in terms of learning levels, the college has evolved a systematic mechanism to implement effective and efficient teaching-learning strategies on the basis of learning levels of students.

#### Assessment of Learning Levels

The assessment of learning levels of admitted students or identification of advanced learners and slow learners is primarily done through:

- **Post admission test**
- **First internal test**
- Analysis of **students' data** that contains the academic history of the student (available in college MIS **Total Campus Solutions**)
- Feedback of **mentors**
- **Online quiz**
- Performance in **assignments**
- Involvement in **practical and lab experiments**
- **Problem solving ability** in classes

#### Strategies for Advanced Learners

Advanced learners are given incentives and special care and attention to advance further.

- They get academic motivation and guidance under **Kerala Government sponsored Walk with a Scholar Scheme (WWS)**.
- They are given guidance to register in various online courses in **MOOC, NPTEL and Edx** platforms.
- They are directed to use E-resources in **INFLIBNET, N-List, DELNET and other E-platforms**.
- The college has **UGC coaching cell offering NET and CSIR** and the percentage of students who clear NET and CSIR in the college is **relatively high**.
- Advanced learners participate in **national seminars and workshops** and some of them **present papers** in these seminars.
- They get **financial support from KSCSTE** for doing **Spytis research projects**.
- Advanced learners are encouraged to participate in data analysis **workshops using SPSS**.
- They are given **cash awards, medals, merit certificates and other recognitions**.
- Advanced learners get the opportunity to represent the college in **National and state level intercollegiate competitions** and many of them bag prizes.
- **Nirmala Civil Service Academy** offers special coaching to civil service aspirants.
- Nirmala College is a **Satellite Centre of Institute of Cost Accountants of India (ICAI)**
- **Nirmala Institute of Competitive Studies (NICS)** trains students to clear Kerala Public Service Commission Examinations, UPSC and other competitive examinations.
- Advanced learners get into **peer teaching**.

### Strategies for Slow Learners

Under the Kerala Government sponsored **Scholar Support Programme**, slow learners are identified in each subject and given special classes by the teachers concerned. The other remedial measures taken by the college are given below.

- **Remedial classes** are arranged based on the specific needs of students.
- Through the practice of **peer teaching**, students are taught by students themselves.
- The teachers take special lessons under the scheme **Bridge Courses** to bridge the knowledge gaps of students with lesser exposure to advanced studies.
- Faculty prepare and distribute **self-learning materials** that suit the requirements of slow learners.
- Slow learners are motivated to engage in **various clubs** to increase their involvement in the academic activities of the department.
- **Group assignments and projects** are given to slow learners.
- Personal counseling and motivation are given to slow learners
- Focused interactions are held with parents to actively involve them in the learning process of their wards.
- Financially disadvantaged students are given **financial aid** to purchase **study materials and books**.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

<b>2.2.2 Student - Full time teacher ratio</b>	
<b>Response:</b> 352:15	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

<b>2.2.3 Percentage of differently abled students (Divyangjan) on rolls</b>	
<b>Response:</b> 0.64	
2.2.3.1 Number of differently abled students on rolls	
Response: 18	
<b>File Description</b>	<b>Document</b>
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

<p><b>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b></p> <p><b>Response:</b></p> <p>The institution has made a learning environment that keeps the students at the centre of learning. Since the adoption of <b>Outcome Based Education (OBE) or Assurance of Learning (AoL)</b>, more student centric learning methods have been used by the faculty members in addition to the conventional lecture method.</p> <p><b>Humanities Subjects</b></p> <ul style="list-style-type: none"> <li>• The college has a <b>well-equipped Language lab</b> to improve the communication skills of the students.</li> <li>• Malayalam and Hindi departments often organize <b>Theme Based Quizzes</b> related to various themes.</li> <li>• <b>Resonance, a campus newspaper</b> is designed and published by the students of communicative English department.</li> <li>• Making of <b>short films</b> as part of education enhances students' interest in and knowledge about the motion picture development and production process.</li> <li>• <b>Nirmala Darshan, the campus TV</b> venture keeps on giving a hands-on experience on televising and processing of visuals along with soft skills for giving a lively screen presence.</li> </ul>
---

- **Press Visits** is one of the key parts of the curriculum in language programmes.
- The **Campus Radio Station** helps to build an inclusive atmosphere in the campus.
- **Theatre Workshops and Heritage and Folklore Exhibitions** are part of the learning process.

### Science Subjects

- The departments impart **hands on training** in different advanced tools and techniques. This along with training in vocational subjects like **organic farming, Apiculture, gardening and terrarium making, bonsai preparation** etc enhance the learning experience of students.
- Departments of Botany, Zoology and Chemistry take up **case studies** related to environment, agriculture etc.
- The college encourages and provides opportunities for students to attend **on the job training** at institutes like Central Marine Fisheries Research Institute, Cochin; TIES, Kottayam, etc.
- Under **Cooperative Learning system**, the students are split into small groups and are encouraged to teach other students in a particular subject area with the belief that “to teach is to learn twice”.
- **Students presentations** are part of the learning process.
- **Demonstration of experiments, industrial visits, spytis projects**, etc provide activity centered learning atmosphere to the students.

### Social Science Subjects

- **Dissertation** work taken up by the students are usually related to real world problems or basic science concepts.
- **Industrial visits and field trips** have become part of the curriculum delivery.
- Faculty members use **case study method and real world situations** while delivering their courses.
- The students at UG level are required to do **group projects** on a suitable topic related to commerce and management.
- PG students are required to **present their UG project work** when they enter into the first semester.
- **Group discussions, debates and quizzes** are conducted on a regular mode under the supervision of faculty members.
- Online Quiz platforms like Kahoot and college education app **CamPulse** are extensively used.
- The students are motivated to do **video lectures** on commerce related issues. The **Financial Literacy Cell** helps the students to start bank accounts. As part of **Digital India campaign**, students popularized various digital payment apps in collaboration with public sector banks.
- Hands on training is given to students on various aspects of **project report preparation**.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 100

2.3.2.1 Number of teachers using ICT	
Response: 120	
File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

2.3.3 Ratio of students to mentor for academic and stress related issues	
Response: 352:15	
2.3.3.1 Number of mentors	
Response: 120	
File Description	Document
Any additional information	<a href="#">View Document</a>

2.3.4 Innovation and creativity in teaching-learning
Response:
<p>The college gives top priority in bringing innovative and creative practices into the teaching learning process. The faculty members devise <b>creative</b> and <b>sustainable methods in their course plan</b>. In addition to the traditional chalk and talk method, the faculty brought the following innovations in the teaching learning process.</p> <ul style="list-style-type: none"> <li>• <b>Google Class Rooms and Moodle:</b> The faculty of the college extensively use google class rooms and Moodle platform to deliver the course content in an effective way. The college has a <b>customised Moodle account (nirmala.vlms.net)</b>. It helps the faculty to assess the progress of the students on a real time basis.</li> <li>• <b>Edmodo:</b> Faculty also use an educational application Edmodo as part of the course delivery. The teachers can give assignments and share e-resources through this application.</li> <li>• <b>Data Camp and Online Certifications:</b> The department of Statistics has tie up with Data Camp, United States. Many students of the college have online certifications from <b>renowned universities including Harvard, Stanford, etc.</b></li> <li>• <b>Google Studio and Yahoo Finance:</b> The faculty in the departments of Commerce and Economics use Google studio to get data related to exchange rates, stock market, etc.</li> <li>• <b>Kahoot Quiz and Poll Everywhere:</b> The faculty members use Kahoot and poll everywhere platforms for online quiz.</li> <li>• <b>Project based Learning:</b> All final year students have to do an academic project at the end of their semester.</li> </ul>

- **Academic Fests:** Various departments organise academic fests that offer a platform to the students to learn subjects in a practical way. **Business Quiz, Best Manager, Web Designing, Logical reasoning** are included in the competitions.
- **Software Based Learning:** The faculty use softwares like SPSS, Chemdraw, Firefly, Mathematica, Minitab, etc.
- **Budget Quiz:** The department of Commerce has conducted budget and financial literacy quizzes. The department also has **corporate environment practice** and employ case study methods, role plays, etc.
- **Budget Live Watch:** The Department of Economics organises Budget Live watch session every year for students.
- **Reading day Competitions:** The Department of English, Malayalam and Hindi organise competitions like poster designing, short story review, reading competitions, etc.
- **Seminar Club:** The department of Physics has a Seminar Club and the lectures from Yale University, Stanford University and MIT are made available to the students.
- **Literary Camps:** The department of Malayalam conducts literary camp “Ezhuthukoottam” and competitions on creative thinking and presentation.
- **Value Added Products:** The department of Botany gives students training for making value added products. They also have initiatives like Apiculture, terrarium, etc.
- **Exposure Visits:** The department of Zoology conducts exposure visits to ecologically sensitive areas.
- **Filed Study and Faculty Learning Visits:** The department of Zoology conducts field visits to National Parks every year. The faculty of the department visited Bhutan in 2017 as part of the faculty learning visit.
- **National Seminars:** On an average, five national seminars and 15 memorial/ endowment lectures are held every year. In addition, monthly lecture series and alumni lecture series are also conducted.
- **Industrial Visits:** Departments conduct industrial visits every year to get students acquainted with working environment of organisations.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 30.54

##### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	36	33	38	39

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 11.59

##### 2.4.3.1 Total experience of full-time teachers

Response: 1390.5

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 3.33

##### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	3

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 20.68

##### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
26	24	25	23	26

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

The institution strictly adheres with the system mandated by Mahatma Gandhi University for both the **Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE)**. After the adoption of CBCS system for both UG and PG programmes in 2009, the college has implemented a number of reforms in the CIE. All these reforms aim to improve the quality of various processes especially in the **conduct, administration and evaluation** so that CIE becomes more efficient and effective. The ratio of weightage is 20% (CIE) and 80% (ESE) in UG programmes and 25% and 75% respectively for PG programmes. In UG programmes, the CIE components are attendance, test papers and assignment/seminars. In PG programmes, the CIE components are attendance, test papers, assignments and seminars. The reforms initiated during the assessment period are given below.



**Full-fledged Examination Office:** The College has a fully-fledged examination wing headed by the Chief Superintendent of Examinations. The Superintendent is supported by a senior assistant and three technical staff. This office has five computers, one colour printer, one copier machine and one digital duplicator (prints 30 copies/one minute).

**Departmental Orientation:** In addition to the communication through website and CamPulse, the pattern and importance of CIE are explained in the classrooms by the teachers. The **patterns of question papers and answer sheets** are also displayed on the departmental notice boards at the beginning of the programme.

**IQAC and Examination Committee (Pre-scheduling of Internal Examinations):** The tentative dates of test papers are planned well in advance by the IQAC in consultation with Examination Committee and College Council.

**Centralised Exam for Test Paper Component:** To increase the seriousness of students, test papers are conducted in a centralised manner. The time table is displayed in the notice boards, college website and educational app.

**Digitalisation of Attendance:** Instead of manually marking the attendance, online recording of attendance is introduced. After each class, the teacher concerned will immediately mark the attendance on the computer system with the help of college software **Total Campus Solutions (TCS)**. The students can also check their attendance level frequently by logging into the institutional website.

**Digitalisation of CIE:** When the teacher concerned enters the internal marks on his/her computer or mobile phone, even at home, the internal mark sheet is generated in the examination office from **TCS**. The students can check his/her internal marks by logging into college website or TCS.

**Evaluation:** After the conduct of examinations, faculty have to evaluate the answer scripts and distribute them to the students in one-week time along with comments. The common errors are discussed in the classroom.

**Grievance Redressal Mechanism and Retests:** The faculty addresses genuine grievances of the students related to the marks obtained in the internal examination. Retest examinations are conducted for students who have not attended the internal examination due to unavoidable reasons.

**Innovations:** Though it is not part of marks, teachers also do evaluation using Book Review, Online Quiz, Literary Writing, Role Plays, Case Study discussions, mini projects, group discussions, field trip, etc.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

**Response:**

The college believes that the internal assessment system has a key impact on the academic performance of the college considering its influence on the teaching and learning process. As per the guidelines of the University, internal assessment is done based on **student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (test papers).**

**Transparency**

- **Internal Examination Peer Committee:** After the introduction of CBCS system, the college has appointed a **five-member peer committee** to monitor the CIE process.
- The steering committee is entrusted with the tasks of **collection, sorting and coding and security** of question papers.
- The dates of internal exams are published in the college handbook and also communicated to the students through **public address system, CamPulse, and college website** and the students get **SMS alert** on seating arrangement.
- **Total Campus Solutions-Automated System:** The students can monitor their attendance on a regular basis in the college software and the internal marks for attendance component is linked with the software. The students can also check their marks for assignment and seminar in **student login**.
- **Evaluation Results:** The students get their **valued answer scripts within one week** of the date of exam and **teachers discuss model answers and enter the marks in the portal**.
- **Open Houses: Progress reports** are generated from the software and the same is distributed to the parents.
- **Internal Mark Forms: A forms** (showing different internal components of each subject) and **B forms** (consolidated internal marks of students) are generated and published on department notice boards. Students can view it on the **TCS software** also.
- **Internal Examination Co-ordinator:** Internal examination co-ordinator ensures that internal exam forms are duly signed by the **tutors, HoDs and the Principal** before uploading in the University portal.

**Robustness**

- **Frequency:** The college conducts **two test papers** in a centralised manner and out of two of these, one is a **model examination** in the university examination pattern.
- **Variety:** The college and IQAC give freedom to the departments to select appropriate methods of CIE to bring the variety in the methods of internal examination and evaluation which include *Multiple choice question tests, Kahoot Quizzes, Seminars, Online Assignments in Google Class Room and Moodle, Seminars and Book reviews*
- **Three Tier Grievances Redressal Mechanism:** The college has a **three level grievance redressal mechanism** viz., department level, college level and university level which is given in the college calendar. The duties of department level co-coordinators and college level co-ordinator are given in the college handbook.
- **CCTV:** CCTV cameras monitor the examination process so that the cases of malpractices are remote.
- **Re-examinations:** Absentees with genuine reasons get an opportunity to re-appear.
- **Projects:** For the year-end academic projects of the students, internal marks are given on the basis of **punctuality, quality of data collected and timely submission of the project**.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

The institution has a **Three-tier Grievance Redressal Mechanism** with two levels at the college and an upper level at the University. A student needs to approach the upper level only if grievance is not addressed at the lower level.

#### Level 1: Department Level

- The department level Committee is chaired by the Head of the department, department coordinator and teacher in-charge as members.
- The teacher in charge of the course distributes the valued answer scripts **during the class hours** and the students can **scrutinize their answer scripts** in the presence of their teachers. It ensures the transparency and reliability of the internal evaluation process.
- The students can also address their grievances concerning CIE marks if any through **Grievance Redressal Application Form** available on the college website. It is processed through the examiner, department coordinator and head of the department. Most of the times, the answer sheet is **revalued** by the faculty **in the presence of the complainant**.
- If there is any discrepancy in the marks, corrections are made by the faculty instantaneously. In addition to this, a **progress report of internal examinations** is given to the parents in the open house.
- **“Fairness in Internal Evaluation”** is a criterion in online student evaluation of teachers.

#### Level 2: College level

- The grievances which are not resolved at level 1, are redressed by a college level committee with the Principal as Chairman, department Coordinator, HOD of concerned Department and a senior teacher nominated by the College council as members.

The **College level coordinator** shall perform the following functions also.

- send a **list of students registered** for each programme in the **prescribed format** given by the university.
- make arrangement to give **proper awareness of the programme**, especially internal/continuous evaluation scheme to the students admitted.
- send the **internal evaluation report** in the prescribed format to University before the **4th week of October and March** respectively for odd and even semesters in every academic year.

