SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

NIRMALA ARTS AND SCIENCE COLLEGE

NIRMALA HILLS, MULANTHURUTHY P O, ERNAKULAM
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Nirmala Arts & Science College, Mulanthuruthy, is owned and run by the Nirmala Charitable Trust, Mulanthuruthy. Established in 2007, The college is affiliated with Mahatma Gandhi University, Kottayam, Kerala, and approved by the Government of Kerala. Situated in a rural and hilly area of Mulanthuruthy with an eco-friendly and academic-friendly environment, it meets the long-cherished dream of its founder, the late O.C. Kuriakose Cor-Episcopa, a great visionary, to have a higher education institution at Mulanthuruthy. Nirmala College has grown progressively over the years, with six undergraduate programmes in English, Commerce, Management, Computer Science and Psychology departments and two postgraduate programmes in Commerce and Psychology. Every year, the college enrols more than 200 new students, most of whom come from economically and socially disadvantaged families. It provides many social service activities through its numerous platforms, such as NSS, the Environment Conservation Cell, the Entrepreneurship Club, and the college. This multidisciplinary institution in the higher education segment of the state has the quality infrastructure, both physical and IT, and other facilities for supporting the student's academic, co-curricular, and extra-curricular activities. The college has been taking utmost care and initiative to instil and promote quality in pursuing the institutional mission and vision statements. The college's Internal Quality Assurance Cell (IQAC) plans and monitors the quality of academic, co-curricular, extra-curricular, and administrative segments.

Vision

VISION:
Nirmala Arts and Science College envisions to accelerate a transformative educational experience for students focused on disciplinary knowledge, communication, and interpersonal skills anchored on ethics and social responsibility.

Mission

MISSION:
• To empower the students with deep knowledge and awareness of current developments in their chosen subjects.
• To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect of labour and proactive leadership.
• To ensure optimum utilization of resources for the benefit of the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

• Eco-friendly campus

• Adequate academic space and students support infrastructure
• Proactive visionary management
• Qualified and dedicated faculty
• Digital system for academic and administration operations
• Conducive environment for the teaching-learning process
• Nurturing entrepreneurship and innovation among students
• Value-added courses
• Active MoUs with reputed agencies like ASAP
• Conducts seminars, Workshops, & faculty training programs
• Campus accessibility by road and rail
• Continuous upgradation of student and staff welfare facilities
• Scholarship and free ships for deserving students
• Social services like blood donation & health camps

Institutional Weakness

• Less inclusion of research component in the curriculum
• Limited involvement of faculties in research activities
• Limited number of publications by faculties
• Lack of external funding
• Limited Alumni base as the college is comparatively young
• Structural restrictions for interdisciplinary programmes
• No freedom to bring flexibility into curriculum and syllabi.
• Able to attract only a few students from outside Kerala.

Institutional Opportunity

• Additional built-up space available for more academic programmes
• Potential for starting new job-oriented programmes
• More placements through placement cell
• Interdisciplinary academic activities as envisaged in NEP 2020
• Revenue generation through consultancy services
• MoUs with government and non-governmental agencies

Institutional Challenge

• State-regulated tuition fee structure
• Need annual renewal of college affiliation from the university
• Faculty skill development in the areas of emerging technologies
• Retention of efficient faculty
• Improve reading habits among the students
• Admission of students from diversified socio-economic strata
• Competition among peer colleges

- Provide attractive placements to more students
- Declining charm of conventional programmes

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The college's student enrolment ratio during the assessment period was 80.52%.
- During that period, the college was able to fill 55.9% of the seats in reserved categories.
- During the assessment period, the college's student-to-full-time teacher ratio was 19.89.
- During that period, 100% of the sanctioned posts for full-time teachers were filled.
- 32.1% of the full-time teachers on the roll during the assessment period were National Eligibility Test-qualified.
- The average pass percentage for students for the last five years was 76.96%.
- The college provided CCTV-enabled classrooms and examination halls.
- Continuous internal evaluation for U G and P G was carried out as per the regulations of the affiliating university.
- Every semester, two centrally administered internal examinations were conducted under the direction and supervision of the internal examination cell, keeping the examination calendar set at the commencement of each academic year.
- The installation of ERP software improved the monitoring system for attendance and internal evaluations.
- O B E was implemented in the college's curriculum. The OBE cell finalised the POs, PSOs, and COs for each Programme under the guidance of IQAC.
- Experiential learning, interactive learning, and problem-solving strategies have been adopted at college in addition to the conventional classroom format.
- The college provided various platforms for experiential learning, such as the NSS, Environmental Conservation Cell, ED Club, Film Club.
- The college offered learning support to students through initiatives like add-on courses, remedial coaching, peer teaching, mentoring, and counselling.
- The college provided ICT tools, including online resources, to facilitate an efficient teaching and learning process.
- The departmental grievance redressal committee, under the chairmanship of the HoD redressed the grievances of students regarding internal evaluation.

Teaching-learning and Evaluation

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Research, Innovations and Extension

• The college conducted 57 workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years
• During the assessment period, faculty members published 32 journal articles and two books.
• The institution has signed more than 25 MOUs with reputed external organisations
• The College conducted 95 extension and outreach activities in the neighborhood through NSS, Environment Conservation Cell and Entrepreneurship Development Club.
• In collaboration with industry, community, and Non- Government Organizations. The NSS Unit engaged in health care activities, public sanitization, surveying, and waste management
• ED initiated programmes to promote the entrepreneurial talents of the students. The club conducted training sessions and made eco-friendly products like paper pens, paper bags, LED stars, cloth bags, bath soaps, and notebooks. The products were sold by the students in the neighborhood and at the institution, they practised the concept 'Earn while You
Learn."
• Orientations were given to final-year students on carrying out the project work and preparing the project report
• Seminars on IPR were organized in association with the IPR cell of the College
• The college promoted students' talents through academic festivals in which students participated in marketing games, product launch competitions, online quizzes, project presentations,
• The Department of Computer Applications supported students in building up a career in digital content creation.
• Students visited Rehabilitation centres and old age homes and performed cultural talents.

Infrastructure and Learning Resources

- To support the best teaching-learning environment, the Institution has adequate infrastructure and

physical facilities spread across 5.1 acres of land. The Institution has a built-up area of 71,418.22 sq. ft, including the Main Block and the New Block.

- While the Main Building (old block) consists of 14 classrooms, the new block has 8 classrooms. All the classrooms have adequate number of student-friendly furniture. All classes have overhead Wi-Fi-enabled LCD projectors/smart TV capable of using Wi-Fi or VGA cables. All classrooms have wooden podiums for the use of teachers. Rooms of different sizes are allotted in accordance with the sanctioned student strength for respective classes.
- College has Wi-Fi enabled library has a seating capacity for about 100 readers divided into two sections namely UG and PG. The NASC library provides the best learning environment to its users. The library is presently having a collection of over Ten thousand volumes on different subjects and publications. This well-stocked Library is fully automated and provides user services through the computer. The library has 3 Computers for Browsing purposes.
- The college has generator (30KVA) and UPS for power backup.
- The college has a spacious auditorium and well-equipped seminar hall and Conference hall for the smooth conduct of curricular and co-curricular activities.
- The college has two Computer labs with LAN-connected 72 computers and a Network resource Centre/Language Lab with 5 computers.
- The college has Examination Hall to conduct internal and semester-end external examinations having adequate furniture and fittings and also with the security of CCTV.
- The college has E-Content Development Centre to encourage teachers in the college to develop E-Content and multimedia production to provide educational content to students in electronic format.
- The college office is fully automated with ERP software. Student amenities like books, study materials and stationery items are available through the cooperative store. A separate room for the Department of Physical Education for storing equipment, a multipurpose playground, an exclusive fitness centre and a Yoga centre are available.
- A separate vehicle parking area for students and staff is also available.
- The Canteen facility is available inside the campus for both, staff and Students.

Student Support and Progression

- Average Percentage of students who benefited from scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, and philanthropists during the last five years was 4.83%.
- The institution offers various a variety of capacity development and skills enhancement activities organised for improving students' capability like, communication enhancement training, ICT skill improvement programmes, seminars talks to enhance life skills and workshops to polish their soft skills.
- An average of 63.85 Percentage of students benefitted from guidance for competitive examinations and career counselling offered by the Institution during the last five years which was visibly exhibited by the upward trend in student progression.
- The institution adopts the implementation of guidelines of statutory/regulatory bodies like the Grievance Redressal Cell, Anti-Ragging Committee, and Internal Complaint Committee for redressal of student grievances including sexual harassment and ragging cases. Students can submit their grievances in either form online or offline. Institutions always ensure the timely redressal of grievances through appropriate committees.
- There was an appreciable increase in the number of students' progression during the last five years reflected in placements and higher education.
- 18 students qualified in state/national/ international level examinations during the last five years.