### Level 3: University Level

- A Committee constituted by the Vice-Chancellor as Chairman and Pro-Vice-Chancellor, Convener - Syndicate subcommittee on Students Discipline and Welfare, Chairman- Board of Examinations as members and the Controller of Examination as member-secretary.
- **The Students' Grievances Portal** deals with a variety of students' complaints and grievances coming up for redressal.
- In the portal, an **online students' grievance redressal forum** with tracking and follow up of the complaints is provided in compliance with the **UGC's mandatory requirements**.
- In case of evidence of **malpractices in University examinations**, the matter is referred directly to the university on the same day itself by intimating the External Examiner through proper channel.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

At the beginning of the year, an Academic Calendar (Annual Academic Plan) is prepared by the IQAC based on inputs from the University Academic Calendar and Departmental Academic Plans. The preparation of academic calendar ensures that the students get adequate instructional hours and teachers get maximum hours to deliver their courses effectively. The academic calendar is prepared in tune with the conduct of examinations.

**Meetings with HoDs and Faculty:** At beginning of the semester, the principal convenes a meeting with Heads of Departments and faculty to discuss the matters with respect to the smooth and effective implementation of academic calendar.

**Schedule of Examinations:** The proposed schedule of internal examinations (test paper component) suggested by the Internal Examination Committee and ratified by the Staff Council is given in academic calendar so that students can prepare for them well in advance.

**Academic Time Line:** A time line is suggested in the Academic Calendar to complete the syllabus and the schedule of the internal examinations is kept accordingly. In exceptional cases, the Council takes decision regarding the postponement or early conduct of examination. It happens rarely.

**Departmental Academic Calendar:** Each department develops its academic calendar which aligns with the academic calendar of the college. It includes dates for other components of CIE viz. assignments, seminars and projects. In addition, it includes proposed dates for field trips, industrial visits, internships etc.

Departments make **Course Plan** for all the courses, detailing the extent of syllabus that will be completed at different time intervals.

**Special Classes:** In order to adhere to the schedule of CIE, faculty have to take special classes to finish the topics suggested for test papers. The faculty also take special classes on holidays in order to compensate the loss of working days on account of natural calamities and unforeseen strikes.

All the components of CIE, namely, assignments, seminars, test papers, projects and internships are conducted on time as per the academic calendar.

**Assignments and Seminars:** Assignments and Seminars are given to the students continuously and well in advance so that they can prepare for the same. The evaluation is also done on a continuous basis. Once the assignments or seminars are evaluated, the marks are entered in the digital format, **Total Campus Solutions** which can be accessed by the students from their home also.

**Alignment of Co-curricular and Extra Curricular Activities with CIE:** The college expands the knowledge horizon of the students through cultural activities and academic events like seminars, workshops, study tours, educational visits, field trips, industrial visits etc. These programmes are included in the Academic Calendar in such a way that CIE process is not disrupted.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

### Communication to the Teachers

- IQAC entrusted a committee in 2017 to introduce **Outcome Based Education (OBE)** in the college. This initiative was resorted when the university introduced new curriculum for graduate programmes.
- The committee is headed by a **senior faculty** and it devised a mechanism to operationalise OBE.
- The **Departmental Advisory Committee (DAC)** of each department has prepared **Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)** on the basis of learning objectives mentioned in the university syllabus and core values and mission of the institution.
- DAC also outlines the **Course Outcomes (COs)** in consultation with the concerned teachers who deal with a particular course.
- The IQAC has made POs, PSOs, and COs **part of the course file**.
- In the case of PG programmes, the university has organised **OBE workshops during the curriculum revision** and it helped the teachers to know different learning outcomes such as **knowledge, skills, generic competency and attitude**.
- IQAC of the college also has organised workshops on OBE to familiarise teachers with **Blooms**

## Taxonomy.

### Communication to the Students

- POs, PSOs and Cos are well **displayed on the website. (Website Link is given).**
- POs, PSOs and Cos are displayed on the **Department Notice Boards.**
- They are also displayed on **laboratories of the college.**
- Head of the Department and the concerned class tutor explain various programme outcomes to the students in the **department orientation meeting.**
- Teachers who handle various courses explain course outcomes and **relate such outcomes to POs and PSOs.**
- Teachers also explain the pattern of questions in the **internal question papers and its connection with the course outcomes.**
- Each department has published a booklet for POs, PSOs and COs and the soft copy of the same are made available to the students through '**google classroom**' and **Moodle.**
- In some PG courses, the POs, PSOs and COs are included in the **University Syllabus itself.**
- **A handbook of POs, PSOs and COs is available on the table of Head of the Department for ready reference.**
- Apart from the **common disclosure**, POs, PSOs and COs are displayed on the **department pages in the website.**
- The COs are given on the **study materials prepared by the faculty.**

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

The institution follows the practice of measuring the level of attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs).

#### Procedure for Assessing the Attainment of Outcomes

- **Defining COs, POs and PSOs:** Measurement of attainment level of outcomes begins with formally defining the Program Outcomes, Program Specific Outcomes and Course Outcomes. Six levels of cognitive domain identified by Bloom is mainly used for defining the Course Outcomes. In each course, minimum five course outcomes are framed.
- **Defining CO-PO and CO-PSO Matrix:** For a course we map the COs to POs through the CO-PO matrix and to PSOs through the CO-PSO matrix. The average correlation level is calculated for all program outcomes and program specific outcomes for each course

The various correlation levels are:

- **1”** – *Slight (Low) Correlation*
  - **2”** – *Moderate (Medium) Correlation*
  - **3”** – *Substantial (High) Correlation*
  - **-”** indicates there is no correlation.
- **Direct assessment tools (COs)** : Direct assessment tools are used to evaluate the attainment of course outcomes as discussed above. Course outcomes are measured directly based on the scores attained by the students on their internal and external evaluation on 20 : 80 proportions.
  - **Direct Attainment (POs & PSOs)** : Direct attainment of program outcomes and program specific outcomes are based on the logical mapping and attainment of cognitive levels of course outcomes with program outcomes and program specific outcomes.
  - **Indirect Attainment (POs & PSOs)** : Indirect attainment of program outcomes and program specific outcomes are mainly based on Course Exit Survey, Alumni Survey and Employer survey. All these surveys use a detailed questionnaire prepared to relate all program outcomes and program specific outcomes for analysis.
  - *Course Exit Survey* is a feedback taken from students in which the overall program is analysed and corrective measures are proposed
  - In *Alumni Survey*, feedback is collected during Alumni meets and also by contacting the alumni via email & phone. *Employer Survey* is done in the industry which offers employment to the students of our institute. The requirements and future expectations of the industry from our students are analysed and suitable actions are taken.
  - **Overall Attainment (POs & PSOs)**: The final program outcomes and program specific outcomes attainment values are computed by adding direct and indirect program outcomes and program specific outcomes attainment values in the proportion of 80:20 respectively.

**Weightage** of the components in the evaluation of level of attainment of outcomes are

**CO Assessment :**

Direct attainment of COs	100%
Total	100%

**PO & PSO Assessment:**

Direct attainment of POs	80%%	
Indirect attainment of POs Student's Event Feedback	Course Exit survey	10%
	Alumni Survey	5%
	Employer Survey	5%
Total	100%	

**Attainment Levels** for program outcomes, programme specific outcomes and course outcomes are

Level “0” - Not Attained

Level “ 1” - 50% students achieved cut-off % Marks

Level “2 ” - 60% students achieved cut-off % Marks

Level “3 ” - 70% students achieved cut-off % Marks

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 85.59

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 820

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 958

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

**2.7.1 Online student satisfaction survey regarding teaching learning process**

**Response:** 3.53



## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 186.49

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
7.10	1.235	82.24	9.018	34.20

File Description	Document
List of project and grant details	<a href="#">View Document</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 11.67

3.1.2.1 Number of teachers recognised as research guides

Response: 14

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 1.75

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 31

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 120	
File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

The college has been very progressive and genuine in developing **scientific temperament** among its stakeholders and forming an innovative atmosphere. The following are the key initiatives taken by the college for creation and transfer of knowledge.

#### IIC, Idea Lab & ED Club

- **MHRD - Institution Innovation Council (IIC):** The college has a MHRD recognised **Institution Innovation Council (IIC)** which functions as per the norms of the Government of India. After its establishment in 2018, the activities of **ED Club, Idea Lab and IPR Cell** were brought under the ambit of IIC.
- **Idea Lab:** The college has an **Idea Lab** which functions under IIC and it acts as a **Social Laboratory** for the purpose of generation of ideas and **Social Entrepreneurship**. A number of initiatives have already been mooted from Idea Lab including **Organic Farming, Grow Bags, Online Boutiques and Development of Mobile Applications**. Some of the projects that were introduced in the Idea Lab got presented for external funding in the **Young Innovators Programme** organized by the **Kerala Development and Innovation Strategic Council (KDISC)**.
- **CamPulse:** The college now uses a **mobile android application** which was developed by one of our Alumnus.
- **IPR Cell:** The **IPR Cell** of the college has organized many awareness seminars on patents, copy right, research ethics, plagiarism, etc.
- **Artificial Intelligence (AI):** IIC in association with Department of Physics provides training on advanced technologies like **Artificial Intelligence (AI), Robotics and Solar powered LED assembly**.
- **Active Incubation Ecosystem:** IIC with active support from the Department of Botany has established an Active Incubation Ecosystem in the college for Mushroom Cultivation, Apiculture, Biogas, Plants for Solid Waste Management and Vermicomposting.
- **Internships:** Students actively participate in internships and training programs on industry relevant **microbial and molecular techniques, vocational training in sea weed cultivation**.
- The college has an active mechanism to recognize and promote talented individuals through various **Academic Fests** and programs. The selected individuals are supported through schemes like **Walk with the scholar, Nirmala Stars, Gyan Darshan etc.**

**Response:** Yes

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years**

**Response:** 2.07

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 29

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 14

File Description	Document
URL to the research page on HEI web site	<a href="#">View Document</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**

**Response:** 1.18

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	17	22	6	14

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 1.7

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
39	45	55	40	25

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

All the students are encouraged to participate in the extension activities organized by the cells, clubs and departments in the college. The activities of the cells and clubs focus on the concept of campus-community partnership, engaging the students with the realities in the society and creating a mindset to extend a helping hand to those in need. The major initiatives are:

#### Helping the Marginalized

With an aim of developing care and concern for the poor and marginalized, the college has conducted programs such as

- Home for Homeless
- Mid-day meal program at select hospitals and orphanages
- Sports Fest of special school children
- Medical aids to the poor
- Reconstruction and maintenance of tribal roads
- Cleaning of public water tanks in tribal areas, etc.

## College-Local Community Partnership

As part of the commitment to the local community, the college has conducted several medical camps and awareness programs to make sure that the lower strata of the society get the proper care. The programs conducted include

- **Cancer Identification Camp**
- **Mega Medical Camp**
- **Stem cell donation awareness camp**
- **Eye camp**
- **Hair for hope – Hair donation camp for Cancer patients**
- **Voluntary blood donation**
- **Run for heart -Walkathon**
- **Soil Analysis**
- **Dry Rubber Content Analysis**
- **Water quality Analysis**
- **Road Safety Awareness Campaign**

## Swachh Bharath Abhiyan

The college has steered events such as

- **Clean Campus, Green Campus**
- **Swachhata Rally**
- **Cleaning of Public Places and**
- **Toilet construction in tribal areas**

## Environment Preservation

With an objective of sensitising students about the need to preserve the environment, several programs were conducted, which includes

- **Santhukadu Eco Restoration Project**
- **Cleaning and Conservation of local water bodies**
- **Development of butterfly gardens in the campus**
- **Construction of vegetable gardens**
- **Co-ordination of Eco clubs in nearby schools**
- **Collection of plastic wastes from nearby areas and reusing them for road tarring in the campus.**

## Women Empowerment

To empower the women, several training programmes have been offered to women in Kudumbasree units, which include training in

- **Mushroom cultivation**

- **Apiculture**
- **Soap and detergent making**
- **Awareness Programme for solid waste and e-waste management**
- **Awareness programme on e-governance**
- **Fabrication of LED bulbs**
- **Cloth carry bag making**

## Organic Farming

In tune with its thrust on organic farming, the NSS volunteers undertook a campaign on **Jaivam** in Kudavechoor village of Kottayam District in September 2017. They visited nearly 1000 households and sensitised the villagers on the need of maintaining nature friendly agricultural practices. A weeklong cultural **exhibition titled Paithrukam** was held in the month of November 2016. The college has organized several programmes such as

- **Distribution and Planting of Saplings**
- **Farmers day Celebration**
- **Paddy Cultivation in a leased land etc**

## Unnat Bharat Abhyan (UBA)

The college has adopted five villages under UBA programme of MHRD and a socio-economic survey of these villages is completed.

## Flood Relief Activities

The students of the college served like paramilitary force during the flood rescue operations. They

- Shifted victims to **rescue camp** at the college.
- Organised **medical camp** for camp inmates.
- **Distributed relief materials** at flood affected areas.
- Participated in **cleaning process** and making the homes ready for living.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response: 12**

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	2	0	1

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 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 last five years

**Response:** 97

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
42	11	9	22	13

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 77.1

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2125	1930	1851	2153	2383

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 48

##### 3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	11	13	9	2

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

**Response:** 15

##### 3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

The college, established in 1953, is located on a calm and quiet 53-acre campus providing a fitting academic ambience. The strategic location facilitates ease of access alongside bucolic comfort. It offers 17 undergraduate programmes, 14 postgraduate programmes, 7 research programmes, for which state of the art infrastructural facilities are provided across six blocks (Main, Administrative, Silver Jubilee, Golden Jubilee, Diamond Jubilee and MCA Blocks). The college has adequate classrooms, laboratories, digital and other facilities for the effective teaching-learning process. A permanent planning committee is deployed to evaluate, plan and execute infrastructural augmentation.

**Classrooms Facilities:**

- 86 classrooms out of which **57 are ICT enabled**, equipped with LCD/TV/Smartboards
- All classrooms have Wi-Fi/LAN facilities to make effective teaching-learning process
- Classrooms are well-ventilated, spacious and provided with green boards, adequate furniture and public address system.
- **Twenty Seminar halls**, video conferencing hall, **digital theatre** and an **A/V recording studio**
- All departments have separate faculty rooms and the departments are provided with laptops, desktops, printers, and intercom
- Examination halls are equipped with **CCTV cameras**.

**Laboratories Facilities:**

- **Ten laboratories** for UG, PG and research (three chemistry Labs, one Physical Chemistry Lab, two Physics Labs, three Zoology Labs and one Biology Lab) with sophisticated equipment facilities.
- **Molecular studies Lab** and **Advanced Nano-science Lab** in Botany and Physics Departments respectively
- Science departments are funded partially by **DST-FIST** and **DBT-STAR** College scheme
- The college houses major equipment like **UV-Vis Spectrophotometer**, Autoclave, Muffle Furnace, Incubator, Microwave Synthesizer, **Ultrasonic Interferometer**, Keithly source meter etc.

**Computer Facilities:**

- Total of **395 computers**
- **Four computer labs**, one **Language lab** and one **Commerce lab**.
- **Five servers** for the smooth functioning of the office administration and library software

**Other Facilities:**

- **Business incubation centre**, Discussion rooms, Guest rooms and VIP lounges
- Separate rooms are provided to IQAC, NCC, NSS, NICS (Nirmala Institute of Competitive

Studies) and for various clubs and cells.

- Separate office and space for the Controller of Examinations
- **Ramps, examination rooms and sanitary facilities** for the benefit of PwDs
- Canteen facility for students and staff with an area of 658 sq m
- Filters and coolers in each floor of all the blocks
- Three Reprographic centres, Book Stall, Post Office, **Bank EC** and two **ATM** kiosks
- Special room for medical aid and **Counselling centre**
- **Three Girls' hostels, one Boys' hostel and one Sports hostel** for the boarding facility
- Research scholars have the comfort of private cubicles in the research centre
- Separate restrooms for supporting staff and girl students
- **Botanical garden, Herbal garden, Arboretum, Folklore museum,** space for **Apiculture and Mushroom cultivation**
- Five power generators (two 35KV and three 63KV) coupled with KSEB for uninterrupted power generation
- **IGNOU study centre** regional office equipped with adequate amenities
- **M G University zonal camp office** for centralized paper valuation accommodating 500+ teachers from nearby colleges
- **Placement cell and IAS coaching centre**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

##### Response:

The college has a well-established **Physical Education Department** which caters to the diverse needs of students in sports and athletics. The college provides adequate space for sports, games and cultural activities and produces students for the University and State level teams. Apart from the athletics and individual events, the institution has teams for football, badminton, and handball. The college football team has won several championships including the national level Reliance Foundation Football championship.

##### Sports Facilities:

- The college has a sports hostel (45 beds) sponsored by Kerala Sports Council
- Specialized coach for Football and Handball
- Spacious **playground** for athletics and Football
- Multipurpose synthetic stadium which has the facility for playing four games, namely Volleyball, Handball, Throw-ball and Tennis
- Standard **Basketball court** and a **Shuttle Badminton court**
- **Cricketer ground** with matting and pitches for net practice
- Space for **indoor games** like Chess, Carroms, Table tennis and Taekwondo

- Sporting equipment, kits and sportswear for the team members
- Fitness center (**Gymnasium**) for staff and students

Stadium/ Court	Area(sq.m.)	Events being played/ used	Year of Establishment
Play ground	6800	Athletics, Football, Cricket	1959
Multipurpose stadium	600	Volleyball, Basketball, Throw ball, Handball, Tennis	2015
Basketball court	420	Basketball	2012
Shuttle badminton	150	Shuttle badminton	2007
Cricket nets	75	Cricket	2007
Gymnasium	46.47	Physical fitness	2012

**Yoga Training Centre** (55.65 sqm) is also functioning in the college with daily training sessions from 4pm to 5pm. On an average 20 students are getting trained every day. Special facilities are also available for meditation and recreation.

The college has a **Cultural Committee** to promote cultural activities and public speaking skills of students. Several cultural clubs like **Music Club, Film and Drama Club, Quiz Club, Oratory and Debate Club, Ezhuthukootam** (Literature Club), **Varnashaala** (Painting Club), Writers Forum etc., frequently organize meetings, training and workshops to cater to the taste and skills of the student population. The institution organizes Arts Day, Sports Day, **College Day** and **Food Fest** every year and felicitates the students who have performed well in the events. Days like Onam, Christmas, Diwali and Kerala Piravi (state festival) are vibrantly celebrated in tune with the cultural sentiment of the state.

#### Facilities for Cultural Activities

- Four well-equipped **auditoriums** out of which one is fully air-conditioned
- An **open-air auditorium** beside the main block with a capacity of 3500
- Discussion room with an area of 70.54 sq. m
- An **Audio Visual-Hall** for developing artistic/ cultural talents and public speaking/ debating skills of students.
- **Sound recording and video editing studio**
- **Campus Radio** to foster cultural sensibility
- An air-conditioned **Digital Theatre** (98 seats) with modern facilities for screening films.
- The College also has a common recreation centre for the staff with an area of 70.54 sq. m where the staff members can entertain themselves.

Name of Auditorium	Area (sq m)	Seating Capacity	Year of Establishment
Mgr. Nedumkallel Memorial	1080.5	1800	1960

Auditorium			
Golden Jubilee Auditorium	505.68	900	2005
MCA Auditorium (A/C)	502.7	900	2011
Diamond Jubilee Auditorium	797.39	1400	2016
Open Air Auditorium	2613.6	3500	2002

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 65.09

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

Response: 42

<b>File Description</b>	<b>Document</b>
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 41.28

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
315.90	268.05	51.90	140.86	218.99

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The Golden Jubilee Memorial Library is located in the main campus on three floors with a total area of 1517.04 Sq. m, spacious with a total seating capacity of 300 and with 80262 available books. An extension of the main library is functioning in MCA block.

The library is **fully automated** with leading library management software solutions; **LIBSOFT** and **KOHA** which give a user-friendly interface for searching resources in the library, along with its positions and availability statuses. The library has Web – OPAC for providing remote access to its repertoire of textual resources.

#### ILMS Software LIBSOFT

- Name of the ILMS software: LIBSOFT
- Nature of automation: Full
- Server Version: 4.2
- Year of automation: 2004
- Library link: <https://nirmaladigital.libsoft.org>

#### Features of LIBSOFT

- Fully Flexible-Local variations possible
- Supports more than 10 lakh of Records
- Fully Integrated High Data Security
- Exhaustive Information Retrieval Tool
- Printouts in desired formats
- Various report generation
- Simple and Boolean search result
- Multi-user Facility
- Network Implementation
- Software Consistency
- Barcode Facility
- ISBN support for Book Accession
- Member Photo support

#### ILMS Software KOHA

- Name of the ILMs Software: Koha Version 4
- Nature of automation: Full
- Server Version: 4.19
- Year of automation: 2019
- Library link: 192.168.1.131

### Features of Koha

- Koha is an open source Integrated Library System (ILS), used world-wide by public, school and special libraries.
- Koha at Nirmala is streamlined with dedicated cloud servers ensuring 24x7 access.
- Customizable search facility.
- Koha is built using library standards and protocols
- Multilingual and transferable.
- Koha's OPAC, circulation, management and self-checkout interfaces are all based on standards compliant
- World Wide Web technologies – XHTML, CSS and JavaScript – making Koha a platform with independent solutions

### Library Sections

- General reference section
- Periodical section
- Stack room with lending section.
- Book Collection - Subject Wise – DDC - Dewey Decimal Classification
- Research Section -MPhil-Ph.D. Section
- UGC Network Resource Centre – INFLIBNET-NLIST ,DELNET
- Plagiarism Checking (Whitesmoke)
- Reprography corner-Photocopy, Print, Scan
- Archive –Rare books
- CD/DVD Library
- Binding Section
- Technical Processing Section
- Reading hall UG, PG & General
- Special Area for Disable people (Braille Books)

### Library Services

- Computerized Issue/ Return, Renewal
- Reference Service
- New arrival display.
- Subscription of Journals - Print and Online
- The library has open access system
- Orientation programs for new users.
- Access to INFLIBNET- N-LIST and DELNET resources
- E-book access for all users
- Digital Repository comprising question papers, dissertations and theses

- Reprographic facility
- Remote access to the digitized contents
- Digital library for electronic content learning
- CCTV surveillance for security reinforcement
- Video Conferencing and media lab

### Infrastructure of library

- Digital entry/exit register.
- High speed internet (200mbps) via OFC
- LCD Projector

### Library Awards/Certificates provided

- Best Library user (Every Month)
- Internship facility for BLISc or MLISc students outside the college

Name of Resource	Number
Print Books	80262
E- Books	139309 via NLIST
Back Volumes Journals	3579
CDs & DVDs	668
Data Bases	NLIST, DELNET
Dictionaries	350
Encyclopedias	90
Journals	72
E-Journals	6150
Braille books	16
Magazines	86
Newspapers	15
Rare Books	957
Reference Books	1846
Theses and Dissertations	55
Year Books	99

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for

**library enrichment****Response:**

Nirmala college has maintained a collection of rare books and other knowledge resources since its inception in 1953. They have benefitted our faculty and student community specially in their research ventures.

**1. Rare Books Collection**

The collection is of international, national and regional importance. The Nirmala Central Library covers around 201 rare books in foreign languages and 757 books published after 1931. The collection also has 16 Braille books

**List of rare books collection available in the library blog (<http://nirmalacollegelibrary.blogspot.com>)**

Most of these books are of intrinsic importance in various fields. Many of them are also their only copies to the best of our knowledge. They are first editions of various very famous titles in respective fields.

Other Open Sources of rare books:

<http://nirmalacollege.ac.in/e-resources/>

**2. Manuscripts**

The college has subscribed via DELNET to the World's biggest online collection of Indian Manuscripts & Antique Books. It offers online reading of 500 thousand leaves of manuscripts & antique books

<http://www.indianmanuscripts.com/>

**3. Archives**

The library has a total of 3680 archival collection under the following categories:

- Academic Journals
- Popular Magazines
- Questions Papers for reference

**4. Special collection**

The college library has different categories of special books based on utility to our readers or in commemoration of special occasions. The library has added books and other materials to the following categories.

- Kerala studies (covering Kerala history, folklore, social movements, freedom fighters etc. available both in English and Malayalam) 604 books
- Special collection on Swami Vivekananda (covering books by him, books on his life and/or sayings) 106 books



- Gandhian Studies (covering books written by Shri M. K. Gandhi, books on his life and his principles, books on the freedom struggle under his leadership, books on Gram swaraj women empowerment etc. - 280 books plus 100 volumes of his literary works that were added in the light of his 150th birth anniversary).
- Women studies or gender studies (women empowerment and on lives of women across various ages and nationalities) 112 books
- Research studies of the college community ( research studies by in house faculty)
- Research reports of the college community (reports of seminars and paper presentations by in house faculty)
- Career books (career guidance books, competitive exam helpers, interview guides and other self-help books) 904 books

### 5. Digital Repository Collection

We have set up a web page for this purpose (<https://nirmaladigital.libsoft.org/>). The page hosts e-resources of online courses, career sites, live news, e-newspapers, e-books, e-journals, e-thesis, archive of question papers, photos and videos of events etc.

### 6. CD/DVD Collection

Nirmala college library has a total of 668 CDs and DVDs; including book accompanying CDs in its collection. The themes vary from literary, spiritual, computer applications, career and other general subjects.

### 7. Other Knowledge Resources

College has access to NDLI that was developed by Indian Institute of Technology (IIT), Kharagpur.. It is single window platform that collects resources from premier learning institutions in India and abroad and other relevant sources. NDLI is a virtual repository of learning resources with a single-window search facility (<https://ndl.iitkgp.ac.in>)

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 12.11

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
9.16	6.18	9.03	18.43	17.75

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 11.17

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 328

File Description	Document
Any additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

#### Response:

The college has positively integrated ultra-modern IT methods and is looking forward to the complete automation of the daily activities of the college. Academic, administrative and admission process are integrated with IT to become the process more easy, efficient and transparent.

- The full-bodied IT infrastructure of the college comprises **395 computers** connected with Wi-Fi/LAN
- The College has **five dedicated servers** for the smooth functioning of library and computer science labs (MCA & BCA)
- The college library is automated with LIBSOFT and KOHA software with **cloud server facility**
- Library has the subscription of **e-books and e-journals** via INFLIBNET and DELNET
- Question papers, projects and theses are availed through **digital repository** in the college library.
- **Digital library** with 40 computers enhances the e-learning and online certificate programs.
- **E-content development center** with Lecture Capturing System.
- Advanced video conferencing facility.
- **Total Campus Solution (TCS) software** with cloud server facility which enables the smooth functioning of the day today activities. The software has the following features:

Sl.No.	Category	Features of TCS Software
1	Students	Students profile, attendance report, time table, college calendar, teacher evaluation, etc.
2	Teachers	Faculty profile, online attendance, attendance report, time table, internal evaluation report, performance feedback, etc.
3	Parents and Alumni	Can view and send feed back

- TCS is available as **mobile application**
- **CamPulse** application on Android and iOS platforms acts as a virtual notice board in the college.
- **Bulk SMS** service to communicate with parents and alumni.
- High speed internet facility through **200mbps (Kerala Vision), 100mbps (Asianet Cable Network), and 30mbps (BSNL)** connections ensure fast browsing.
- The in-house network is secured with **Cyberoam** network security and SOPHOS XG firewall
- Subscription of essential software like **Mathematica, Minitab, Adobe products, WhiteSmoke, Tally**, etc.
- Unlimited digital storage capacity via **Google suite**
- Learning management systems like **Moodle, Google Classroom** and **Kahoot**
- **Nirmala Darshan** (Campus TV) and **Campus Beats** (Campus Radio) function in the college with recording and broadcasting facilities
- Live streaming in social media through **Freedocast Pro** device
- Digital display board for library book status, university and college information walls

- All the departments are equipped with computers, printers, scanner, LAN and WiFi connectivity
- College provides **open Wi-Fi** facilities for students and teachers
- All the academic and administrative blocks are connected through **Optical Fibre Cable (OFC)**
- The college has a **Dynamic Website** and active social media platforms like Twitter, Facebook and Instagram
- Biometric access control & fingerprint entry register in library

List of IT Facilities	No. of Equipments
Computers	395
Laptops	19
Servers Machine	5
Cloud Servers (Moodle, Koha, TCS)	3
UPS with Battery [1KV (18), 2KV (17), 3KV (6), 5KV (3)]	44
Printers with Scanner	26
Scanners	15
Barcode Readers	3
Photocopier/Duplicator (High Speed)	8
Projectors and LCD TV	79
Video conferencing	4
Internet Connections (BSNL, Kerala Vision, Asianet)	3
Network Switches (24 port)	8
Amplifiers, Mixer and Speakers Units	19
Digital Camera	8
Wifi Router	54
Handycam and Recording unit	2

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 221:31

File Description	Document
Any additional information	<a href="#">View Document</a>

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)****Response:** >=50 MBPS

File Description	Document
Any additional information	<a href="#">View Document</a>

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 33.87

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
192.07	119.09	120.54	165.07	153.68

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

**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.****Response:**

The college has an established system for maintenance and utilisation of computers, classrooms, equipment and laboratories in the campus. An active Planning Body is operating in the college to fill the potential lacunae in the infrastructural, curricular, cocurricular and extracurricular areas. The planning body of the college that comprises Building Committee, Planning Board, Purchase Committee, Campus Development Committee, Campus Ecological Committee and Library Advisory Committee constantly monitors and evaluates the requirements of the college.

### **Maintenance of Physical Facilities**

The physical facilities including Auditorium, Seminar Halls, Smart classrooms, Laboratories, Classrooms and Computers etc. are for the students admitted in the college. The physical facilities are maintained and monitored by Local Manager (Bursar) appointed by Corporate Educational Agency Kothamangalam. A standardized protocol is in place to tackle problems. The college keeps a maintenance register and has a team of trouble-shooters consisting of electricians, technocrats, and carpenters. The Local manager is responsible for the uninterrupted power supply and maintenance of equipment like generators in each block, general lighting, power distribution system, solar panels etc. The maintenance and the cleaning of the classrooms and the laboratories are done by supporting staff. Housekeeping services are done by supporting staff and are made available during day time in all days. The college garden is maintained by the gardener appointed by the college.

### **Maintenance of Classrooms and Laboratories**

All classrooms are laid out with adequate infrastructure befitting teaching and learning. Laboratories of Nirmala College are fully functional with all necessary equipment and apparatuses. The college has ten labs with all necessary shielding from hazardous materials and situations. Improved safety is ensured through instant evacuation plots, exhaust ducts, goggles, masks and first aid kits. Concentrated acids and hazardous chemicals are safely kept in lockers. All of them are equipped with fire extinguishers and other primary firefighting paraphernalia. All the 7 computer labs (Including e-learning centre and Language lab) are equipped with adequate number of computers with required component configuration and are set in spacious climate-controlled rooms. All displays are tuned to emit very low blue light which makes them eye friendly. Malicious cyber infiltrations are checked with constantly updating antivirus software and Cyberoam firewall. All equipment in the lab are purchased after considering its energy efficiency adding to the sustainability of resources and conservation of energy.

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works.

### **Maintenance of ICT facilities**

The college uses TCS (Total Campus Solution) maintained by Meshilogic, Kinfra Techno Industrial Park Kerala. The annual maintenance includes the required software installation and upgradation. The ICT Smart Class Rooms and the related systems are maintained with AMC. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi should be used only for academic purposes. Campus Wi-Fi is maintained by service providers like BSNL, Asianet and Keralavision. The college website has maintained regularly by AMC with IPSR Kottayam.

### Library Maintenance

The library staff are clearly instructed for the care and handling of library documents, particularly during processing, shelving and conveyance of rare books. The library is well maintained in tune with the changing academic needs. It is fully automated using KOHA. All books are marked, classified and advantageously placed on the racks. The positions of the books are updated with the KOHA for easy retrieval. As a proactive intervention, all books are periodically inspected to find possible damages and binding is carried out if necessary. The library puts great effort for streamlining resources by purchasing books of various foci and weed out the obsolete titles making it one of the competent college libraries.