- Students secured awards/medals for their outstanding performance in sports/ cultural activities at University/state/national/international level. Also, the institution organized different cultural and sports programmes to enhance the co-curricular potential of the students.
- The institution has a registered and well-functioning alumni association. The association actively conducts various activities that take part in the college including Expert and motivational talks, Financial Contributions, Career Guidance and Placement Services, etc.

Governance, Leadership and Management

- In line with the institution's vision and mission, Nirmala Arts & and Science College's governance and leadership are evident in a number of institutional practices, including the implementation of the NEP, sustained institutional growth, decentralization, participation in institutional governance, and their short and long-term Institutional Perspective Plan.
- By efficiently utilizing a variety of administrative entities, such as the institution Council, IQAC, Departments, PTA etc,` the institution aims to realize its mission
- The Principal, who serves as the institution's leader, directs the College. The decentralized system of the institution includes the staff council, the college development committee, the admission committee, the library advisory committee, the purchase committee, PTA and the student union.
- E-governance is implemented by the institution in its operations mainly Administration, Finance and Accounts, Student Admission, Support and Examination. As a self-financing college, the management trust administers the college based on the regulations and guidelines of the Ministry of Higher Education, Higher Education Department and Directorate of Collegiate Education.
- The Internal Quality Assurance Cell (IQAC) also ensures the identification of quality improvement initiatives and their implementation, Academic and Administrative Audit (AAA) and follow-up action.
- The IQAC establishes a well-structured action plan at the start of each academic year, which serves as the framework for all academic activities. The college adheres to delegation and participatory management policies to ensure the involvement of all followers.
- Seminars, training, and workshops are held by the college IQAC for the benefit of both staff and students. During the academic year 2021–2022, 44 members of the teaching and non-teaching staff participated in professional development and administrative training programmes through the Faculty Development Programmes (FDP) and Management Development Programmes (MDPs).
- In accordance with government and university standards, the college has a functioning performance appraisal system, effective welfare programmes for teaching and non-teaching personnel, and opportunities for career growth and advancement. All of the stocks in the departments, labs, library, and office are verified annually.

Institutional Values and Best Practices

- The institution promotes moral values such as gender equity, equality, acceptance and co-operation in students and faculty members and abides by a strict code of conduct and professional ethics for the students, teaching and non- teaching staffs.
- The institution promotes secularism by conducting various activities and observing various religious/ festivals occasions and national important days.
- The institution ensures to have green initiatives such as, green campus clean campus, organic farming, and a mass environment education programme as one of the best practices. The institution has well maintained Spice Garden, Butterfly Garden, Vegetable Garden and Star Garden.

- Environment and energy initiatives are endorsed through energy audit or clean and green campus, green audit or environment audit. The institution ensures to use of alternative energy sources in the campus. Rain Water Harvesting is done to recharge water well which provides sufficient water supply throughout the year.
- The institution aims to construct an eco-friendly sustainable campus that is plastic free, self-sustainable in the area of power, water and cleanliness in the campus. The waste is sorted separately, the degradable and non-degradable waste. The plastic wastes in the campus handed over to the Haritha Karma Sena of the Government. The department of Computer Application came up with an innovative method to derive various useful products from E- waste as a part of E –waste management in the campus.
- A MoU is signed with the Rural Science and Technology Centre, Thuruthikara, for waste management and skill development programme. The Diviyanjan Cell ensures to have differently abled friendly washrooms and ramps to access for classrooms in the ground floor.
- The college ensures to pays attention for the women's basic needs such as women's sickroom, availability of sanitary napkins etc. High attention is paid to inculcate human values such as empathy, visiting old age homes, assisting intellectually disabled people etc.
- The best practices of the college include Students' Engagements in Volunteering Activities for Nature Sustainability (SEVANS) and The Social Welfare Activities of Nirmala (SWAN). Both the practices creates a sense of social responsibility and environment committed among the staff and students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	NIRMALA ARTS AND SCIENCE COLLEGE
Address	Nirmala Hills, Mulanthuruthy P O, Ernakulam
City	Mulanthuruthy
State	Kerala
Pin	682314
Website	www.nirmalacollegemty.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	C A Geetha	0484-2743105	9446088411	-	principalnasc1997 @gmail.com
IQAC / CIQA coordinator	Meera Mohan	0484-2739105	7558851371	-	iqacnirmalacollege @gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Kerala	Mahatma Gandhi University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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
No contents				

Recognitions

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?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Nirmala Hills, Mulanthuruthy P O, Ernakulam	Rural	5.1	6634.96

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Plus Two or Equivalent	English	60	47
UG	BCom,Commerce	36	Plus Two or Equivalent	English	60	58
UG	BBA,Management Studies	36	Plus Two or Equivalent	English	50	46
UG	BA,English	36	Plus Two or Equivalent	English	40	11
UG	BCA,Computer Applications	36	Plus Two or Equivalent	English	40	36
UG	BSc,Psychology	36	Plus Two or Equivalent	English	50	22
PG	MCom,Commerce	24	B Com BBA BBS BBM Degree	English	35	8
PG	MSc,Psychology	24	BA Psychology BSc Psychology	English	12	0

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				3				35
Recruited	0	0	0	0	1	2	0	3	9	26	0	35
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	2	8	0	10
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	1	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	1	0	7	25	0	33
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualificatio n	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualificatio n	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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	1	1	0	2
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	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
UG	Male	353	0	0	0	353
	Female	338	0	0	0	338
	Others	0	0	0	0	0
PG	Male	1	0	0	0	1
	Female	24	0	0	0	24
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	3	5	2	2
	Female	3	2	4	4
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	12	18	12	11
	Female	14	10	10	10
	Others	0	0	0	0
General	Male	116	110	109	94
	Female	130	109	100	108
	Others	0	0	0	0
Others	Male	1	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
Total		280	254	237	229

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution strongly supports the multi-disciplinary education system as it will help the students in a great manner. Adhering to the prescribed syllabus of the affiliating university, the college provides flexibility in curriculum delivery through Elective Courses, Open Courses and Value Addition Courses. Our UG programmes BA English and Journalism, B. Com Computer Applications provide interdisciplinary knowledge and skills to the students. Moreover, Open courses offered by each department also benefit the UG students in learning interdisciplinary subjects. Students who have to do projects as part of their curriculum are motivated to select a topic in multidisciplinary/interdisciplinary nature. In the future, the institution will apply to the University to get sanctioned for more multi-disciplinary programmes.
2. Academic bank of credits (ABC):	Though the college supports the ABC system, the institution is not able to register with the ABC system as the affiliating University has not yet implemented it. Appreciating the real spirit of the ABC system, the college motivates our students to attend technology-based online courses via SWAYAM, NPTEL, and others to gain extra credits which would be beneficial in their future academic and professional careers.
3. Skill development:	The college has a number of cells and clubs for motivating and developing the multiple skills of the students. The ED club nurtures the entrepreneurship of the students and train them to manufacture certain items like soap, LED lights, cloth bag and note book while the NSS develops their social skills. The college also focuses on the communication skill and the personality development of students by signing MoUs with government undertakings namely KELTRON and ASAP. Projects which students undertake would help them to understand the topics through experiential learning. Moreover, the college provides skill-based certificate courses, such as Organic Farming, Microsoft Excel, digital marketing, and logistic management etc. for our students, which will train them in specialized skills.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Steps are being made to appropriate integration of Indian knowledge systems from ancient India into curricular and co-curricular activities of the college. The college offers language courses both in the national language (Hindi) and mother tongue