### Maintenance of Sports and Games Facility

The sports equipment, gymnasium, playground and various courts are supervised and maintained by the department of Physical Education. Training for sports and games are given under the guidance of the physical education instructors. The institution occasionally hires professional trainers for special sports training and field maintenance. Ground levelling and other repairs are done annually during the mid-summer vacation. All sports equipment and play areas (including indoor and outdoor stadia) are well maintained. Ample first aid supply always stands ready for meeting potential injuries and physical traumas.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 51.78

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1091	1347	1398	1231	1023

#### File Description

#### Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

Any additional information

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 12.88

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
256	256	237	263	265

#### File Description

#### Document

Any additional information

[View Document](#)

#### 5.1.3 Number of capability enhancement and development schemes –



1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**Response:** A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

#### 5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

**Response:** 50.8

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1699	922	1862	1352	1030

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

**Response:** 37.53

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1273	1012	1135	976	729

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 17.19

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
171	161	105	171	183

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 30.58**5.2.2.1 Number of outgoing students progressing to higher education**

Response: 300

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 31.73**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) year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
66	27	24	13	16

**5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
132	104	91	46	57

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	3	3	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

**Response:**

The **College Union Executive Committee** is empowered to promote and facilitate student activities of the campus. College Union facilitates students to engage themselves effectively in co-curricular and extra-curricular activities of the College and provides opportunities for training as good citizens.

#### Functioning of College Union

- The **election to the College Union** is conducted in accordance with the provisions contained in the **Rules of Election given by the University**. The **union executive members** are elected from the **class representatives** who are elected through the **secret ballot**.
- The union consists of a **Chairperson, Vice Chairperson, General Secretary, two University Union Councillors, Arts Club Secretary and Student Editor**.
- All students' related activities are carried out under the leadership of the College Union, advised and **facilitated by the Staff Advisor**.
- All important decisions are taken in the combined meetings of the **union executive members, class representatives and association secretaries**, which are convened regularly.

- The student representatives **express their views and raise opinions in a democratic spirit.**
- Apart from the college union, the **activities of clubs and forums** like NSS, NCC, Women's cell, Debate and Oratory club, Quiz Club, Nature club etc. are **coordinated by the students** along with the faculty coordinators.

### Activities of College Union

- Undertakes programmes that promotes **corporate, social and cultural life of the students** and train them in the duties and rights of citizenship;
- **Coordinates activities of clubs and forums** like invited talks, debates, competitions, exhibitions, food fest for the students
- **Organizes arts festivals** to promote and develop the artistic talents of students;
- **Conducts sports and games** competitions to develop a spirit of sportsmanship among students
- **Organizes celebrations of local and national** days to develop a **spirit of patriotism** among the students.
- **The Union publishes college magazine** annually showcasing the literary talents of the students.

### Academic & Administrative bodies/committees

- A student representative is an **integral part of IQAC** and **his/her views are duly considered** in assuring quality enhancement of the institution.
- **The Anti-Ragging Cell** has representatives from college union **to check ragging and to maintain cooperation** among the students. Orientation programmes are organized with the help of student representatives to educate students on 'The Kerala Prohibition of Ragging Act, 1998'
- Representatives of students are included in the **Library Committee**. A better service delivery system has been maintained in the library with active involvement of students in this committee.
- **Canteen committee** is functioning with student representatives from the union to **ensure quality service** to the college community. The committee convenes periodical meetings to monitor and evaluate the functioning of canteen in the campus.
- **Nirmala Green Corps** is largely a student body constituted with members of College Union, Association Secretaries, Class Representatives and teachers for the effective management of solid waste and to keep campus clean and green.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response: 66.2**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
28	28	24	22	19

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

The Alumni Association of Nirmala College has been functioning for many years as a supportive organ of the college. The Alumni Association has received official registration under the Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (EKM/TC/512/2018) on 24th October 2018. The college has illustrious alumni who are spread over different parts of the globe and the Association is playing a pivotal role in keeping them all connected.

- The alumni association convenes its Annual Meet on **second Saturday of January every year**. The meeting is conducted every year in order to reconnect with the Alumni and celebrate their success and various achievements. **The Golden Jubilee batch** of each year is honoured during this occasion. The presence of life members of the association, former principals, teachers and the alumni from various walks of life make the meeting a grand success. Departmental alumni gatherings are also conducted on that day.
- An induction ceremony of the outgoing students of final year degree and post graduate programmes is also conducted on that day.
- The Association has Chapters in **Germany, Bahrain, UAE and Ernakulam**.

## Financial Contributions

### Infrastructure Development

- Alumni Association has been extending their financial support in the development of infrastructure

facilities of the institution.

- Over the last five years, a good number of alumni have contributed **Rs. 31,39,377** generously.
- Alumni members of department of chemistry contributed a sum of **Rs. 7,00,000** for the renovation of chemistry laboratory.

### Scholarship and Endowments

- The Alumni Association has instituted **11 scholarships** and endowments to the meritorious students during the last five years. The scholarship is awarded to students during the **Merit Day celebration** of the college.
- On an average **Rs. 36,000** was awarded to students each year.

### Non-financial Contributions

#### Alumni Lecture Series

- The alumni association has instituted a lecture series in the year 2016 by arranging lectures by distinguished alumni of the college. The formal inauguration of this unique programme was conducted on 8th December 2016 by Sri. Vysakhan, renowned Alumnus and the President of Kerala **Sahithya Academy**.
- This series of lectures intends to utilize the contributions of our alumni in the academic enrichment of the college community. The programme also offers opportunities for the outgoing students to interact with our renowned alumni in diverse fields and emulate their models.
- As part of this, **29 lectures** were given by our prominent alumni during the last five years.

#### Gift a Book- Lift a Life

- The Alumni have instituted an innovative venture titled '**Gift a Book: Lift a Life**' to enhance collection in our library by procuring books from various stakeholders.
- The voluntary book donation scheme has evoked good responses from alumni, teachers, students and general public.

#### Career Guidance and Placement Services

- Alumni members who are in good positions conduct career guidance programmes and offers placement services for the students to achieve their career goals.

#### Curriculum Feedback

- The Alumni members register their feedback on curriculum through online.

#### Alumni Newsletter

- The association annually publishes its newsletter highlighting important activities and achievements.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Response: ? 5 Lakhs

File Description	Document
Any additional information	<a href="#">View Document</a>
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 45

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	10	10	13	6

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

##### Institutional Governance Mechanism and Policies

Nirmala College is a minority Christian institution run by Corporate Educational Agency, Kothamangalam with the vision of **academic excellence with integrity of character** and the mission of the institution is **integral development of personality based on Christian ideals**. The institution strives to cater to the needs of everyone irrespective of caste and creed.

- The college looks forward to **educate the citizens who love God and serve humanity**.
- Under the leadership of a dedicated and supportive management, the college functions through a **decentralised and participative system** of governance.
- The **leadership of the institution** gives a proper sense of direction to the activities of the institution and endeavours to help the **youth to grow up as competent, responsible and mature individuals, imbued with qualities of the head and the heart**.

##### Governance Mechanism

The governance mechanism ensures that the activities of the college are allied with the vision and mission of the college.

- **The Managing Board** is the apex body with regard to the matters in policy making. **The Bishop** is the highest authority in the organizational structure of the institution.
- The President of the governing body is the **Manager** who is assisted by the **Corporate Educational Secretary**.
- It comprises of stakeholders like **Member of Parliament, Member of Legislative Assembly**, former managers, Principal, Office Superintendent, IQAC co-ordinator, alumni and industrialists.
- The Board gives timely directions to IQAC to give **inputs for the preparation of strategic plan** as per the vision and mission of the institution.
- The Board meets **two times** a year and **finalises the strategic plan** that focus upon infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices to be implemented in the college.
- The Board arranges a **meeting with the heads of the departments** in the beginning of the academic year to **formulate the department academic plan** as per the strategic plan.
- The responsibility to oversee the institution is vested with the **Manager and the Principal**. The Principal imparts timely instructions to the heads of departments through council meetings and staff meetings to take stock of the situations and decide on quality parameters.
- **The Staff Council** comprises of Principal, Vice Principals, Heads of the departments and the Office Superintendent.
- The plans proposed by the **Managing Board and IQAC are presented** before the Staff Council

and it takes appropriate measures for its implementation.

- It also takes major decisions regarding the **day-to-day administrative affairs** of the college.

The democratic style of functioning creates harmony and a sense of collective responsibility in the institution. The vision and mission propounded by the founders of the institution are materialised at various levels by the effective leadership of the management and the committed functioning of the teaching and non-teaching fraternity. The active dialogue between the beneficiaries and the authorities bring about effective strategies for the holistic development of the student community.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

Ever since the inception of the college, administration is carried effectively through a decentralized mechanism. This **inclusive and participatory approach** promotes an environment of solidarity and **mutual respect** which ensure the **smooth functioning and growth of the institution**.

#### Committees and Cells

The 'Principle of Subsidiarity' is applied at different domains for effective administration. It aims at proper delegation of power and authority from apex to the grass root level. Through this principle, the college effectively grooms proper leadership at various levels. The following cells and committees are operational in the institution to implement various activities which are part of the strategic plan.

- Managing Board
- General Staff Meeting
- IQAC
- Staff Council
- Exam Cell
- NAAC Steering Committee
- Research Cell
- Planning Board
- Building Committee
- Purchase Committee
- Campus Ecological Committee
- Grievance Redressal Cell for students and staff
- SC/ST Cell
- Ethics Committee
- Library Committee
- Anti-Ragging Committee

- Minority Cell
- OBC Cell
- Anti- Sexual Harassment Committee
- Academic Review Committee
- Admission Committee
- Alumni Association Executive Committee
- PTA Executive Committee
- Public Relations Cell
- Staff welfare Committee
- Right to Information Cell

### **Functional Autonomy**

Functional autonomy is granted to all departments and units in the college. Thus, a participative culture is evolved in the institution. At each level and sphere of activity, the teachers and students cooperate with each other for the successful implementation of the prospective plans. This work culture generates goodwill among the entire college community and motivates all to work in unison to achieve the different objectives set by the authorities in consultation with the stakeholders.

Recommendations and suggestions are invited from the stakeholders before the policy formulations. Staff Meetings, Students Union Meetings, Council Meetings, IQAC Meetings and Alumni Meetings are conducted to pool opinions and proposals.

### **Case Study: Campus Rejuvenation Project**

One of the many instances of participatory and decentralised management of the college is the **Campus Rejuvenation Project (CRP) proposed in 2017**. CRP in the campus was launched in the same year with the objective of developing infrastructure especially the new Administrative Block. IQAC developed a blue print for the new administrative block. **The Building Committee** ratified the suggestions and approved the same in the meeting held on 18 January 2017. The management perused the proposal and ratified the action plan proposed by IQAC. The new administrative block started functioning on 27th May 2019.

The achievements of CRP initiated by the IQAC are:

- Construction of a new administrative block with a fully automated office system, Air conditioned Principal's office, Vice Principal's office, Manager's room, Local Manager's room, Conference hall with a seating capacity of 60, Council hall with seating capacity of 25, Dining hall, Guest House, VIP launch, Faculty Recreation Centre and three Server Rooms.
- 7.1 Dolby Atmos, Amazon Alexa, DTS Theatre was constructed in the Library Building.
- The Library was automated. ILMS (Integrated Learning Management System) was introduced.
- Full- fledged Wi-Fi access is enabled in the campus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The IQAC in consultation with the managing board formulated a strategic plan for the period 2014-2018. In order to meet the information needs of stakeholders such as students, teachers, alumni, etc, a **Management Information System (MIS)** was proposed in the strategic plan.. As envisioned in the plan, the college has taken steps to develop softwares and programmes to facilitate an automated and self-reliant MIS. An expert committee has been formed to monitor the implementation of the system. It consulted various software companies and decided to select MeshiLogic Software Consultants. The staff council and IQAC discussed in detail various features to be included in MIS and decided to set up separate portals. The complete automation of the Administrative and management procedures has been facilitated by installing TCS.

#### Case Study: Implementation of Total Campus Solution (TCS)

In December 2015, an agreement was executed between MeshiLogic Software Consultants, Kinfra Techno Industrial Park, Calicut and the Principal, Nirmala College to implement 'Online TCS'.

The contents of different portals are given below:

- **Student Management Portal:** Academic calendar, Student attendance entry, Duty leave entry for students involved in official activities, Internal Marks entry and verification, Consolidated paper wise attendance, Time Table, and Online teacher evaluation by students.
- **Faculty Portal:** Faculty profile, work allotment, individual time table, hours engaged report, teacher performance record, preparation and execution of daily teaching plan and semester wise plan, categorised nominal roll of the students, paper wise attendance entry, internal mark entry and consolidation.
- **Reports:** Student wise daily and monthly reports, attendance percentage for a given period, attendance shortage list, list of unmarked hours, Internal exam marks/ grades, progress reports.
- **Examination Portal:** Examination schedule, Seat allotment list, online hall ticket, Examination attendance entry, Private candidates list and seating arrangement in external examination
- **Customised Certificates:** Transfer certificate, course and conduct certificate and other customised certificates.
- **Placement Module:** Track and manage placement process, authenticate and activate student profiles, manage company profiles, manage job postings, send notification to students, create shortlisted students as per HR manager's request Export student profile and student placement list.
- **Administration Portal:** Online admission and profiling of applicants, Students attendance verification, Fee chart setting and online receipt of fees, TC register, Leave management module

for online leave request by students and faculty and approval by the head of the institution, list of scholarships and application forms, and Academic calendar.

- **Admission Portal:** Student details entry at the time of admission, Parent master along with student details entry, Student roll number generation, generate/ entry identification number like university register number based on admission number, View/ change status of students, and Identity card generation.
- **Parent Portal:** Students' attendance report, attendance shortage list, percentage of attendance, internal examination mark list, general timetable, holiday adjustment Parents' feedback, announcements and notifications and Academic calendar.

Orientation programmes were organised at regular intervals to the students, teaching and non-teaching staff and parent representatives to give hands on experience in 'Online TCS'. The MIS has been successfully installed and maintained (Mobile TCS application is also available for teachers).

File Description	Document
Any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

**Response:**

#### Institutional Governance

- **The Managing Board:** The college has a well-functioning organisational structure managed and administered by the Corporate Educational Agency, Kothamangalam. The highest authority in the organogram of the institution is the Bishop who is designated as the Patron. The Managing Board is the apex body with regard to the matters in policy making. It also sets a framework for the implementation of the proposed plans. The President of the Managing Body is the Manager who is assisted by the Corporate Educational Secretary. It recommends strategic plans that can be adopted in matters like infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices.
- **Principal:** The principal who is the executive head of the institution is entrusted with the responsibility of managing the day-to-day affairs of the college. He implements the directives of the managing body in accordance with the norms and guidelines stipulated by the government and other regulatory agencies.
- **Staff Council:** The council takes appropriate measures for the implementation of strategic plan. It also takes major decisions regarding the day-to-day administrative affairs of the college.
- **Committees and Cells:** The administration of the college is supported by a number of committees

and cells like the IQAC, Planning Board, Purchase Committee, Building Committee, Campus Development Committee, Library Advisory Committee, Anti- Ragging Committee, Anti- sexual Harassment Cell, SC/ST monitoring Cell, Grievance Redressal Cell, Ethics Committee, Internal Complaints Committee, Discipline Committee, Women Empowerment Cell, Minority Cell, OBC Cell, IPR Cell etc.

## Recruitment

Vacancies are reported to the Directorate of Collegiate Education, Government of Kerala and avail concurrence. The direct recruitment to the posts of Assistant Professor is on the basis of merit through an **all - India advertisement**, followed by selection of a duly constituted committee as per the provisions of **Mahatma Gandhi University Regulations and UGC regulations**. The institution follows the UGC regulations on minimum qualifications for appointments.

## Promotion

Promotion is given to teachers based on the UGC regulations regarding **Career Advancement Scheme (CAS)**. Mahatma Gandhi University has published the minimum qualifications for the promotion of teachers. As per the UGC guidelines, promotion is given based on the evaluation of API score. University has set a proforma of the **Performance Based Appraisal System (PBAS)**.

## Service Rules

All the employees are bound to follow Mahatma Gandhi University Statutes and **Kerala Service Rules (KSR)** issued by Finance Department under the authority of the Government of Kerala. In addition, employees have to comply with the regulations of Mahatma Gandhi University in matters with respect to university examination valuation, curriculum revision, etc.

## Grievance Redressal Mechanism

There is a grievance Redressal mechanism in the college headed by the Manager of the college. The coordinator of the women cell is also part of the cell. The employees are free to raise any issues before the committee.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support

## 5. Examination

**Response:** A. All 5 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:**

#### Case Study: Introduction of Nine Programmes including Doctoral Programmes

- **The Context**

As per the strategic plan, the college wants to introduce new courses which facilitate the students and teachers of the college to enrich the teaching learning process. It is important to introduce programmes in tune with the emerging national and international trends which are also significant to the local needs. The college has introduced both **traditional courses and new generation programmes** to prepare the students to develop skills and hands-on-experience to meet the future challenges. **Since the last accreditation two research programmes, three postgraduate programmes and four undergraduate programme were implemented.** The IQAC is entrusted with the responsibility of applying for the above courses.

1. Introduction of **B. Com taxation (Vocational), B. Com Office Management and Secretarial Practice** as a response to the high preference to these Programmes

**Action Taken:** These programmes were introduced in the academic year 2013-2014 with an intake of 40 Students each. Affiliation order was issued by Mahatma Gandhi University on 25/07/2012 in the letter no. 4191/A1/ 2012/ Academic

2. Introduction of **M.Sc Mathematics and B.T.T.M** in the academic year 2014-15. Administrative sanction was issued by the Government of Kerala on 24/06/2014 in the letter no. 1318/2014/ H. Edn.

**Action Taken:** These Programmes were introduced in the Academic year 2014-2015 with an intake of 15 and 40 students respectively.

3. The IQAC suggested the introduction of **Master's Degree in English** for attracting students to pursue their masters

**Action Taken:** As per university order no.5365/A1/2013/Academic on 05/10/2013, college started the course in the academic year 2013-14 with 15 students

4. The rationale for selecting and **introducing MTTM** is to tap the opportunities existing in Kerala as a tourist destination. The IQAC believes that the enterprising possibilities in the tourism sector can certainly open job opportunities for students in national and international levels.

**Action Taken:** MTTM programme was introduced in in the academic year 2013- 2014. Mahatma Gandhi University granted affiliation to this programme in a letter dated 20/05/2013 vide order no. 2771/a1/2013/Acad.

5. The **implementation of B. Voc programme (50 Seats)** in Logistics Management funded by UGC offers the students' Vocational training and develops their skills.

**Action Taken:** The UGC has given the sanction in July 2018 and MG university approved the course on 11/03/2019 in the order no. 936/ACA1/2019/MGU

6. The **introduction of Doctoral programmes in Zoology** in 2017 to attract research scholars from the length and breadth of Kerala.

**Action Taken:** As recommended by the IQAC, it was decided to apply for Research Centre in Zoology. Mahatma Gandhi University gave sanction for the centre on 16/12/2017 vide order no. 7349/AVI/1/1569/2016/ Academic

7. The **introduction of Doctoral programmes in English** in 2019 to attract research scholars

**Action Taken:** IQAC meeting held on 03/05/2018 (Page No. 102) decided to apply for research centre in English and Mahatma Gandhi University gave sanction for the centre on 27/10/2018 in the letter no. 7649/A VI/2/RC/ 1263/2018/ Academic. Now 12 students are registered as research scholars in English

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

#### Response:

The institution provides a satisfactory environment which ensures high degree of job satisfaction of the employees. The following are the welfare schemes put forward for the benefit of the employees.

#### Institution Initiated Welfare Schemes

- **Staff Co-operative society** is functioning in the college for meeting the financial needs of the staff. Financial products and services are offered at an **affordable rate of interest**.



- **Interest free loans** are given to the staff on their request.
- Financial support is provided for the staff to meet **medical expenses in times of emergency**.
- **Free Wi-Fi facility on campus and domain email addresses** to all staff members.
- Institution provides free accommodation to staff in the **College Guest house**.
- **Special Casual Leave** is given to staff members during any medical emergency like cancer and its treatment.
- **ATM facilities of SBI and SIB** are available in the campus.
- **Kiosk and Canteen facilities** are provided to staff at a subsidized rate
- **Free uniform** is supplied to supporting staff and security men.
- **Gymnasium** is available for the staff to maintain their physical fitness.
- **Recreation Room** is provided to staff for their recreation.
- **Separate Parking area** is maintained for parking the staff vehicles.
- **Annual tour programme** is arranged for the staff members.
- **Community lunch** is arranged for the staff and their family.
- **Retirement party** is arranged for the staff as a recognition of their committed service
- **Discussion Rooms** are used for serious deliberations.
- **Jobs on compassionate grounds** are given to family members of the non-teaching staff
- **Free medical checkup** is available in the campus.

#### Other Welfare Schemes

- **Provident Fund-** The staff can invest in the GAINPF on a monthly basis.
- **Group Insurance Scheme (GIS)** is given to staff for their welfare. It provides insurance benefits to the staff appointed in accordance with the rules of recruitment of the state.
- **State Life Insurance Scheme** is provided to the staff at a low cost with twin benefits of an insurance cover to help their nominees in the event of death while in service and a lump sum payment to augment their resource on their retirement.
- Management encourages Faculty members to apply for promotions without any delay and follows the UGC norms for their **Career Advancement**.
- **Maternity Leave** is given to female staff members for 180 days to safeguard the interest of the mother immediately before and after the child birth. Leave benefits are also given to female staff who have a miscarriage or tubectomy.
- **Paternity Leave** for 10 days is given to male staff members to be emotionally and physically available for both mother and child, before and after the delivery.
- **National Pension Scheme (NPS)** is a voluntary contribution pension system existing in the college. The staff can contribute regularly in their pension account during their working life.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response:** 19.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	18	12	15

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	<a href="#">View Document</a>
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**

**Response:** 31.63

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
39	24	35	41	50

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

The college facilitates the professional growth and enrichment of the staff by implementing an effective Performance Appraisal System. This system is maintained with the objective of improving academic and administrative standards. It functions in the following ways.

#### Teacher Performance Record (TPR)

It is given to each teacher at the beginning of every academic year to record their everyday engagements. All details pertaining to lesson plans, tests, assignments, projects, mentoring, tutoring, remedial classes, leave taken etc. are recorded. It is monitored by the head of the department and the principal. It is also evaluated by the management team during the annual academic audit. Teachers are also instructed to submit **Teaching Plans** every semester to ensure a timebound implementation of the **Academic Plan** proposed at the beginning of the academic year. Faculty members are also evaluated on the basis of various responsibilities entrusted on them as extracurricular and extension activities.

#### Evaluation by Management

The Managing Board constitutes an **Academic Review Committee** every year to evaluate the performance of teachers. All teachers have to submit the duly filled proforma of **the Performance Based Appraisal System (PBAS)** at the end of the academic year. The committee headed by the manager visits each department and evaluates the performance of the teachers in group and in person. They suggest corrective measures collectively and in person.

The principal submits a **Confidential Report** about teachers to the manager on an annual basis. The manager makes detailed evaluation of those reports and provide encouragement, suggestions for improvement and corrective measures confidentially.

### Staff Evaluation by HOD

Heads of the departments prepare a **confidential report** in a prescribed format evaluating their academic performance highlighting their strength and weakness.

### Peer Evaluation

IQAC designs Peer Evaluation to provide feedback to peers about their academic performance. Peer Evaluation helps faculty members to improve their teaching. It is a collaborative process in which the faculty works closely with a colleague or group of colleagues to discuss his or her teaching. It provides the teacher with insights into his/her academic contribution.

### Faculty evaluation by the students

IQAC monitors the feedback mechanism in the college. In each semester the students can evaluate their teachers online on the basis of their performance. The students can assess the teachers on the following criteria: accessibility to teacher, classroom management, communication skills, fairness in internal assessment, ability to inspire and motivation, interaction of the teacher, punctuality and regularity, effective completion of syllabus in time, subject knowledge and the use of ICT in teaching learning process. The IQAC does feedback evaluation and suggests corrective measures to teachers.

**Non-teaching Evaluation by Students, Management and Teaching Staff:** The Management evaluates the non-teaching staff every year through a performance appraisal system designed by IQAC. Students also get opportunity to rate the performance of non-teaching staff while conducting **survey on the institutional performance**. The principal monitors the performance of non-teaching staff and gives them continuous feedback. In a given format the teachers and the students evaluate the non-teaching staff regularly.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The institution has a transparent and systematic financial management system. The Planning Board constituted by the Governing Body monitors the effective utilisation of financial resources through proper auditing mechanisms. The institution conducts external and internal audits for both Government and Non-Government funds.

- **Statutory Audit (by Chartered Accountant)**

Statutory audit of all the accounts maintained by the college is done by a Chartered accountant every year.

All financial accounts/matters of the college are audited. On behalf of the Principal, the Head Accountant maintains the accounts of the government funds. Statutory audit also includes the auditing of all the Non-government funds including the management funds, fees from self-financing courses, salary of management staff etc., the records/accounts of which is maintained by the Bursar who is the representative of the Management.

- **External Audit by Account General(AG), Govt of Kerala**

Periodical Audit is conducted by the Directorate of Collegiate Education, Govt of Kerala to verify the utilisation of funds received from the Central and state governments which include grants from UGC, NAAC, RUSA, DIST-FIST, KSCSTE, KSHEC and other government agencies. The audit team checks whether fund utilisation is done in accordance with the accepted procedures. AG audit verifies various tenders and quotations which include E- Tenders. Their suggestions are incorporated in planning the effective utilisation of funds.

- **External Financial Audit by Deputy Directorate of Education, Ernakulam, Government of Kerala**

The Regional Deputy Director is authorized to audit the amount collected and received in the college related to general revenue of Govt ., Utilization/Non-Utilization details of such amount, its registers/accounts etc. The Deputy Directorate of Education, Ernakulam, Government of Kerala conducts financial audit every year and analyses all the registers and accounts of the college. The audit team verifies the financial utilisation of the public funds. They scrutinise and verify Cash Book, acquittance of teaching and non-teaching staff, SC/ST/OEC acquittance, E-grants Account, Caution Deposit and Fee receipts. The Directorate also verifies the PD subsidiary Register and consolidates PD register every year. The government scrutinises the grants received from UGC in various plan periods for Minor Research Projects, National Seminars, IQAC, General Development Assistance UG and PG grants. On completion of Audit, the audit report is to be sent by Regd. Post to the Principal within two weeks. The Principal is to be instructed to send the first reply within two weeks from the date of receipt of the report with supporting documents.

- **External Audits for UGC Funds:** The college conducts external financial audit for all the grants received from UGC. The grants for Minor Research Projects, National Seminars, IQAC, General Development Assistance UG grants and General Development Assistance PG grants are verified by Chartered accountants and the utilisation certificates issued by them are submitted to UGC for verification and scrutiny.
- **DST- FIST Funds:** An external audit is conducted for the FIST programme of DST under the Ministry of Science and Technology, Government of Kerala.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

**Response:** 72.1

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
10.353	6.921	7.750	35.655	11.420

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The College has a well-functioning mechanism for mobilization of funds and optimum utilisation of resources. The Planning Board, constituted by the Principal, has the responsibility for assessing, planning, implementing and supervising the fundraising activities of the college. The committee evaluates the requirements of the departments and other forums for the allocation of funds. The budgetary provision for academic and administrative activities is planned at the beginning of financial year by the Planning Board. The Planning Board functions in consultation with Building Committee, Purchase Committee, campus Development Committee, Campus Ecological Committee and Library Advisory Committee to formulate strategies for fund mobilisation and its optimal utilisation.

The major sources of funds for the college are from the following avenues:

- **Central Government Funds**

- UGC, NAAC, RUSA and ICSSR
- DST-FIST
- DBT-STAR fund
- UGC fund for B.Voc
- Major and Minor projects
- Scholarships

- **State Government Funds**

- KSCSTE and KSHEC
- Grant-in-aid for salary
- State government fund for NSS
- State government funds for ASAP (Additional Skill Acquisition Programme), WWS (Walk with the Scholar Programme) and SSP (Student Support Programme)
- Scholarships

#### • Non-Government Funds

- Endowment awards
- Funds raised by departments/associations
- Students fee from self-financing courses
- PTA funds
- Aid from philanthropists
- Contribution from teachers
- Contribution from alumni
- Financial assistance from management
- Fund from ALS IAS, New Delhi to Nirmala Civil Service Academy
- Rents from external bodies for conducting various competitive exams
- Rent fro SIB & SBI for using college premises for ATM.

Funds availed from the **central government** sources are used for developmental activities, academic resources such as books and journals and infrastructure development which includes labs, equipment, sports facilities, etc. Teachers receive Major and Minor research project grants and travel grants from UGC for research purpose. UGC grant is availed to organise academic endeavours like seminars and workshops. **State government funds** are promptly availed for introducing innovative programmes, workshop, seminars and conferences, green initiatives of the college, extension activities, internal and external mentoring of selected students and for the activities of various clubs and forums.

**The Management/ PTA/ Alumni funds** and other contributions are used to meet the developmental needs and the maintenance of the institution. Financial Assistance by the Management include financing for the construction of buildings and other infrastructure developments, salary to self-financing staff, scholarships for needy students etc.

**Optimal utilisation** of available resources is ensured to cater the needs of the stakeholders. The departments and other forums are intimated about the approval of their budget and are required to maintain proper accounts and reports of expenditure. At the end of the financial year internal and external auditing is conducted to ensure utilisation and proper accounting of the funds availed. Accounts are maintained by the Head Accountant and the Principal is accountable for all the financial transactions.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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

### Response:

The IQAC plays a pivotal role in the enhancement and sustainability of quality in the educational services provided by the institution. The major initiatives include:

- Devising quality strategies
- Monitoring the extension and outreach programmes of the departments of the college
- Evaluating curricular and co-curricular activities
- Promoting high professional standard by integrating research in teaching
- Ensuring stakeholder participation
- Introducing best practices
- Organising workshops and seminars
- Introducing quality initiatives like accreditation and ranking, consultancy, collaboration, e-attendance, feedback analysis, initiative toward patent filing and incubation centre, internal promotion guidance, research quality enhancement etc.

### Practice I

#### Audit Practice

- **Academic and Administrative Audit:** AAA is conducted at the end of every year by a committee constituted by the IQAC to maintain quality in the institution. The committee visits each department and evaluates the performance of the teachers in group and in person. The evaluation is based on the pro forma of self-appraisal submitted by the teachers, the confidential report by the principal, HoDs, feedback from the students etc.
- **Green Audit:** The criteria, methods and recommendations used in Green audit are based on the identified threats. The following audits are done under Green Audit:
  - Auditing for Water Management
  - Auditing for Energy Management
  - Auditing for Waste Management
  - Auditing for Green Campus Management
  - Auditing for Carbon Footprint

The college conducted Green Audit in 2017 and 2019. The audit was conducted by a committee of external Experts. Detailed analysis of data collected include: computation of energy consumption, analysis of latest electricity bill of the campus, understanding the tariff plan provided by the Kerala State Electricity Board (KSEB). Data related to water usage were also analysed using appropriate methodology.

On the basis of results of data analysis and observations a Green Protocol was adopted by the institution for sustainable development. Swachh Nirmala- Green Nirmala, Clean Nirmala is a distinctive practice in the institution. Installation of Solar Panels, LED bulbs, Biogas plants, Office automation, Oxygen park etc. are some of the Green initiatives of the college.

- **Gender Audit conducted in the academic year 2018-19**



**Gender audit** is a tool to assess and check the institutionalisation of **gender** equality. IQAC analyses gender related policies and their implementation using the data provided by the audit.

## Practice II

### Walk-with-a-Scholar and Scholar Support Programme

**WWS** scheme introduced the idea of mentoring, building on the concept of mentor as a guide and friend. The IQAC along with the College Council act as the monitoring committee which suggests steps for the improvement of the programme. The programme has a college level coordinator. Internal and External mentoring sessions are conducted. The progress of the mentees is evaluated at regular intervals and necessary corrective measures are suggested.