	(Malayalam) to the undergraduate students. Students are motivated and trained to practice yoga and cultivate Ayurvedic medicinal plants. The college also encourages the talents of the students in Indian music and dance forms. In the coming years, we plan to provide more training and award certificates in the Indian Knowledge System to our students.
5. Focus on Outcome based education (OBE):	On our website and in prominent areas of the college campus, Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) are exhibited. The evaluation of students is based on the OBE achievement model.
6. Distance education/online education:	Since distance /online education has become a popular and accepted mode of teaching and learning in the higher education sector, the college recognizes its relevance and limitations. During the period of lockdown across the country owing to the spread of coronavirus in the academic year 2020-21, the college could effectively implement the online education model with the support of both faculty members and students. As an alternative to the traditional classroom instruction model, online classes have become the centre stage in students' lives today.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The college Formed Electoral Literacy Club
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The College appointed students' co-ordinator and co-ordinating faculty members. The club is functional.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior	The college's ELC has been attempting to educate youth and privileged sections about the importance of casting their votes, collecting Voter ID and ethical behaviours while participating in the election process. For this, the ELC made use of a variety of occasions, including student induction ceremonies, PTA gatherings, NSS rural camps, etc. Every year, the ELC encourages all students to vote in college union elections and to abstain from unethical practices.

citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	During the general elections for the Lok Sabha, the State Legislative Assembly, and the local self-governments, ELC participated in educating college students and the neighbourhood about democratic principles and the importance of participating in electoral processes by distributing printed materials.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	About 20 per cent of students above the age of 18 who are yet to be enrolled as voters are on the electoral roll. ELC is initiating the enrolment of all eligible students as voters before the next Lok Sabha elections.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
710	721	669	661	630

File Description	Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 36

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
36	35	32	30	29

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
119.77	98.85	117.92	59.30	65.61

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Nirmala Arts & Science College affiliated to Mahatma Gandhi University offers 2 PG and 6 UG programmes. Effective curriculum delivery is assured through periodical meetings of department faculty and heads, day based time table, orientation programmes for staff and students, academic projects, Peer teaching etc.

- The college follows a well-planned system to implement **University designed curriculum**. The departments convene meeting at the beginning of each semester to decide the subject allocation and the preparation of **academic calendar**. The college calendar is scheduled by IQAC at the beginning of each year in accordance with the university academic calendar.
- The departmental meetings are held at the beginning of each semester to decide the subject allocation and the preparation of **semester plan**, which is then submitted to IQAC and the Principal.
- A **master timetable** at the college-level and subordinate timetable at the department-level are prepared at the commencement of every academic year under the supervision of the Principal, HoDs and IQAC.
- The **induction/orientation programme** for newcomers by renowned personalities helps students to set goals and objectives and to create ambition in their chosen discipline.
- The information regarding programmes and courses, programme outcome, programme specific outcome, course outcomes, syllabi, mark distribution scheme etc are published in the **College Website**.
- **Teachers Plan** maintained by the teachers fortifies effective academic work which includes course plan and statement of work done.
- The college conducts **Bridge Courses** for the newly admitted students to make them familiarize with the courses and syllabus.
- **Continuous Internal Assessment** is conducted through frequent class tests, assignments and seminars. **Centralized Internal Examinations** monitored by the **Internal Examination Cell** are conducted every semester and after which class wise PTA meetings are conducted.
- The **Grievance Redressal Cell** is the mechanism for addressing grievances at the department and the institutional levels which plays a part in the process of dealing with the complaints including curriculum delivery and internal marks.
- All faculties are using **ICT tools** for effective transmission of knowledge. Faculties use online tools like Google meet and Google classroom to make teaching-learning smarter and easier.
- Initiative is taken up by the institution to make the curriculum effective and interactive by conducting several certificate courses, seminars, workshops, industrial visit, exhibition, internship etc.
- **Remedial classes** are given to weaker students and **Peer Teaching** methods are also promoted.
- **Experiential learning** like field projects, industrial visits and internships is also conducted.

- **College Automation System** (ERP) has been installed for effective monitoring of attendance and internal marks.
- The institution ensures that all the certificate courses including add on courses help the students for getting better employment opportunities. Students are also motivated to pursue online courses and utilize the e-resources through platforms like SWAYAM –NPTEL, N-List etc. **ASAP** and **KELTRON** certificate courses are offered by the departments for the additional knowledge acquisition.
- An **internal academic audit** is conducted annually to ensure effectiveness of curriculum delivery. Regular feedback is taken from the students about the curriculum and ambience of the institution by IQAC and necessary actions are taken accordingly.

File Description	Document
Upload Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 52

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2 *Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*

Response: 44.65

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
464	358	159	249	284

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 *Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

Response:

The college actively fosters the holistic development of students' social, emotional, and intellectual capacities by addressing cross-cutting issues. The issues are addressed by including topics in the **syllabi of various courses.** In addition to that, **awareness classes, projects, seminars,** and **experiential learning workshops** are also organized.

Gender Sensitivity

- Topics like gender equality, LGBT issues, and Feminist Criticism are included in the syllabus of various courses.
- The **Women's Cell** provides **training sessions** and **awareness talks** on **Self Defense, Gender Equity, Premarital Awareness, Stress Management** etc.
- The participation and representation of female students in **Union Election, departmental associations** and **various cells** are encouraged.
- The activities conducted by the **Psychology Department** strongly address these issues.

Environment and Sustainability

- The syllabus of various courses covers topics relating to the environment and sustainability.
- A Compulsory Two -credit **MOOC course on Organic Farming** is offered to students under the university curriculum.
- The initiatives of the **Environment Conservation Cell** include prmotion of **Organic Farming, Aquaponics, Beekeeping, Butterfly Gardens** etc.
- The **Department of Computer Applications** conducts events on **e-waste management**, gathering it from adjacent residences, and taking steps to recycle it.
- The college **NSS unit** takes the initiative in conducting activities centred around these aspects.
- **Workshops and Outreach/Extension** activities are conducted to assimilate the environmental values among the students.
- **Talks and seminars** are held on environmentally important days like World Environment Day, Wet Land Day, World Ozone Day, National Energy Conservation Day, Tourism Day, Gandhi

Jayanti, Bamboo Day, Earth Day etc.

Human Values

- Topics of human value are included in the syllabus of various courses.
- **Seminars, Talks and Competitions** are conducted on days like World Humanitarian Day, World Day for International Justice, International Youth Day, AIDS Day, World Food Day, and International Peace Day.
- **Students' social responsibility** is enhanced through Exhibitions, Flood relief, COVID-19 prevention, Online learning Assistance, etc.
- **Social stigma** among students is eased out through activities like visits to rehabilitation centres, old-age homes, pride day celebrations, Aids day observance etc.
- **Social sensitization programmes** like cyber awareness, blood donation camps, free dental checkups, early cancer detection camps etc., are organized frequently.
- The **Counselling cell** with an external counsellor supports the students mentally and emotionally.
- **Human Rights and Equal Opportunity Cell, Sports Health and Yoga Club, National Service Scheme, Anti Narcotics Cell, Counselling Cell, Women's Cell, Red Ribbon Club, Anti Ragging Cell, and Divyangjan Committee** actively conduct programmes on this issue.

Professional Ethics

- Syllabus topics on professional Ethics include Ethics on scientific research, patenting, copyright, plagiarism, laboratory etiquette, business contracts, social work practices, medical practices, marketing, accounting and ethical practices in global markets,
- **Career guidance programmes** are conducted to create awareness of professional ethics.
- **The code of conduct** for students and teachers has been formulated and displayed on the college website.
- **The Intellectual Property Rights cell** organizes programmes to inform students of intellectual property rights issues, Patents, copyrights etc.
- More focus is given to encouraging students to **act ethically, fairly, and equally** in all **intercollegiate competitions** and **cultural activities.**

File Description	Document
Upload Additional information	[View Document](#)

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 37.89

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 269

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document	
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)	
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)	

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 79.64

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
228	280	254	237	229

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
347	328	357	254	256

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2 *Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

Response: 52.43

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
35	33	32	26	25

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

2021-22	2020-21	2019-20	2018-19	2017-18
75	72	55	44	42

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 19.72

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The teaching-learning environment of the institution primarily focuses on a student-centric learning approach. The student's learning experience is enhanced through student-centric methods like experiential learning, participative learning and problem-solving methodologies with the proper integration of various digital aids.

Integration of student-centric methods in the teaching-learning process occurs in the following means:

- Departments and cells frequently organize **Webinars, Workshops, Expert Talk series and Seminars (Regional, National & International).**
- **Seminars and paper presentations** are part of the learning process.
- The **Environment Conservation Cell** and **Entrepreneurship Club** impart hands-on training **on Organic Farming, Waste management, Apiculture, LED Star Making, Soap Making, and Value-Added Products.**
- **Short filmmaking** and **film review** enhance students' interest in motion picture development and production.
- **Peer teaching** - students are split into small groups and are encouraged to teach other students in a

particular subject.