**SSP** aims at imparting personalised academic support to needy students through tutorials, study materials, additional lectures, question banks and interactive sessions. The IQAC functions as the monitoring committee for the programme and suggests steps for improvement. SSP has a college level coordinator who maintains the activity report from all internal mentors regularly.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 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

#### Response:

#### **IQAC Teaching Learning Review Mechanism**

IQAC monitors IT enabled, outcome based, student centric and holistic methodologies of teaching learning process.

- At the beginning of the academic year, IQAC collects **department academic plans** and monitors its effective implementation throughout the year.
- **Teacher Performance Record** devised by the IQAC is a continuous self-appraisal system to keep track of the performance of the faculty on desired outcomes.
- Teachers are also insisted to submit a **Course Plan** every month so as to evaluate the progress of the curriculum in tune with the academic calendar.
- IQAC insists on the **Mapping of PO, PSO and CO** at beginning of a Programme/Course. This gives a positive direction towards the methodologies to be adopted in teaching and evaluation.
- IQAC communicates its policies regarding **Remedial, Mentoring and OBE** to all teaching departments at the beginning of the academic year.
- IQAC ensures proper **conduct of internal examinations** and instituted a mechanism for transparent mechanism for **evaluation and uploading of marks** in the university portal.

- IQAC has a practice of **comprehensive semester wise result analysis** to pinpoint strengths and weaknesses of different departments.
- IQAC has devised a **ten-point scale questionnaire to evaluate the performance of teachers** by the students.
- IQAC devised a mechanism for **360o feedback** on curriculum.
- **Open House** is yet another platform to review the teaching and learning process. Once in a semester the parents are invited to the college for a discussion with teachers in the presence of the student. In such meetings, the teachers share their observations about the studies and behavioural patterns of the students with their parents.
- **Curriculum feedback** is also taken from the parents during open house meetings.

### IQAC Institutional Review Mechanism

- IQAC conducts **Annual Academic and Administrative Audit** every year.
- IQAC and the management evaluate the **performance of non-teaching staff**.
- IQAC encourages **Peer Evaluation** of teachers.
- **Green audit and Gender audit** are regular practices in the campus.
- The institution takes feedback from students on **Institutional Performance** every year since 2018.

### IQAC Evaluation of Learning Outcomes

- IQAC has entrusted a committee in 2017 to introduce **Outcome Based Education (OBE)** in the college. This initiative was resorted when the university introduced new curriculum for graduate programmes.
- The committee is headed by a **senior faculty** and it devised a mechanism to operationalise OBE.
- The **Departmental Advisory Committee (DAC)** of each department has prepared **Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)** on the basis of learning objectives mentioned in the university syllabus.
- DAC also outlines the **Course Outcomes (COs)** in consultation with the concerned teachers who deal with a particular course.
- The IQAC has made PSOs, POs and COs **part of the course file**.
- At the end of the semester, the IQAC committee assesses the compliance of departments with the parameters of OBE.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 44

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
39	42	48	38	35

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Response: A. Any 4 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual reports of institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

Based on the recommendations of NAAC peer team in 2013 and discussions among various stakeholders, the college has initiated many conscious post accreditation activities.

#### TEACHING AND LEARNING

- Introduced new programmes viz., MA English, MTTM, MHRM, B.Com(Taxation), B.Com

**(Office Management and Secretarial Practice) and B.Voc.(Logistic Management)**

- PG Departments of **Zoology** and **English** elevated as **research departments**.
- Introduced 4 add on courses and 20 certificate courses as part of the curriculum enrichment.
- IQAC has formulated and implemented new **mentoring and remedial policies**.
- All class rooms in the college are **Wi-Fi enabled** facilitates **e-learning**.
- The college has its own **MOODLE platform** and the teachers extensively use google class rooms.
- **Post Admissions Tests (PAT)** are introduced to identify slow and advanced learners.
- The IQAC of the college introduced **Outcome Based Education** in 2017 along with the adoption of new UG CBCS syllabus.
- The college introduced an android application **CamPulse** to provide a digital platform to disseminate information.
- Nirmala E-learning centre provides virtual platform for students.
- A good number of students got enrolled in **MOOC courses**.
- IQAC has revised its **curriculum feedback** form in 2018.
- The college has successfully implemented **Walk with the Scholar Programme (WWS)** and **Student Support Programme (SSP)**.
- The college has effectively adopted **Total Campus Solutions (TCS)** as its MIS platform.

**RESEARCH AND DEVELOPMENT**

- The college generated **186.486 lakhs from 42 projects** in the period 2014-2019
- Two new research centres were started in English and Zoology
- A new software **Whitesmoke** was introduced for checking plagiarism
- Seven more Teachers became approved Research Guides
- College produced **29 Ph.Ds.** during 2014-2019
- Currently 62 research scholars are pursuing their research in various research departments in the college
- **Science and Society**, a bi-annual journal publishes research articles in January-June and July December
- 149 research articles and over 200 books/ Book chapters were published by the faculty
- Established **Institution Innovation Council (IIC)** as per the norms of Innovation Cell, Ministry of HRD, Govt. of India on 21 November ,2018
- All Science departments are **DST-FIST supported**
- Four Science departments are supported by **DBT Star College Scheme**
- **Idea Lab and Business Incubation Centre** were established

**INFRASTRUCTURE AUGMENTATION AND LIBRARY**

- Construction of a new **Administrative Block** with a fully automated office system, Air conditioned Principal's office, Vice Principal's office, Manager's room, Local Manager's room, Conference hall with a seating capacity of 60, Council hall with seating capacity of 25, Dining hall, Guest House, VIP launch, Faculty Recreation Centre and three Server Rooms.
- **The Diamond Jubilee Block**, constructed as part of the Diamond Jubilee of the College, was blessed and inaugurated on 16 May 2016.
- **7.1 Dolby Atmos, Amazon Alexa, DTS Theatre** was constructed in the Library Building.
- **An Extension Counter of Nirmala Medical Centre** was started in the campus as suggested by the

- NAAC peer team.
- Addition of three Computer Labs
- The college library was automated with **Integrated Learning Management System (KOHA)**
- A Digital Library was opened to facilitate and use online resources like INFLIBNET, E-books and electronic databases like DELNET.
- A new archive section has been created with rare books, manuscripts and collections.
- Library was converted as a Divyagjan friendly library with facilities like specially designed table, chair, Braille keyboard and voice assistant for visually impaired.
- New reprography centre for students and staff was created.
- Biometric door security system was introduced.
- As suggested by the NAAC peer team more reference books were added to the library. The library has a collection of 80262 books which include 967 rare books, 1846 reference books, 16 Braille books, etc.
- T Free-Wi-Fi is made available to students from two service providers: Asianet (100mbps) and BSNL(30 mbps)
- Introduced Book donation Scheme “Gift a Book- Lift a Life”

## STUDENT SUPPORT

- **Transportation facility in collaboration with KSRTC:** College has introduced transportation facilities for students commuting from distant places in Collaboration with KSRTC (Kerala State Road Transport Corporation) owned by Govt. of Kerala
- **VET:** Vocational training is given in apiculture and apitherapy, bonsai Making, culinary arts, driving (for female students), flower arrangement, jewellery making, LED bulb making, multimedia technics, newspaper making, radio recording and broadcasting, soap and detergent making, cloth carry bag and cloth carpet making, organic vegetable cultivation and organic farming.
- **Placements-** The number of students who got placement- 183 (2014-15), 171(2015-16), 105 (2016-17), 161 (2017-18), 171 (2018-19)
- **IAS coaching:** Civil Service coaching in collaboration with ALS Academy, Delhi was started in 2016
- **Merit day celebrations** to congratulate and motivate the best students with awards and recognitions
- Special rooms and facilities for differently abled in the campus ( Wheel Chair, Ramps in all buildings)
- Separate parking facilities for boys/girls
- Multipurpose Synthetic Court opened
- New Gents Toilet Complex
- Introduction Student Mobile App
- Addition of Smart Classes (7 Nos)
- Pedestrian friendly roads and addition of 10 parking benches
- Little Flower Hostel (Ladies) Extended
- Full fledged Gymnasium and Yoga Centre
- Initiated student centric programmes like **Food Fest** and **Three Minutes to Fame**
- Best Library User Award

**GOVERNANCE AND LEADERSHIP & HEALTHY PRACTICES**

- The IQAC and the departments organized 95 Faculty Development programmes and National Seminars during 2018-19.
- Nirmala Monthly and Alumni Lecture series Introduced
- **Online Feedback System** introduced
- Performance Appraisal System for teaching and non-teaching staff
- Initiated Teacher Performance Record (TPR)
- **Gender Audit, Carbon Audit, and Green Audits** were started
- Alumni Association is registered as suggested by NAAC Peer Team
- Participated in **Haritha Keralam Mission** of Government of Kerala to promote **organic farming and waste management in Kudavechoor Panchayat**.
- Nirmala College (Id: C-11839) selected 5 villages under **UNNAT BHARAT ABHIYAN** –{ Kalloorkkad, Manjalloor, Muvattupuzha(Part),Enanalloor and Marady (Part)} and conducted field visits and household survey.
- **Nirmala Hastham**: “Give a Hand, Give a Life”: A new initiative of community engagement to help the local community
- **Digi Campus**: “Let us Transform”: It enhances digital infrastructure of the campus to promote online learning
- **Swachh Nirmala**: “Green Nirmala, Clean Nirmala”: An initiative of the entire Nirmala College community to institutionalise cleanliness and to support the Swachhta movement in the country. It implements a green protocol for students, faculty in the campus

File Description	Document
Any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 30

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	1	8	8

#### File Description

#### Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

The institution is a co-education institution with about 66% of the staff and over 63% of the students being female. The college is committed to provide safe and secure academic environment to the students. The college has a zero tolerance policy on issues concerning gender, ragging, sexual harassment etc.

##### Safety and Security

- **Fully Protected Campus:** The campus is fully protected with compound walls and there is 24 hours checking by security guards at three different gates.
- **ID Card:** It is mandatory for the students enrolled in the college to wear ID cards issued by the college at the time of admission.
- **CCTV Surveillance:** The college has 32 CCTV cameras in operation for 24 hours a day.
- **Internal Complaints Committee (ICC):** It has been constituted in the college under “The sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013”. A women

advocate from Kerala State Legal Service Authority (KELSA) is also member of this committee.

- **Students Redress Cell, SC/ST Cell and Women Cell:** These cells take care of the various grievances and discipline in the campus. **Compliant boxes** are placed in the college and follow up action is taken by Student Grievance Committee.
- **Anti-Ragging Committee:** The anti-ragging committee of the college has members from the college, Kerala Police, Local media and Civil administration.
- **Ethics Committee:** An “Ethics Committee” functions in the college to address the issues related to sexual harassment, use of mobile phones etc. The committee acts as a deterrent agency against the crime of sexual assaults and misuse of social media.

## Counselling

- **Counselling Centre:** The service of a **professionally qualified counsellor** is available in the centre. The counselling services enable the students to iron out their personal stresses and strains.
- **Counselling Workshops:** Workshops and seminars are regularly organised by women cell and other cells on **cyber law, hereditary rights of women, transgender awareness programme, self-defence skills, martial arts training**, etc.
- **Staff:** The teaching staff give counselling to the needy students apart from mentoring sessions. Non-teaching staff gives support in the matters concerning admission, fees payment, etc.

## Common Room

- **Common Rooms:** The college provides separate common rooms for girls and boys. **Three common rest rooms** are available for girl students. One common rest room is provided to lady teachers for their leisure and comfort. Sufficient number of toilets are available for the students.
- **Incinerators and sanitary napkins:** Incinerators are installed in toilets to burn used napkins. Sanitary napkins are kept for distribution in a separate counter in the common room for ladies.
- **Special Toilets:** Special toilets are also available for differently abled girl students.
- **Fitness Room:** Special timing is arranged for ladies in the physical fitness centre. .
- **Sick Room:** It has the facilities like bedding, first aid box etc.

All these facilities are optimally utilised by lady teachers and girl students

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 15.08

#### 7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)



Response: 32850	
7.1.3.2 Total annual power requirement (in KWH)	
Response: 217818	
File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

<b>7.1.4 Percentage of annual lighting power requirements met through LED bulbs</b>	
<b>Response: 44.52</b>	
7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)	
Response: 7929.9	
7.1.4.2 Annual lighting power requirement (in KWH)	
Response: 17811	
File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<p><b>7.1.5 Waste Management steps including:</b></p> <ul style="list-style-type: none"> <li>• <b>Solid waste management</b></li> <li>• <b>Liquid waste management</b></li> <li>• <b>E-waste management</b></li> </ul> <p><b>Response:</b></p> <p>The college has established an integrated sustainable waste management approach that minimizes waste production and provides economic benefits through scientific waste management.</p> <p>The college has a robust waste management system to handle diverse nature of wastes generated from the academic buildings, hostels, canteen, stationary stores and kiosks. A <b>3R policy of reduce, recycle and reuse</b> is effectively adopted in the college. The college has a tie up with <b>Northamps ENV Solution</b>, a waste management company, for management of wastes.</p>
---

The college has a centrally managed waste management system managed by a dedicated team of students, academic and administrative staff supported by a dedicated workforce of sweepers and cleaners etc. That includes a robust recycling system.

### Solid Waste Management

- **Separate colour coded bins** for different types of wastes are placed throughout the campus at important vantage points for proper collection and segregation of wastes. This prevents any intermixing of wastes and is beneficial in utilization and recovery of components through sustainable waste management.
- Dedicated **vermicompost** units are established in the campus for disposal of biodegradable wastes generated through garden trimming and vegetable wastes from the canteen and hostel mess.
- The food remains/waste is being supplied to the poultry and pig farm. The organic waste thus generated is used in the **biogas plant**.
- **Paper wastes** generated in the campus are collected by an **external agency for recycling**. A part of the paper waste is recycled within the campus for making **paper bags** etc by NSS students.
- As per the **green protocol** the college optimizes the usage of paper by using **technology for information sharing** and documentation. **Office automation** has contributed immensely towards reducing paper waste.
- The use of single use **plastic** is strictly **banned** within the campus. The college follows green protocol for all its official and public meetings seminars and conferences. College has established a plastic free zone around the campus.
- **Plastic bottles** are collected by the students and recycled by using as planters in our garden or recycled using plastic shredding unit which is later used for paving the roads with in the campus.

### Liquid Waste Management

- Solvents are recycled using Rotovapour and reused in laboratories. Solvent mixtures are disposed scientifically with help of a govt. approved agency.
- Liquid waste from the biology labs are treated with bleach and **decontaminated** prior to discharge. Coolant water released from the distillation units are used in garden and for washing and cleaning purpose.
- In tune with its **3R policy** water from the rain water harvesting system is used in gardens and washrooms.

### E-waste Management

- A minimal e-waste generation is ensured by **optimal and periodic maintenance** of computers and other electronic peripherals. E wastes are managed separately by **qualified staff** due to heavy metal poisoning .
- The college is also working in close collaboration with Northamps ENV solution for waste management and disposal.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

- The landscape of the campus is such that the rain water on the roof top can be collected and recharged in a natural way.
- Rain water harvesting is done at various levels in the campus. Primarily the college has a 151364-litre capacity tank to which the rain water on the roof top is collected and used for washing and gardening purposes. This source is of great help in addressing the problem of water shortage on the campus.
- The college also has water recharging units. The water collected from the roof tops of the three buildings are routed to a natural pond where the water is stored.
- The water will trickle down through the earth to the nearby open well. This will raise the water table in the surrounding areas as well.
- The efforts to harvest rainwater on the campus have helped solving the water shortage in the campus. Further, these efforts have spread a strong message among students and general public on the need to preserve our natural resources.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### Response:

Under the **Swachh Nirmala initiative**, multifarious activities are carried in the college to eco-sensitize the staff and students.