- **Industrial visits** and field trips have become part of the curriculum delivery.
- UG students prepare **Academic projects** in **groups** on a suitable topic related to their domain. PG students must also **present their project work** before a panel and defend the queries raised. **Hands-on training** is provided on project report preparation.
- **Intercollegiate and Interdepartmental academic** fests are organized with competitions like Business Quiz, Best Manager, Web Designing, Logical Reasoning etc.
- The **budget panel discussion** and **financial awareness programmes** by the Commerce Department create financial awareness.
- The Department of English regularly organizes **Reading day competitions and short story reviews**
- The Department of Management Studies employs **case study methods, role plays** etc., to impart managerial skills among students.
- **Cyber Literacy and Security awareness,** assistance and training on **Digital content creation** are provided by students of the Computer Applications Department.
- **Industrial Visits, Internships, and field visits** acquaint the students with real-life situations and to bridge the gap between the academic and industrial fraternity.
- **Extension or outreach activities** like visits to old-age homes, rehabilitation centres, orphanages, etc., enhance the student's social and personal skills.
- **Placement training, aptitude training, skill development and mock interviews** equip students and make them competent and skilled with future industry standards.
- **Specchio – College Newsletter** is designed and published by the English department students.
- **Group discussions, debates and quizzes (online and offline)** are conducted regularly under the supervision of faculty members.
- The departments of Commerce and Computer Applications conduct specific **software training in Excel, SPSS, Python etc.**
- **Google Classrooms** are used for the delivery of additional content, submission of assignments etc.,
- **Audio notes, learning materials, syllabus, e- notes, links to expert lectures etc.**, are provided through the D-space Digital library facility and the LMS of the institution. For additional content, the library also has access to resources from INFLIBNET, e-PGPathshala, Shodhganga etc.
- **Short-time online courses** like NPTEL – SWAYAM are promoted through word of mouth.
- Teachers' **Use of projectors** has also proved beneficial in creating informedness about complex topics.
- The institution has **Wi-Fi/ICT-enabled** computer lab, seminar hall, laboratory, conference room and classrooms.
- The **Language Lab** helps to improve the communication skills of the students.
- **E-content development studio** for digital content creation

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

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

2021-22	2020-21	2019-20	2018-19	2017-18
36	35	32	30	29

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2 *Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

Response: 32.1

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	11	11	9	6

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

As per the mandate of Mahatma Gandhi University, Continuous Internal Evaluation for UG and PG is done based on student's attendance, assignments, seminars and test papers. The CIE to ESA ratio prescribed by the University for UG programmes is 1: 4 (20:80), and for PG, it is 1:3 (50:150). The institution has integrated a well-structured mechanism for the Continuous Internal Assessment and External Evaluation as below;

- Proper **awareness** of internal assessment procedures and their components, such as test papers, seminars, assignments, and viva voce, is given at **induction and initial departmental orientation programmes**.
- The **college handbook** and **website** provide details of internal assessment procedures.
- **Internal Examination Cell,** in consultation with the IQAC, prepares an **examination calendar** at the commencement of each academic year.
- The institution has a **full-fledged examination wing** headed by the Chief Superintendent of Examinations, supported by a senior assistant and technical staff for the smooth conduct of end-semester examinations.
- The centralized internal examinations are carried out under the supervision Internal Examination Cell Convener. The timely preparation of the arrangements for the internal examinations is done by the cell.
- The institution is equipped with **CCTV-enabled** classrooms and examination halls to prevent and detect any exam-related misconduct.
- The college conducts **two** centrally administered internal examinations per semester to improve students' seriousness and prepare them for the end-semester exam.
- The c**ollege website, public address system, notice board, and official WhatsApp groups** notify students about internal examinations.
- After the conduct of examinations, the answer scripts are returned by the faculty in charge after evaluation.
- In addition to written tests, internal assessment components include **assignments, seminars, and viva voces**. Departments diversify evaluation criteria using **multiple-choice exams, Google Class Room projects, book reviews** etc.
- The institution's ongoing internal assessment criteria integrate **Outcome Based Education,** and hence the measurement COs, PSOs, and POs
- Sufficient opportunities are given for the **betterment of internal marks**. Re-test options are given to absentees for unavoidable and genuine reasons.
- For **academic projects,** internal marks are given on the basis of punctuality, quality of data collected and timely submission of the project.
- For **lab-oriented courses**, the internals are given based on performance in the lab, punctuality and submission of record books.
- Attendance being a component of the evaluation criteria, **hourly attendance** is recorded. Strict attendance monitoring is done to identify students with low attendance percentages, and the same is

communicated with the students and parents if the case warrants. The i**nstitutional ERP** helps students to monitor attendance online.

- The Internal Assessment scores and grades are published for student verification by the course-in-charge before the end-semester examinations in **'A' Form.**
- The students can raise any **grievance** on the internal marks in the form of a written complaint to the Head of the Department or an online complaint through the institutional website. The departmental grievance committee under the chairmanship of HoD and two other faculty members will consider the grievance and take necessary actions immediately.

File Description	Document
Upload Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 *Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

Response:

Being an affiliated college of Mahatma Gandhi University, the college offers the syllabi and curriculum which the University designs for various undergraduate (UG) and postgraduate (PG) programmes. The college has taken initiatives to implement OBE in the curriculum within the framework of the University Syllabus. The Outcome Based Education system in the institution was initiated in the year 2019 based on discussions at various levels. An institutional-level OBE Cell was constituted to set the Programme Outcomes (PO) of UG and PG programmes. Also, the Departmental Advisory Committee was formed to validate Programme Specific Outcomes (PSO), Course Outcomes (CO) and course exit survey questions. The POs, PSOs and COs were finalized by the OBE Cell constituted by the IQAC with representatives from all departments and an external expert from a mentor institution. The COs was mapped with PSOs/POs at various correlation levels. The different correlation levels are 1 -Low Correlation, 2 – Moderate Correlation and 3 – High Correlation.

The following modes were adopted by the institution for the **communication** of POs, COs and PSOs:

- The POs, COs and PSOs of all programmes are displayed on the **institutional Website.**
- **Orientation programmes** are offered to first-year students to make them aware of the institution's OBE system.
- POs, COs and PSOs of different programmes are displayed on the **departmental notice board**.
- An **OBE handbook** is made available in the department for immediate reference.
- The **teacher in charge** of the course gives students an idea about the different Course Outcomes at the start of each course.
- A clear idea of various POs, COs and PSOs is given to students during the **interactive sessions** by Tutors & the teacher-in-charge of the course.
- **FDPs** are offered to teachers for the setting of POs, COs and PSOs, implementation and the calculation of attainment.
- Effective communication of OBE is done through the institution's **teaching-learning pedagogy**.

- The **departmental advisory committees, staff meetings and department meetings** are carried out frequently to address the effective implementation of outcome-based education in the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 *Attainment of POs and COs are evaluated.* **Explain with evidence in a maximum of 500 words**

Response:

 The institution has developed a unique mechanism concerning the measurement and attainment of POs, COs and PSOs without hindering the framework of the University Syllabus. The institution has developed a comprehensive OBE Policy for the timely measurement of outcome attainment.

- As per the curriculum designed by the university, two modes of assessment– Internal Assessment (CIE) and End Semester Assessment (ASA) are used for the evaluation of the performance of a student. Numerical values are allocated for various course outcome achievements. Based on these values, each course's student-wise and batch-wise achievement is separately calculated.
- The COs of a course is attained through direct methods like Test Papers, Assignments/ Seminars/ Viva Voce and End-semester examination scores and indirect methods like course exit survey based on the nature of the subject.
- Currently, as per the university guidelines, the CIE: ESA proportion of UG Courses is 1:4 and for P G Courses is 1:3. Thus, the direct attainment proportion of COs is similarly taken. And the overall direct-to-indirect attainment is in the proportion of 9:1
- The threshold limits of the CO attainment Batch wise is calculated as follows;

Level	Nature	Criteria
0	No Attainment	An overall Score of less than 35%
1	Low Level	An overall Score of 35% - 50%
2	Moderate level	An overall Score of 50% - 65%
3	High Level	An overall Score of Above 65%

- At the end of each semester, COs, POs and PSOs are evaluated with the help of Correlation indicators to ascertain the attainment levels.

File Description	Document
Upload Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 76.96

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
138	173	171	193	170

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
230	224	218	225	201

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.56

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 *Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution has a very supportive environment that encourages research and innovation activities. The college takes various initiatives to produce and disseminate information and employs different cutting-edge techniques.

The college has an actively functioning **Entrepreneurship Development Club** that initiates several programmes to bring up and fine-tune the entrepreneurial talents of the students. The club frequently organizes seminars, Webinars and expert talks to motivate and equip students for the current scenario. Various training and skill development programmes for making eco-friendly products like paper pens and paper bags are provided. Every Year the club members make LED Stars for Christmas, Paper Bags, Cloth Bags, Bath Soaps and Notebooks. The products are sold by the students in the neighbourhoods and among the students and teachers of the institution. A share of the profit goes to the students, enabling them to **'Earn while You Learn'**. The ED Club also provides ideas on the establishment of startups. Seminars related to IPR have also been organized in association with the IPR cell of the college.

As a small contribution to India's sweet revolution mission, **Environment Conservation Cell** hires experts to train selected students and staff in Apiary Management and Honey Processing. Campus-processed honey is sold through ED Club. The cell also gives training on setting up aquaponics farming. Organic farming is also an innovative practice promoted under the cell.

The institution promotes research flair among teachers and students through workshops, seminars, conferences, etc. The students are promoted to create and present papers in competitions.

The institution's **Intellectual Property Rights Cell** conducts seminars on IPR, Copyrights, and Patents and provides students with awareness about the formation of Startups.

Other initiatives are undertaken by various D**epartments and other Functional Bodies** of the college to create and disseminate knowledge, like exhibitions by clubs, PR campaigns and extensions by the Department of English. Departments carry out activities, primarily in research and on-the-job training, in collaboration with academic institutions, industrial endeavours, other organizations, professional bodies, etc. A significant part of the knowledge-building process also involves inviting **eminent experts** from different fields to give lectures, conferences, and other presentations. The student's talents are identified through academic fests and programmes like Marketing Games, Product Launch Competitions, Online Quizzes, Project Presentations, etc. The Department of Computer Applications assists immensely in improvising **digital know-how** among the students to build up a career in digital content creation.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 57

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
17	16	11	5	8

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.89

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
3	28	1	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 0.06

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	2	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The institution develops a sense of civic duty and volunteerism among students for their holistic development. Including the students in local events, the institution's extension and outreach programmes help them to grow social consciousness, understand their obligations, and acquire a sense of social values.

Visits to various **Rehabilitation centres** like Mithram rehabilitation centre, Sougyasadan old age home Chethikode, Sree Poornathrayeesa Balasram, Thripunithura etc., are conducted under the initiatives of NSS, Divyangjan Cell and various departments. The student's interaction with the inmates make them aware of social responsibilities and Human Values.

Under the **Environment Conservation Cell**, various **eco-friendly and innovative activities** are conducted like organic farming, apiary management, aquaponics farming technique, etc. The college collaborates with different Local Bodies, Resident Associations and the Rural Science Centre to successfully conduct these programmes and impart training sessions.

The students were given training on **waste management programmes**. The U-TURN project was a joint venture of NSS and Kureekkad town residents to eradicate plastic waste and establish a perfect close system to manage degradable and non-degradable waste in the area. The inauguration of the project was held at Kureekkad.

The college provided a**wareness of E-payment and online financial transactions** to local residents.

During Kerala's severe floods in 2018 and 2019, students, under the supervision of various clubs, contributed significantly to the **relief and rescue operations** of those in need. Volunteers collected and gave groceries, clothing, etc., to the NSS collection centre at Ernakulum.

Activities like **blood donation** in association with Blood Donors Kerala and various hospitals are conducted frequently. Also, **health checkup camps** like dental, Eye, early cancer detection etc., are organized regularly in association with Rotary, Lotus Eye Hospital, Aster Medicity, Welcare Hospital, etc.

COVID Response team, under the initiative of NSS, has **distributed masks** made by the Entrepreneurship Development Club, as well as sanitisers and Vitamin tablets, to the residents and educated them on the importance of personal hygiene and self-protection safeguards.

The NSS Unit **adopts villages** and works for the significant development of the adopted villages through health care activities, public sanitization, surveying, waste management methods, etc., bringing about a positive shift in students' perspectives. Student opinions are clearly illustrated by the increased number of students who engage with enthusiasm.

The volunteers of the NSS Unit initiate **cleaning activities** in significant places of Panchayath like Government hospital, Homeopathy hospital, Ayurveda hospital, Post office, Government school, and Panchayath roads, Mega cleaning activities at Fort Kochi etc., to make the students participate in the Swachhata Mission.

Students **observe day**s by spreading the messages connected with Anti-Narcotics, World Cancer Day, AIDS Day, World Mental Health, etc., through awareness campaigns, flash mobs, expert talks, etc. Programmes are also organized in connection with road safety, Environment conservation day etc.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)	

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Extension activities are vital in providing comprehensive support for the holistic development of student's character. The Institution strongly emphasizes encouraging every student and staff member to realize their potential through community-oriented extension activities. The functional bodies of the college, such as NSS, Clubs, Cells, and Associations, facilitate students' participation in social activities. The dedication shown by staff and students towards these activities has garnered much appreciation and encouragement, resulting in individual and institutional recognitions and awards. These accolades are a testament to our college's tireless efforts towards promoting community development.

File Description	Document
Upload Additional information	[View Document](#)

3.4.3 *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years*.

Response: 95

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
27	20	21	13	14

File Description	Document
Institutional data in the prescribed format	<u>View Document</u>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<u>View Document</u>
Provide Links for any other relevant document to support the claim (if any)	<u>View Document</u>

3.5 Collaboration

3.5.1 *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years*.

Response: 27

File Description	Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<u>View Document</u>
Institutional data in the prescribed format	<u>View Document</u>

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

To support the best teaching-learning environment, the Institution has adequate infrastructure and physical facilities spread across 5.1 acres of land. The Institution has a built-up area of 71,418.22 sq. ft, including the Main Block and the New Block, with the following amenities.

- For the smooth conduct of the teaching-learning process, **all classrooms are ICT enabled** with overhead short-throw LCD projectors/smart TVs and Wi-Fi.
- All departments have **separate staff rooms** with desktops, laptops and printers, Wi-Fi and LAN facility. If necessary, teachers are provided with a collar microphone to ensure smooth delivery of their classes.
- Two **Computer Labs** with 72 computers, Wi-Fi and LAN facility installed with appropriate software and a **psychology lab.**
- Spacious **Seminar hall, Conference hall, Auditorium/ Examination hall** with sufficient seating capacity.
- **E-content development** room with video capturing and editing facility.
- **Counselling centre** with a qualified counsellor for emotional and mental support.
- A **network resource centre/ language lab** with five computers and accessories, with Wi-Fi and LAN facility.
- **Browsing centre** in the library with three computers and a reprographic facility.
- The **Central Library** has a collection of **10,050 books, nine journals, six periodicals and six newspapers.** The library consists of a new arrival section, a newspaper reading section, a reference section, a career corner, a visual reference section, and a property counter under CCTV surveillance. The library has access to **E-repositories** like INFLIBNET- N-List, Shodhganga, E Shodhsindhu, E-PG Patashala, National Digital Library of India etc. **Softwares** like KOHA, Plagiarism Checker - Turnitin, and NVDA are also available. The bar code reader facility manages the issue and return of books.
- UPS and Generator (30 KVA) ensure an uninterrupted power supply.
- **Public addressing system** for announcements.
- Ladies hostel under Nirmala Charitable Trust.
- **Various facilities** like the Students' hangout area, common room, Sickroom, Faculty Refreshment Room, Canteen Facility, Stationery and Book Store, and Safe Drinking Water are available.
- **Separate hygienic washroom** facility for students and staff.
- **Divyangjan-friendly** campus is ensured through ramps, handrails, wheelchairs and separate washrooms.
- Sanitary Napkin **Vending machine and incinerator.**

- **Suggestion box** in front of the Principal's office.
- Rainwater harvesting, Aqua-ponics, apiary, vegetable garden and Solid Waste Composing Unit.
- Rooms for IQAC, ED club, NSS, career guidance and placement, and internal examination coordination.
- **Infrastructure for Sports and Cultural activities consists of** an Indoor badminton court, Mini Foot Ball and Mini Cricket Ground, Indoor games - carom board and chess board, a Physical fitness Centre and Yoga room and Spacious Auditorium with two green rooms.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2 *Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

Response: 68.66

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
83.64	78.99	84.97	27.36	41.85

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 *Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

Response:

The "**Aleyamma Kuriyakose Memorial Library**" of the college, located in the New Block, has a

collection of **10050 Books** and has subscriptions to **Nine Journals, Six Magazines and Six dailies.** The library has a built-up area of **2529 sq ft** with a seating capacity of **50 Seats** and a **Browsing and Reprographic centre** with three computers.