### Plastic free Campus

- The college has “**reduce, recycle and reuse**” policy and has imposed a **total ban on single use polythene bags**.
- College encourages the fraternity to **reduce usage of plastic** items like bottle, tiffin boxes, pens, disposable cutlery and carry bags and also supports this initiative **encouraging use of glass or stainless steel cutlery**, sale of fountain pens and **paper pens**. The college also conducts workshops in **cloth and paper pen and bag making**.
- College collects plastic waste from the surrounding areas and recycles them in using plastic shredder and use it for road paving in order to **extend the plastic free zone outside the boundaries of the campus**. There is a **plastic bottle garden** that uses recycled plastic bottles and other recycled materials as planters. A **plastic shredding unit** is present in the campus and the shred plastic is used for paving of roads within the campus.

### Paper-less Campus

- The college has succeeded in reducing the paper consumption by resorting to the **use of e-mails, social media platforms** like whatsapp and **virtual announcement platform** in the form of an android app **CamPulse** for official communications.
- The teachers share notes and study materials in the form of **soft copies and students submit assignments and reports** in Moodle platform / Google Classroom or by email.
- The college also has **digital display board** installed in canteen for publishing of notices. Office documentation is done with minimal paper usage with the help of cloud storage, Google drives and Dropbox

### Waste Management

The college established a waste management system with a robust recycling system in the campus.

- The proper waste management starts with proper collection and segregation of wastes, for this purpose **separate colour coded bins** for different types of wastes are placed throughout the campus at important vantage points.
- Dedicated **Ring composting** and **vermicomposting** units are established in the campus for disposal of biodegradable wastes.
- A **biogas plant** is also present within the campus to recycle organic wastes.
- Chemical and E-waste are collected and disposed off in a scientific manner with the help of Government approved agencies.
- Solvents are recycled using **Rotovapour** and disposed of scientifically with help of an govt. approved agency.

### Green Campus

- A lush green campus is maintained by **planting of trees** within the campus in association with various govt. and Non Govt. agencies.
- Use of public transport and vehicle pooling is encouraged among the staff and students. The campus is pedestrian friendly with dedicated walkways.
- More than 50% energy requirement is fulfilled by solar power. Water consumption is reduced using special devices in toilets, sprinklers, drip and wick irrigation systems in gardens supported by a rain water harvesting system.

- **Strict compliance to green protocol** within the campus during formal functions and meetings.

The college has completed **green audits in 2016-17 and 2018-19.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 3.31

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
22.78	12.86	19.82	7.53	9.15

File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**Response:** A. 7 and more of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

#### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 38

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	5	9	6

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 60

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	6	7	3

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 51

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	13	14	9	5

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**



The college celebrates national festivals in the campus. All students enthusiastically participate in such events. The college also organises special programmes on the occasion of the birth or death anniversaries of great Indian personalities. The institution has a system in which references about epoch making social thinkers of India like Mahatma Gandhi, Jawaharlal Nehru, Sardar Vallabhbhai Patel, Babasaheb Ambedkar etc. are made through the public address system as and when their birth or death anniversaries fall.

- **Gandhi Jayanti Celebrations:** The college celebrates Gandhi Jayanti every year on 2nd October with prayer services. As part of this, the NSS unit of the college organises '**Service Week**' with the motto of **Swachh Bharat**. Various lectures are also organised on **Gandhian philosophy, teachings and ideals**.
- **National Youth Day Celebrations:** National Youth Day is observed on 12th January of every year, the birthday of Swami Vivekananda. The Department of Economics organised a three day UGC sponsored national seminar on the '**Ideals of Swami Vivekananda**' in 2016. The college also organised a seminar on '**Vivekananda Darshanam: Past, Present and Future**' on 12.01.2018.
- **National Science Day Celebrations:** The college celebrates National Science Day on **12th June every year**.
- **National Unity Day:** Birth anniversary of Sardar Vallabhbhai Patel is celebrated as National Unity day on 31st October.
- **Independence Day:** India's independence is celebrated every year in the college on 15th August with solemnity. As part of this, **inter-departmental patriotic song competition** is organised every year.
- **Republic Day:** Republic day is celebrated every year with flag hoisting and talks on national integration, importance of constitution etc.
- **APJ Abdul Kalam Memorial Lecture:** APJ Abdul Kalam Memorial Lecture is organised every year.
- **Premchand Day:** The college celebrated Premchand Day with discussions on the works of the writer on 15th September.
- **International Hindi Day:** The college organises Hindi day celebrations with reading competitions, Hindi poetry recitation, etc.
- The college celebrates **national festivals** like Onam, Diwali, Holi, Christmas, Eid-Ul-Fitr etc.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

##### Response:

The institution has always maintained utmost transparency and accountability in all its activities.

##### Financial Transparency

- Every purchase is made through **purchase committee** and approval from the management.
- **The Bursar (Finance Officer)** presents a proposal for the projected receipts and expenditure under

each head. After discussions, the budget is approved with or without amendments. The purchase committee is the competent authority to decide on the purchases to be made in the college. At the beginning of each academic year, proposals are received from all departments and administrative units on the estimated purchases for the academic year. All the necessary procedures like tenders, quotations etc. are followed while making purchases.

- All accounts are audited by professionally **qualified Chartered Accountants**.
- Online tendering process is adopted for purchase of equipments and contingency.
- Central and state government schemes and UGC scheme are now implemented through **PFMS**.
- Students remit **tuition fees directly to the bank and a student copy of the challan** is available to them for their record.
- Salary payments are made through **bank accounts**.
- Accounts of various grants received from various funding agencies such as **UGC, ICSSR, NAAC are maintained separately** and audited regularly.
- The financial transactions of the college are subject to the **audit of Directorate of Collegiate Education, Government of Kerala and Accountant General, Government of Kerala**.

### Academic Transparency

- The student admissions are done online through **Centralised Allotment Process (CAP) of the University**.
- The rank lists for the Community Quota are **published on the website**.
- The **recruitment of teachers** is done as per rules and regulations by giving **advertisements in the national dailies**.
- **Academic and Administrative Audit** are done annually.
- **Teaching plans** are prepared by teachers and implemented.
- Programme outcomes and course outcomes are **communicated to students**.
- For review of academic activities, meetings are held by respective **head of departments**.
- **Academic calendar** is followed for internal evaluation and strictly followed.
- **Results of internal examinations** are discussed with students.
- The extra -curricular and co-curricular activities of the college are conducted by the various committees which are distributed according to the **interest of the teacher** in the specific field.
- All Curricular, Co-curricular, Extra-curricular and Research activities are **routed through the IQAC**. This ensures transparency at all levels and goes a long way in the smooth functioning of the college.

### Administrative Transparency

- The college administration is decentralized and different responsibilities are divided among faculty and the same is available in **college website and college hand book**.
- **Staff Council meeting** are regularly held to discuss and take decisions on matters of importance.
- **Departmental meetings** are held to take decisions at department level.
- Various Clubs, Cells, NSS, NCC are functioning under **faculty in charge**.
- **Staff Advisor, Staff Secretary, PTA Secretary and IQAC coordinator** also assist the institution in various capacities.
- **Students and alumni members** are taken in IQAC and other committees such as library committee, canteen committee, etc.
- Staff meetings are held **once in a month** to communicate and deliberate on various aspects related to the functioning of the college.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

#### **Best Practice I: NIRMALA HASTHAM “Give A Hand, Give A Life”**

Nirmala College, Muvattupuzha is an institution that always keeps **social transformation and social justice** well above the individual prosperity and success. One of the core values of the institution is "**social commitment**". The college believes that higher education institution has responsibility to all its stakeholders and it can be fulfilled only through continuous community engagement and fostering the social responsibility of the students and teachers.

#### **1. Aims and Objectives**

**The practice has the following aims and objectives.**

- To catalyse new initiatives of community engagement to help the local community.
- To contribute to the socio-economic development of the rural community.
- To gain understanding of social realities and find out solutions.
- To appreciate local knowledge and wisdom.
- To help the needy people during natural disasters.

#### **2. The Context**

Nirmala college has a tradition of community engagement and the institution is always committed to the progress and development of the local community. The college has been organising a number of programmes to empower the society and to help the downtrodden. In 2015, the college institutionalised these efforts under a **well-co-ordinated initiative titled “Nirmala Hastham”**. The objectives of the programme were highly in tune with the initiatives taken by the Ministry of Human Resource Development on **“Fostering Social Responsibility in Higher Education Institutions” in 2012**. The college also takes active participation in the **Unnat Bharat Abhiyan** initiative of MHRD.

#### **3. The Practice**

The college has organised a good number of programmes with the purpose of educating and helping the society through continuous community engagement and extending support. The practices followed under this initiative are given below.

### a. Social Care

- **Mid-Day Meals Programme:** It is one of the key charity programmes of the college. In this initiative, the college provides noon meals for about **150 physically and mentally challenged orphans every day.**
- **Home for the Homeless:** The students offer financial and physical help to **build homes** for poor sections of the society,
- The college has organised a programme “**Hair for Hope**” a hair donation programme, in association with Sargashektra Cultural and Charitable Centre.
- **Free medical camps and eye camps** are organised in association with other organizations like SBI Life insurance company.
- The departments **visit orphanages on a regular basis** and interact with the inmates. The students and teachers often celebrate important events with the members in orphanages.

### b. Tribal Care

- The college established a **Rural Library in Vellaramkuthu Tribal Colony in 2015.** It was a joint venture of all the students and staff in the college.
- The college has also conducted a **Tribal Health Survey** at Vellaramkuthu Tribal Colony **in 2015.**
- The students of the college took initiative to **construct toilets** for socially backward people at Peringassery.
- **Cultural Interaction and Exchange: Meet the Tribal Doctor** programme helped the students to know about the various ethnic medicines. During special camps students organise cultural programmes for tribes.

### c. Social Change and Community Engagement

- The students have successfully **cultivated paddy in a leased waste land.**
- The college has collaborated with **Muvattupuzha Municipality and Kudumbasree** for **Clean India Mission.**
- The college has been organising **blood donation camps every year** in association with various organisations such as **Regional Blood Transfusion Centre, Red Cross, HDFC Bank Ltd,** etc.
- The college has organised **Stem Cell Donation and Donor Registration Camp** in association with **DATRI, an NGO based in Bangalore.**
- The college has successfully initiated **Anikadu Waterbody Conservation Project** in collaboration with **Green People,** an environmental organisation.
- The students of the college have immensely contributed to the field of **renovation of rural roads** in different panchayats.
- The college has participated in the **Clean Vembanadu Awareness Campaign.**
- The college has organised a **mega collection campaign “AARAMBHAM”** of study materials such as **book, pen, pencil and other item to distribute among poor school students.**
- The college has observed **Road Safety Week** in association with **NATPAC and Kerala Road Safety Authority.**
- The students of the college **distributed vegetable seeds** to households in Muvattupuzha Municipality to **promote organic farming.**

### d. Knowledge Sharing

- The college has distributed study materials among households of Avoly Panchayat to spread awareness on **E-payment methods** and **financial literacy**.
- The college has a practice of observing **FARMERS' DAY** and honouring farmers.
- The college organised a seminar on “**Conservation of Anikadu Waterbody: Opportunities and Challenges**” in collaboration with Green People, an environmental organisation.
- The college has conducted an awareness programme on **Solid Waste Management for households in association with Suchitwa Mission**.
- The college participated in the **Suchitwa Bodana Yajnam** to create awareness on health, hygiene, sanitation, water, etc.
- The students of the college have actively participated in the Ernakulam AIDS Awareness Rally organised by the **Health Department, Government of Kerala**.
- A workshop on **cloth carry bag making** was conducted with the help of experts from **Kudumbasree**.
- The students of the college distributed notices and brochures as part of the **Haritha Keralam Mission of Government of Kerala** to promote **organic farming**. The college also took a **survey** on organic farming and waste management.

#### e. Disaster Management

- In collaboration with Fire and Safety Department, a **Mock Drill and seminar on the topic “Fire and Safety-Rescue measures”** was organised.
- The students of the college served like **paramilitary force** during the flood rescue operations. They even shift patients from flood affected areas to rescue camp.
- The college organised medical camp for camp inmates.
- The college acted a **centre for distributing relief materials to flood affected areas** in 2018.
- The students took active participation in the **cleaning process and making the homes** ready for living.
- The college **provided shelter to hundreds of people displaced by flood**.

#### f. Unnat Bharat Abhiyan

- The college has **adopted five villages** Manjallor, Maradi, Muvattupuzha, Kallorkadu and Enanallor under **UBA programme of MHRD in 2018**.
- A **socio economic survey** of residents of these villages is completed.

#### Evidence of Success

- **In Mid-day meal programme 3144 food boxes** were collected from the students as part of this scheme in 2018.
- The students undertook the **construction of three houses** at Kothamangalam.
- Through Hair Donation Programme, many students donated their hair to cancer patients.
- The tribal care initiative helped the students to understand the social realities. Many **roads were constructed** by the students in tribal area. The students also disseminated information regarding various welfare measures of the government.
- The students cleaned 3 kilometres of Vembanadu lake as part of **Clean Vembanadu Awareness Campaign**.
- In the organic farming initiative of the college, **900 kilograms of raw rice were obtained and 500**

**kilograms of rice grains were billed.**

- In the flood relief camp, materials worth **Rs. 84,59,710** were distributed.
- The college received the **best NCC and NSS awards from the State Government and University** respectively considering its role in flood relief operations.

## Problems Encountered and Resources Needed

Sl. No	Problems Encountered	Resources Needed
1	Lack of time and no credits for students.	The university has to include social service as a compulsory course in the curriculum
2	More number of teachers are required to monitor the activities.	All the departments have to design their own community engagement programmes.
3	Financial constraints	More number of collaborations should be initiated.

## Best Practice II: DIGI-CAMPUS “*Lets Transform*”

The institution considers the ‘**Digital India**’ programme as a landmark initiative of the central government as it transforms India into a knowledge based economy and digitally empowered society. The college believes that **National Mission on Education through ICT (NMEICT)** of the central government should get adequate support from higher education institutions so that college campuses will become smart to facilitate the digital transformation process.

### 1. Aims and Objectives

- To be part of the national mission on ‘**Digital India**’.
- To impart **technology based education** to the students.
- To enhance the **digital infrastructure** of the campus to promote online learning
- To shift into a **paperless campus**.
- To augment the **e-governance practices** in the campus.
- To develop applications to enhance **transparency in various processes**.
- To improve the **digital literacy and digital skills** of the students.

### 2. The Context

Nirmala College has a tradition of supporting national missions especially that shape the young generations. India has launched the **Digital India Programme** in 2015. Based on the **national philosophy “IT +IT =IT” (India Talent +Information Technology = India Tomorrow)**, the management and IQAC of the college have taken special attention to bring state of the art facilities so that the campus becomes smart in terms of **digital access of educational services, management information system, software based learning, paperless office**, etc. The college believes that digital orientation in the campus is very important in shaping the career of students and their skill development. Further, the college community

understands that shifting to the digital environment is very essential in order to become more efficient, effective and competent in the current scenario.

### 3. The Practice

- The college has a fully automated system called “**Total Campus Solutions**” (TCS). It is used for office management, student attendance, performance evaluation, academic management, time table, continuous internal evaluation system, etc.
- The examination duties are assigned to the faculty members in an equitable manner. For this, one of our faculty members developed an **application for Exam Management System**.
- The college has nearly **400 computers** and the **student computer ratio is seven**.
- The college has an android app ‘**CamPulse**’ which is developed by one of our alumnus to disseminate information to the student community instantaneously.
- The college has **four Computer Labs**, one **Digital Theatre** and one **E-learning Centre**.
- Majority of the classes have either **LCD projectors or Smart TVs**.
- Fully fledged **Videoconferencing facility is available for webinars** and live streaming of important discussions such as Union Budget and other nationally important events.
- The **media lab** helps the teachers to record video sessions for the benefit of students.
- The **language lab** helps the students improve their communication skills by using the software provided by **E-Tail Networks Limited**.
- The college library is fully automated with **Libsoft and Koha**, and subscribes **e-journals, e-ShodhSindhu and e-books..NList and Delnet** databases are also available in the library.
- The faculty members encourage the students to submit assignments based on the materials available in **INFLIBNET, N-List, J-Gate**, etc.
- The college has **Cyberome** –a well dedicated firewall for cyber protection.
- The college has institutional subscription to **plagiarism software WhiteSmoke**.
- Learning Management System **Moodle** is used by faculty and students. In addition, **Google Classroom** is also extensively used by the faculty.
- The faculty members insist the students to do online courses offered in **MOOC, EdX, Stanford Online, NPTEL**, etc.
- The students and faculty use **Licensed Software** such as **Chemsketch , Origin, Mathematica, Mintab, MS- Office, MS Windows, Tally and Linux OS**.
- The college has 4 server rooms, D-link networking facilities and dedicated Wifi-routers.
- Hi-speed internet facility is also made available
- **3 ×30 Mbps (BSNL)**
- **1 × 100 Mbps (Asianet )**
- **1 × 200 Mbps (Keralavision)**
- The college has provided digital infrastructure for **differently-abled** students including **Braille Software** and **Google Smart Speaker**.
- The college office prepares the salary bills of staff using a software **SPARK**.