The Library Advisory Committee of the college, consisting of the Principal as chairman, the Librarian as convener, and representatives from various Departments and students as members, meets regularly to ensure the smooth functioning of the library.

College Library Facilities:

- The **"Aleyamma Kuriyakose Memorial Library"** has sections for New Arrival, Reading, Circulation, Reference, Periodicals, Visual Reference, Browsing cum Reprography, Property Counter, Career Corner and a Network Resource Centre/ Language Lab.
- The college library has been automated with the help of the Integrated Library Management System **KOHA ILMS** from **2020 onwards** using **the 3.14.04.000** version of the KOHA ILMS.
- The institution uses **D-Space** for building and distributing digital library collections.
- Subscription to **INFLIBNET N-List, and National Digital Library of India** allows **remote access** to different E-journals and E-books from online libraries.
- The Membership of **e-ShodhSindhu and Shodhganga** helps students and faculty members access research articles.
- Acquisition, cataloguing and circulation of library resources are carried out through the ILMS, and there is a user-friendly web-based **Online Public Access Catalogue (OPAC)** that allows remote searching of books in the library.
- All books have been **barcoded** using the ILMS, and the issue, return and renewal of books are carried out using the barcoded system.
- A screen reader Software **NVDA (Non-Visual Desktop Access)** has been installed in the library for the benefit of the visually impaired.
- The library has plagiarism-checking software, **Turnitin.**
- **CCTV cameras** are installed in the library for strict surveillance.
- **High-speed internet and WI-FI connectivity** for uninterrupted browsing.
- Access to **e-journals, databases and remote access to resources** through the college website.
- The library has a vast repository of **books, journals, CDs, newspapers, e-resources, project reports, previous years' question papers** etc.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

Nirmala Arts & Science College frequently updates its IT facilities and provides sufficient bandwidth for an internet connection to smoothly conduct the teaching-learning environment.

The college has 105 computers, of which 72 are in Computer Labs, five are in the NRC/Language Lab, three are in the Browsing section of the Library, and the remaining are for the office and Department usage.

Printers and scanners are arranged in the Stationery and Book store, office, staffrooms, library, and exam control room.

- All 22 classrooms utilised for 6 UG and 2 PG programmes are **ICT enabled** with overhead short-throw LCD projectors/smart TVs and Wi-Fi.
- The entire campus is under **CCTV surveillance**.
- **E-Content Development Studio** facilitates the creation of e-content by teachers and creating digital content.
- The college library has been **digitalised** with the help of automated KOHA ILMS, Web-based OPAC, D Space, NVDA and access to various E-resources.
- **The network resource centre/ language lab** provides students access to a digital library and e-resources.
- The institution has internet with a bandwidth from 100 Mbps to 300 Mbps. The institution has internet connections to Kerala *Vision Broadband,* Kfon and BSNL,
- **WI-Fi routers** have been installed in various locations to ensure the entire campus's Wi-Fi network coverage.
- The **College level** ERP consists of Administration, Academics, and Accounts modules integrated into a single database. This web-based service acts as an interactive tool for information exchange for teachers, students and the campus administration centres.
- Information about upcoming events is updated through **the college website.**
- The electrical and electronic devices and the supporting software are constantly updated according to technological advancements and are in **warranty/Maintenance Contracts**.
- Computers in the institution are protected with antivirus **software.**
- Computer-related hardware and software are regularly monitored by experienced **technical staff.**
- The college has a licensed **G Suite account.**
- The institution has **a YouTube channel and** social media handle pages.
- **IT committee** meets annually to assess the requirements raised by various departments for subsequent academic years concerning the upgrade and purchase of IT facilities and services. The requirements are intimated to **the purchase committee** for approval. The **finance committee** prepares a budget based on the requirement approved by the purchase committee and sends it to **the management committee** for approval. After getting the consent, the purchase committee provides sanction to purchase or upgrade the facility and the procedure for purchase is initiated.
- The **college's IT policy provides guidelines regarding IT** usage, which helps appropriate use of IT infrastructure in academic and administrative activities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 8.88

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 80

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

Response: 30.81

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

2021-22	2020-21	2019-20	2018-19	2017-18
35.47	19.70	32.57	31.52	22.90

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

Response: 4.84

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
28	30	25	41	40

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Following capacity development and skills enhancement activities are organised for improving students' capability*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 63.96

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
488	441	415	424	401

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 *The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 28.05

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
114	75	61	41	17

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
230	224	218	225	201

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2 *Percentage of students qualifying in state/national/ international level examinations during the last five years*

Response: 2.41

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
7	8	2	2	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**

5.3 Student Participation and Activities

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

Response: 8

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*

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	3	3	1

File Description	Document
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 17.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
39	11	16	10	12

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The Nirmala Arts & Science College has a registered and well-functioning Alumni Association. The Alumni Association received official registration under the **Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (EKM/TC/16/2022) on 12th January 2022.** The alumni meet on the **26th January every yea**r. It has several batch-level WhatsApp groups, Facebook pages and

Instagram pages. Since its inception, the association has been actively involved in the various activities that take part in the college;

1. Alumni meetings and gatherings

There is an annual get-together of the Alumni Association on 26th January every year. Cultural programmes are organized wherein the alumni participate actively. The alumni representatives are included in the IQAC and other major functional bodies so that the voice of the stakeholder group is properly addressed. The association also helps to track the progression of past students. It helps to get the feedback of alumni for improvement. In addition to the College Alumni, every Department has its own Alumni Association, which conducts gatherings as per the request of the batches.

2. Expert and motivational Talks

Well-placed Alumni act as Resource Persons in Webinars organized by the departments. Some talented Alumni members are invited as resource persons for various talks series and inaugural functions.

3. Curriculum Feedback

The feedback committees collect feedback from the alumni group regularly, which helps in the institution's continuous improvement.

2. Financial Contributions

The alumni group contributes an amount to the alumni group bank account. The fund so mobilized is used to impart quality education. The amount is also used for the infrastructural development of the college.

4.Career Guidance and Placement Services

Alumni members in good positions conduct career guidance programmes and offer placement services for the students to achieve their career goals. The Alumni Association arranges platforms for UG and PG students to know various job opportunities in both the private and public sectors. Many Alumni members holding prestigious positions in academic institutions, corporate enterprises, and political and administrative fields visit the college to motivate and inspire students. Training sessions are also arranged for the students by the association.

The institution is very proud of its Alumni for their outstanding contributions in various fields.

File Description	Document
Upload Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

The institution "**envisions to accelerate a transformative educational experience for students focused on disciplinary knowledge, communication and interpersonal skills anchored on ethics and social responsibility".** Following the footsteps of the late O C Kuriakose Cor-Episcopa, a great visionary and philanthropist, the college is heading forward under the governance of a management committee with its vision based on the core values and principles of Nirmala Charitable Trust.

Motto

"In pursuit of excellence in education."

Mission

- *To empower the students with deep knowledge and awareness of current developments in their chosen subjects.*
- *To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect for labour and proactive leadership.*
- *To ensure the optimum utilization of resources for the benefit of the society.*

To cater to different **socio-economic classes and communities,** the college adopts a secular approach towards imparting holistic education with particular attention to weaker sections.

A democratic style of administration and governance is adopted through interactions and discussions with various stakeholders. The **Academic Council** meets regularly to take decisions related to internal management and to prepare action plans based on the feedback taken from the stakeholders. The **Management Committee** supports the finance and infrastructure, and **IQAC** makes overall coordination. The **functional bodies** also support proper governance through a participatory management style. Students are encouraged to organize co-curricular and extension activities under the supervision of faculty-in-charge. The cultural and sports activities are coordinated by the **Students' Union** and guided by a Staff Advisor.

The college's vision is reflected through various activities conducted around the academic year. S**oft Skill Training, Earn While They Learn Programmes, Expert Talks, Awareness Classes**, and other activities improve students' interpersonal, communication, and critical thinking skills, while partnerships and activities organized by clubs and cells improve students' dedication and ethical behaviour.

Institutional capabilities are enhanced through structured delegation, effective decentralization and participative decision-making**; all teaching staff are in charge of different institutional bodies; active**

involvement of students in other clubs and cells. The practice of decentralization and participative management is promoted by **meetings at various levels** of governance, such as the management committee, Academic council, departments, and clubs and committees, by giving students, teachers, and administrators opportunities to contribute towards decision-making.

Case study: DIGITAL DESIGN WING

To utilize the students' skills, the institution has a **digital design wing under IQAC h**eaded by a faculty-in-charge, comprising ten students and a technical staff. The team is responsible for designing brochures, creating videos, maintaining social media, collecting activity reports and feedback and creating website content.

The procedure:

- The proposals for programmes are submitted to the principal for review and approval.
- The approved proposal is forwarded to IQAC.
- The IQAC forwards details to the Digital design team.
- The team designs Brochures, creates the feedback form, and forwards it to the bodies with the approval of IQAC.
- On completion of the programme, the coordinator in charge submits the detailed report, collected feedback, photographs, videos etc., to the digital content team.
- The contents are then processed for the website.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

The Managing Committee drafts Strategic/Perspective plans for the institution that covers the goals and future strategies. The institution currently follows the Strategic Plan 2021-2030. The Strategic Plan intends to provide the institution with a visualisation and direction for the next ten years and to strategise the collective efforts to achieve multi-dimensional plan goals. The Strategic Plan 2021–2030 envisions five key dimensions: **Curriculum, Infrastructure, People, Community, and Eco-Friendliness.**

The Major goals of the dimensions mentioned above include:

- Gain high professional growth through programme design & delivery

- Improvement and Innovations in the teaching-learning system
- Promote research and consultancy
- To develop modern infrastructure at the campus
- To ensure maintenance, replacement & improvement of infrastructure
- To improve abilities, skills, Welfare and retention of Employees
- To achieve the participation and development of Students
- To involve Alumni in College's Welfare Activities
- To strengthen Campus -Community Linkage
- To prepare and motivate students and faculty towards nature conservation and sustainable living practices
- To adopt green initiatives on the college campus

The goals above contribute to the overall institutional development, and the college thrives to achieve the goals within the set timeframe.

The institution functions based on the constituted Policies, Rules and Procedures of Governance.

The **Managing Committee** is in charge of managing and supervising the organisational structure centrally. This Committee is the apex body for policymaking and establishing a framework for the execution of recommendations from diverse contributors. The Committee approves strategic plans following talks with various stakeholders.

The **Principal** directs the college's day-to-day operations; and implements the Managing Committee's directions, following the standards and guidelines established by the government, the University, and other regulatory bodies.

The **Academic Council** makes significant decisions about the college's day-to-day academic issues; serves as a board of advisors to the Principal, with aid from IQAC, PTA and other stakeholders.

The **Administrative Dean** is in charge of the institution's non-teaching employees.

The **Head of Department** (HOD) oversees the academic affairs, teachers, laboratory personnel, and department students.

Statutory bodies such as **Grievance Redressal Cell, Anti-Ragging Cell, Internal Complaint Committee, SC/ST Cell, and Anti-sexual Harassment Cell, as well as Discipline Committee, Women Cell, Admission Committee, Career Guidance & Placement Cell, Arts Club, Internal Exam Committee, Library Advisory Committee, and Anti Narcotics Cell**, support student affairs and college administration. **NSS, Readers Forum, Speakers Forum, Environment Conservation Cell, Sports, Health, Yoga Cell, and Entrepreneurship Development Club** are other co-curricular and extra-curricular cells and committees within the University.

The **positions** in the institution are filled based on merit, and vacancies are published in the media and on the college website.

Regarding leave regulations, proper behaviour, disciplinary procedures, and other miscellaneous topics, all workers adhere to the institution's **HR Policy**. Employees must follow both University and Directorate of Collegiate Education policies.

Employees can bring any complaint to the **Grievance Redressal Cell**. The college has an **Internal Complaints Committee and an Anti-Ragging Cell**. Teachers and students are made aware of the institution's redressal system.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 *Institution implements e-governance in its operations*

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution facilitates different welfare measures for teaching and non-teaching staff to improve the working environment. Some of the many schemes implemented for the Nirmalites are listed below.

Financial Welfare Schemes

- Financial assistance for participating, publishing and presenting papers in National/ International seminars/webinars/workshops and conferences enhances their skills and creates opportunities for career development/progression.
- Interest-free short-term loans, Festival allowances, Hostel allowances and salary advanced.
- Provident Fund security to employees.
- Fee reduction of 50% for staff children enrolled at the institution.
- Annual time-bound increment, performance-based increment and vacation salaries for April and May.

Non-Financial Welfare Schemes

- Provisions for Duty Leave, maternity leave and medical leave.
- ESI health insurance coverage and routine health checkup camps.
- Complimentary refreshments for teaching and non-teaching staff.
- The IQAC coordinates training programs, orientations, seminars, workshops, and talks by counsellors, helping staff acquire skills for career development.
- One-day staff tour for teaching staff and non-teaching staff.
- Annual gatherings and gatherings in connection with festivals such as Onam, Christmas, and New Year, among others.
- Promoting teachers to attend various Training Programmes /Orientation/ Refresher courses/ Workshops and Seminars to improve their academic understanding.
- Administrative training for staff.
- Teachers are honoured and appreciated for their sincere efforts, various achievements and meritorious service during annual get-togethers,

Amenities

- Free conveyance for teaching and non-teaching staff.
- Free uniforms for non-teaching staff.
- High-Speed Wi-Fi facility and Google Workspace Account.
- Separate staff parking area.
- Separate hygienic washrooms for staff.
- Canteen facility at concessional rates.
- Security Cabin for Security and Counseling Centre.
- Recreational room for staff.
- Rent-free accommodation for Staff in Nirmala Ladies hostels.
- Fitness and Yoga Centre

Efforts are made to improve the academic and administrative quality of the institution by assessing and evaluating the performance of the teaching and non-teaching staff.

Performance Appraisal System - Teaching staff

1. **Teachers' Work Dairy** – Details about the teaching-learning process and co-curricular obligations are recorded and regularly reviewed by the HoDs.
2. **Student's feedback -** The Feedback Committee collects feedback from students on each teacher and prepares a report of the feedback received and submits it to the Principal via IQAC.
3. **Annual Self-Assessment Report** – The self-assessment proforma is verified by the respective

HoDs, followed by the Principal and the Managing Committee.

4. **HOD Evaluation Report -** A confidential report evaluating the teacher, in general, is prepared and forwarded to the Principal.

5. **Principal evaluation Report -** The Principal prepares a confidential report about teachers (including HODs) based on various criteria. The Managing committee evaluates the confidential report to decide incentives, increments, other benefits and remedial measures.

Performance Appraisal System – Non-Teaching Staff

The administrative Dean periodically evaluates the non-teaching staff and prepares the Annual Reports and confidential reports in prescribed formats. The reports are submitted before the Principal for evaluation. Upon evaluation, the Principal gives feedback and suggestions, and recommendations to the managing committee.

The Academic and Administrative Audit (AAA) evaluates the institution's overall performance under the supervision of the IQAC. The findings are communicated to the Teaching and Non-Teaching Staff with suggestions for improvisation.

File Description	Document
Upload Additional information	View Document

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

Response: 8.64

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**

2021-22	2020-21	2019-20	2018-19	2017-18
5	8	0	1	0

File Description	Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document

6.3.3 *Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative*

training programs during the last five years

Response: 59.71

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
44	40	36	3	0

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	9	7	7

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Nirmala Arts & Science College has a transparent and well-planned financial management system. As a self-financing institution centrally managed by a non-profit organisation, 'Nirmala Charitable Trust' ensures that the income generated is spent optimally in the institution.

Major sources of funds:

- Fees (Tuition fee, application fee, hostel fee, Conveyance Fees)
- Loans (commercial banks)
- Financial support from management

- Interest from Investments
- NSS Fund
- PTA fund
- Alumni fund
- Sponsorships
- Fee from renting out college facilities like Auditorium, labs and examinations conducted by external agencies.
- Miscellaneous

The optimal use of resources is ensured through the proper mobilisation Strategies managed centrally.