### 4. Evidence of Success

The Digital Nirmala Initiative has been a very successful practice. The outcome of the initiatives undertaken by the institution is given below.

- A number of students have **successfully completed** online courses using MOOC, EdX, NPTEL,

Stanford Online.

- The teachers have created a **virtual class room facility** for the students. The students can access **study materials, power point presentations, video lectures** etc. from the college website.
- The students have online **instant access to their attendance**.
- The students can **login** and see **their internal marks and grade**.
- The college android app '**CamPulse**' serves a **virtual notice board** so that all students have been updated irrespective of whether they are present in the campus or not.
- Students use the **performance evaluation module** in the total campus solutions to record their feedback on performance of teachers.
- PG students use **WhiteSmoke software** for making their projects **plagiarism free**.
- The computer lab of Postgraduates and Research Department of Statistics acts as **knowledge sharing hub** of all departments as students from various departments utilise it for **data analysis** in their academic projects.
- The student community uses the **E-learning centre to get necessary literature** for the project preparation.
- The students create **video advertisements** for the academic activities of the departments.
- Webinars are conducted in the **videoconferencing room** in which **experts from different parts of the world interact with teachers and students**.
- The use of **Kahoot Quizzes** made the evaluation process more interesting.
- The **submission of assignments through Moodle** made the students more **punctual and regular**.
- The main events in the college have **live streaming on Facebook**.
- The **financial literacy cell** of the college has conducted **digital banking campaign** in association with State Bank of India.
- The use of **SPARK software** made the **functioning of office more effective**.

## 5. Problems Encountered and Resources Needed

Sl. No	Problems Encountered	Resources Needed
1	<b>Digital Literacy:</b> At the time of implementing MIS, there was a problem of digital literacy among some of the faculty members.	This problem was tackled through continuous awareness sessions with the software team.  <b>Resource Needed: Support from the Technical Team.</b>
2	<b>Technology skilled supporting Staff:</b> There was not enough digitally skilled supporting staff in the examination wing.	The management has taken special interest to recruit who are tech-savvy in the subsequent appointments.  <b>Resource Needed: Support from the Management.</b>
3	<b>Lack of Recording Facility:</b> In 2015, the college didn't have recording facilities.	Now the college has a media lab where teachers can prepare their video lectures.  <b>Resource Needed: Financial</b>



		<b>Support from the Management.</b>
4	<b>Screening Facility:</b> There was not enough facilities for screening.	The college materialised its dream of a <b>digital theatre</b> in 2018.  <b>Resource Needed: Financial Support from the Management.</b>
5	<b>Completion of Virtual Class Room:</b> Teachers were unaware of recording techniques.	Teachers were given training on the preparation of digital content.  <b>Resource Needed: Financial Support from the Management to create a media lab and teaching resources of the faculty.</b>
6	<b>More ICT enabled Classrooms:</b> It requires huge investment to make all the classrooms ICT enabled	Every year new LCDs and Smart TVs are added.  <b>Resource Needed: Financial Support from the Management and Governmental agencies</b>

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

**Response:**

#### **SWACHH NIRMALA “Green Nirmala, Clean Nirmala”**

Established in 1953 and located on a hilltop at the doorstep of the highranges in the Western Ghats, Nirmala college, Muvattupuzha, plays a pivotal role in the socio-economic development of the region. Nirmala College is having an eco-friendly campus in all respects. **Swachh Nirmala, “Green Nirmala, Clean Nirmala”** is an initiative of the entire Nirmala College community to institutionalise cleanliness as an integral part of its functioning. This initiative has the following objectives.

- To support the Swachhta movement in the country.

- To contribute positively to the environmental consistency.
- To campaign for good health, well-being, clean water, sanitation and clean energy.
- To monitor the environmental performance of the college.
- To formulate and implement a green protocol for students, faculty and campus level.

The performance of the college in this aspect is distinctive.

## 1. College Greenery

The campus adorned by lush greenery and splendid array of edifices has about 53 acres of land with state of the art facilities for a constructive learning experience. Around 1.175 acres of land is set apart for the greening efforts like **botanical garden, herbal garden, spices garden, biodiversity garden, vegetable garden, mushroom house** etc. A total of **462 species** of identified plants have been recorded from the campus. The Botanical garden, dedicated to **collection, cultivation and display of wide range of herbs, shrubs and trees**, was established In 1977 and renovated in 2014. It also has **two waterbodies which act as a natural habitat for hydrophytes**.

## 2. Swachhta Rankings 2017-2018 & 2018-2019

The college was shortlisted in the National level Swachhta Ranking in 2017 and 2019. The college was one among the three colleges that got selected for inspection by MHRD. In the report prepared by the MHRD on Swachhta Rankings in 2019, Nirmala college finds its place. Under the Swachh Nirmala initiative, multifarious activities are carried to eco-sensitize the staff and students which includes plastic free campus, paper less campus, waste management etc.

## 3. Swachhta Campaign and Rally

The NCC cadets and NSS volunteers participated in the Swachh Bharat Internship programme and the college organises Swachhta Rally every year to create awareness among the students and public.

## 4. Arboretum - “Oxygen Park”

An Arboretum – “Oxygen Park” is maintained in the campus where rare and endangered trees are planted and allowed to grow wild in the natural environment. The campus has 31 species of trees.

## 5. Organic Farming

The college maintains two acres of organic farm where **tapioca, vegetables, plantain** etc. are cultivated. In the organic farming initiative, **900 kilograms of rice grain** were obtained and **500 kilograms of raw rice** were billed. Precision farming method was adopted to understand new ways of farming. **Wick irrigation** which is highly water efficient is also practiced for **grow bag cultivation of vegetables**.

## 6. Natural Rain Water Harvesting

A **151364-litre capacity tank** is fixed in the campus to collect rain water from the roof top. The recharging unit functions naturally as the water trickles down through the soil to the nearby open well. This raises the water level in the surrounding areas as well. A well maintained natural rain water harvesting system

supports the water conservation activities.

## 7. “Haritha Keralam” Project

In order to infuse environmental consciousness and to develop kinship with environment, an initiative named “Haritha Keralam” is started in the campus. A nature centered approach is promoted through the programme. Each NSS volunteer has to **plant a tree and nurture it while in the campus.**

## 8. Organic Waste Management

Organic waste management is done effectively in the campus. Waste is segregated from the initial level by keeping separate bins. Different bins are kept for effective segregation of Bio-degradable wastes, non – biodegradable wastes and e-wastes. The biodegradable wastes are then treated in **vermicompost plants** and **Biogas plants**. The compost and biogas thus produced is used for organic farming and in hostels respectively. For the effective disposal of chemical wastes, an MoU is signed with **Kerala Enviro Infrastructure Ltd.** The college has a **plastic shredding unit** and the crushed plastics are used for **road tarring.**

## 9. Solar Energy & LED bulb Campaign

**Solar panels** installed in the campus considerably **reduces energy bills.** **Two blocks of the college** now completely depend on solar power for the energy requirements. LED bulbs are installed in new administrative block and worn out bulbs of other blocks are replaced by LED bulbs.

## 10. Water Body Conservation Project

Students cleaned three kilometers of Vembanad Lake as part of **Clean Vembanad Awareness Programme.** The college has successfully initiated **Anikadu Water Body Conservation Project** in collaboration with ‘Green People’, an environmental organization in 2017.

## 11. Environment Education

The nature club conducts a number of programmes to promote love of nature among students and make them conscious of the various ways in which they can work effectively to preserve the ecosystem. The programmes include **nature camps, environment education, wildlife surveys, mountaineering** etc. As part of this club students are encouraged to plant saplings of rare and endangered plants to conserve biodiversity.

## 12. Unnath Bharath Abhiyan

The College also takes part in Unnath Bharath Abhiyan programme of MHRD, Government of India. Under this programme, the college has **adopted five villages viz, Manjalloor, Maradi, Muvattupuzha, Kallorkad and Enanalloor.** A socio-economic survey of residents of these villages were conducted.

## 13. Green Audits 2016-17 & 2018-2019

The college has the tradition of assessing the its performance by conducting Green Audits on a regular

basis. Green Audits were conducted in the years **2016-17 and 2018-19**.

#### **14. Bio-diversity Conservation**

In this programme, attempts are made to generate conservation awareness among students through theory presentations and hands on outreach activities by encouraging students to set up **butterfly gardens / bio parks in their school / college campus**.

#### **15. Green Protocol**

A green protocol is in place in the college. The campus is plastic free and the office of the college is paperless. The students of the college make **cloth carry bags** to avoid plastic consumption.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

---

### Additional Information :

Academically, Nirmala College Muvattupuzha is one of the top performing institutions under Mahatma Gandhi University.

- During the assessment period, the college **bagged more than 100 university** top positions in the examinations.
- **Ninety two students bagged A+ grade** in 2018-19 academic year

The college has significantly improved its physical and academic infrastructure and has introduced a number of innovations in teaching learning process.

- A new administrative block with state of the art facilities has been constructed.
- Received RUSA fund of Rs.2 crores and an academic block is being constructed with facilities for six class rooms.
- One of the academic blocks (DJ Block) is being expanded with facilities for nine class rooms.
- Virtual e-learning centre has been created.
- Participates in the flagship programmes of MHRD like Swachhta Ranking, UBA, EBSB, IIC, Gandhi Solar Yatra and so on.
- Library is fully automated with Libsoft & Koha.
- The college subscribes to e-journals, e-Shod Sindhu & e-books.
- N-list & Delnet databases are available in the Library.
- The campus is a free Wifi campus and all classrooms are ICT enabled.
- Green protocol is in place in the campus.
- The complete automation and digitisation process is nearing completion.
- Two academic blocks completely depend on renewable energy.

### Concluding Remarks :

Established in 1963, Nirmala College Muvattupuzha has been playing a pivotal role in the higher education sector in the State of Kerala for the past 67 years. True to its vision, “academic excellence with integrity of character” and core values of “trust in God, Integrity of Character, Social Commitment, Pursuit of Excellence”, the college has been in the forefront in empowering young generations through holistic education. Tens of thousands have graduated from Nirmala and have occupied places of prominence all over the world. The college with a visionary management and committed and learned faculty continues its inspiring journey to reach new heights. The college aspires to achieve the status of “college with potential for excellence” by the end of 2020 and become an autonomous institution by 2021.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.1.1	<p>Average percentage of students from other States and Countries during the last five years</p> <p>2.1.1.1. Number of students from other states and countries year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>54</td> <td>42</td> <td>29</td> <td>28</td> <td>26</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>53</td> <td>42</td> <td>29</td> <td>28</td> <td>26</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	54	42	29	28	26	2018-19	2017-18	2016-17	2015-16	2014-15	53	42	29	28	26
2018-19	2017-18	2016-17	2015-16	2014-15																	
54	42	29	28	26																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
53	42	29	28	26																	
2.4.4	<p>Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years</p> <p>2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>3</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	4	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	3
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	4																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	3																	
3.1.1	<p>Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)</p> <p>3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>7.10</td> <td>1.26</td> <td>82.24</td> <td>9.018</td> <td>86.868</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	7.10	1.26	82.24	9.018	86.868	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15																	
7.10	1.26	82.24	9.018	86.868																	
2018-19	2017-18	2016-17	2015-16	2014-15																	

7.10	1.235	82.24	9.018	34.20
------	-------	-------	-------	-------

3.1.2	<p>Percentage of teachers recognised as research guides at present</p> <p>3.1.2.1. Number of teachers recognised as research guides          Answer before DVV Verification : 14          Answer after DVV Verification: 14</p>																				
3.1.3	<p>Number of research projects per teacher funded, by government and non-government agencies, during the last five year</p> <p>3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years          Answer before DVV Verification : 42          Answer after DVV Verification: 31</p> <p>3.1.3.2. Number of full time teachers worked in the institution during the last 5 years          Answer before DVV Verification : 120</p>																				
3.3.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes          Answer After DVV Verification: No          Remark : HEI input edited as per provided documents by HEI.</p>																				
3.3.3	<p>Number of Ph.D.s awarded per teacher during the last five years</p> <p>3.3.3.1. How many Ph.Ds awarded within last five years          Answer before DVV Verification : 29</p> <p>3.3.3.2. Number of teachers recognized as guides during the last five years          Answer before DVV Verification : 14          Answer after DVV Verification: 14</p>																				
3.3.4	<p>Number of research papers per teacher in the Journals notified on UGC website during the last five years</p> <p>3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>31</td> <td>27</td> <td>20</td> <td>31</td> <td>33</td> </tr> </table> <p>Answer After DVV Verification :</p> <table border="1"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>20</td> <td>17</td> <td>22</td> <td>6</td> <td>14</td> </tr> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	31	27	20	31	33	2018-19	2017-18	2016-17	2015-16	2014-15	20	17	22	6	14
2018-19	2017-18	2016-17	2015-16	2014-15																	
31	27	20	31	33																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	17	22	6	14																	

3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 389 1046 524"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>3</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 602 1046 736"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>3</td> <td>2</td> <td>0</td> <td>1</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	5	3	2	1	1	2018-19	2017-18	2016-17	2015-16	2014-15	5	3	2	0	1
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	3	2	1	1																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	3	2	0	1																	
3.5.2	<p>Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)</p> <p>3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1095 1046 1229"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>4</td> <td>3</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1308 1046 1442"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>4</td> <td>3</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>Remark : HEI input edited as per provided hEI documents as one of te MOU is considered in linkage too.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	3	4	3	3	2	2018-19	2017-18	2016-17	2015-16	2014-15	2	4	3	3	2
2018-19	2017-18	2016-17	2015-16	2014-15																	
3	4	3	3	2																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	4	3	3	2																	
4.1.3	<p>Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc</p> <p>4.1.3.1. Number of classrooms and seminar halls with ICT facilities</p> <p>Answer before DVV Verification : 69</p> <p>Answer after DVV Verification: 42</p> <p>Remark : HEI input edited according to provided documents. some of the Class room and seminar hall longitude and latitude are same and class room are of different size even though the longitude and latitude are same.</p>																				
5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government																				



during the last five years

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1440	1467	1546	1359	1234

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1091	1347	1398	1231	1023

Remark : HEI input edited according to provided documents.

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
363	352	344	347	344

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
256	256	237	263	265

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
893	1752	1876	1366	1030

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1699	922	1862	1352	1030

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
70	70	66	64	61

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
28	28	24	22	19

Remark : HEI input edited as per HEI provided data

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	26	19	21

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	18	12	15

Remark : HEI input edited according to provided documents.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
44	43	54	40	39

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

39	42	48	38	35
----	----	----	----	----

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	1	10	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	1	8	8

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	6	8	11	11

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	5	9	6

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	14	10	19	5

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	6	7	3

**2. Extended Profile Deviations**

ID	Extended Questions										
1.2	Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)										
	Answer before DVV Verification:										
	<table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>637.38</td> <td>498.53</td> <td>309.54</td> <td>417.70</td> <td>416.61</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	637.38	498.53	309.54	417.70	416.61
2018-19	2017-18	2016-17	2015-16	2014-15							
637.38	498.53	309.54	417.70	416.61							
	Answer After DVV Verification:										
	<table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>865.03</td> <td>759.91</td> <td>605.19</td> <td>557.20</td> <td>605.43</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	865.03	759.91	605.19	557.20	605.43
2018-19	2017-18	2016-17	2015-16	2014-15							
865.03	759.91	605.19	557.20	605.43							