- The **fee collected from students** is mainly used for the staff's salary requirement.
- **Sponsorship and loans** are used for infrastructural development and campus maintenance.
- **Financial support from management** provides free ships for eligible students and faculty to attend seminars/workshops/Faculty Development programmes. The management funds the departmental expenses, workshops, meetings and conferences. Extension and outreach programmes and other activities of various clubs and forums are also supported.
- **Alumni and PTA Contributions** are mainly used as aids for organising cultural fests and by providing financial assistance to participate in various co-curricular and extra-curricular programmes and other major & minor student welfare initiatives.
- Funds are also mobilised for the staff's economic welfare measures like the **Employee State Insurance (ESI) and Provident Fund (PF);** these are provided to the staff to ensure financial security.

The Principal is responsible for all financial transactions, while the Chief Accountant maintains the accounts. Conducting detailed routine **External Audits** of the statements ensures transparency, accountability, and the best possible use of the resources. An external auditor performs the statutory audit once a year.

External Audit:

A competent Chartered Accountant also does an external audit of the college's accounts. The audit includes information on the utilisation of all the resources mobilised. In addition to the accounts, the auditor also checks the assets, compliance with rules and regulations, and other things. The trust receives a report for reporting reasons. It also ensures tax compliance.

These methods ensure that financial records are maintained up to date and that money is utilised most openly and transparently possible.

File Description	Document
Upload Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Since its establishment in 2017, IQAC has significantly improved the quality of its processes and operations. The IQAC has developed some qualitative practices due to continuous oversight and interaction, which has improved how well it operates. The IQAC has designed all-encompassing plans to enhance the institution's functionality.

- With the Principal as Chairman and a Senior Teaching Faculty as Coordinator, IQAC gives suggestions to all the departments in conducting both curricular and non-curricular activities.
- The faculty in charge of each programme initiates the proposal of the programme and forwards it to IQAC for suggestions/modifications.
- After the approval of IQAC, the same is forwarded to the principal for final approval. The Suggestions of IQAC are always based on the updates made by the UGC and NAAC.
- Once the programme is conducted, the faculty in charge sends the programme report with all the documents, including photos and videos, to the IQAC after keeping a copy in the initiating Department/Institutional bodies.

IQAC closely monitors the teaching-learning process and suggests additional facilities to be implemented to improve the quality of education.

- A **more comprehensive Work Diary** than the one maintained earlier, which is monitored at regular intervals.
- A well-structured **Mentoring system**, **counselling cell.**
- Introduction of **new affiliated academic programmes**.
- Reviewing and introducing **add-on courses by integrating OBE.**
- Recognized skill development centre of **ASAP, KELTRON**.
- Various **orientation programmes/expert talks/seminars & webinars/workshops/FDPs, and other capacity-building activities** are initiated.
- Establishment of **Central Library** by integrating departmental libraries, **Network Resource Center and membership in various e-resources** for promoting research flair among students and teachers.
- The IQAC has developed a comprehensive OBE policy for timely measurement of the attainment of learning outcomes.
- **E-Content Development Centre**- one of the major reforms besides various initiatives of IQAC. The centre was established with the following objective.

- Create a digital ecosystem by providing digital content in addition to traditional classroom teaching.
- Generation of multi-disciplinary e-contents by teachers.
- Dissemination of created contents through the library visual reference section.

- Planning and implementing various **extra/co-curricular activities** by the Students Union in consultation with IQAC through a staff advisor.
- IQAC periodically reviews the activities of **statutory and non-statutory bodies**.

- Restructuring of **grievance redressal mechanism** of the college by incorporating online forms through the website.
- Compatible e-governance system through new **Enterprise Resource Planning** software.
- Continuous **improvement in infrastructure**- Wi-Fi Enabled Campus, ICT enabled classrooms, Differentially-able friendly campus, Promoting green initiatives, Language Lab etc.
- Actions are taken in line with the analysis of **feedback collected** from several stakeholder groups.
- Regular meetings of **PTA and Alumni interactions** are conducted.
- Improved the performance of **Career Guidance and Placement Cell.**
- **Free ships and fees concessions** to eligible students.
- Introduced **Environmental Audit, Energy Audit and Academic and Administrative Audit.**
- Framed various Policies and Strategic Plans.
- Initiated signing MoUs with external agencies
- Analyzed Strengths, Weakness, Opportunities and Challenges
- Approved centre for CAT, ICAI.

IQAC meets regularly to review the activities and operations of departments, Cells / Bodies, teaching and learning processes, extensions and collaborations, etc. and makes suggestions for improvement of operations and practices.

File Description	Document
Upload Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. *Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

Response:

Nirmala Arts & Science College is a co-educational institution committed to maintaining gender equity and justice and aims to build confidence and self-respect among students. The College is also committed to empowering female students by fostering an environment of respect and dignity. IQAC gathers yearly statistics of girl students in the College. The IQAC conducted a detailed Gender Audit in March 2022 covering a period from 2017-2018 to 2021-2022. Audit data revealed that from 2017–2018 to 2021–2022, 51% of students were female, while 76% of faculty and 89% of non-teaching staff were female. The College ensures gender justice at all administrative and academic level positions. The College has a female principal and a male vice principal. The Women's Cell, Internal Complaint Committee, IQAC, Arts Club, Entrepreneurship Development Club, Anti-Ragging Committee and many other forums have lady conveners. The College Union Vice Chairperson and two student representatives are also girls. Gender Equity Initiatives

- The **curriculum** for second language courses, which include Malayalam and Hindi, incorporate gender sensitization components. Gender issues are covered in various courses of different programmes.
- **Internal Complaint Committee** (Anti-sexual Harassment Cell) was constituted to educate students, teachers, and staff on sexual harassment in all its forms with the goal of zero tolerance. It also initiates measures to prevent and resolves sexual harassment and other gender-based violence on the campus.
- In association with other forums, the **Women's Cell** celebrates International Women's Day (8th March) and national child day (24th January) every year.
- Notable programmes on gender issues conducted by Women's Cell and other forums include **Flash Mob on drug abuse, Seminar on Genetics Awareness, Awareness Class on Adolescent Health, Debate Competitions, Honouring Elderly Female Staff, Short Film Screening, Seminar on Sexuality and Gender Diversity, Premarital Awareness Programme, Self-Defence Workshops, Gender Equality Seminar, Awareness on Legal Ramifications on Work Place Sexual Harassment.**
- **Ladies Waiting Room:** provides exclusive space divided into two parts, namely restroom and sick room for girl students with amenities, namely chair, table, coat, first aid, and attached toilet
- **Sanitary Napkin Vending Machines** and incinerator facilities are provided on the campus
- **Counselling Cell**, under a lady clinical psychologist, offers personal counselling to alleviate stress among girls.

Students' Achievements

- Lakshmi Mukundan and Aishwarya Beji secured 9th and 10th positions, respectively, in BA (English) Degree examinations, at Mahatma Gandhi University in 2021.
- In 2019–2020 and 2021–2022, Kum. Mahima Verma and Kum. Ashisha C Rajan won university

literary and Western music contests for girls. In the boys'; category, Sri. Vipin S and Basil P P won university sports and Arts medals in 2018–2019, and Sri. Mahesh S won a sports medal in 2019–2020.

- In 2020, Sandra and Silpa won the third prize in a quiz competition conducted by the Psychology department of KMM College.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: B. Any 3 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The founder's blessing and grace guide the college's inclusive vision, mission, policies, rules, and regulations. The college took mainly the following initiatives to foster an inclusive environment that inculcated tolerance and harmony in its students and employees and sensitised them to their constitutional obligations.

- The College respects and celebrates national festivals like Christmas, Onam, Eid, and Holi to foster religious harmony and cultural diversity.
- The College celebrates important national days like Independence Day and Republic Day and commemorates world and national leaders'; births and deaths, as well as social, artistic, political, and historical events to promote patriotism, fraternity, and unity. The events offer youth a sense of ethnicity and nationalism, reminding them of the country's greatness and the leaders' spirit.
- Students visit establishments that care for the elderly, differently abled, and orphaned to interact with the inmates and to spend time with them.
- During the lockdown, alumni contributed mobile phones to two needy students to support online classes.
- Through its collaboration with KARKINOS, an NGO, the college conducted cancer awareness programmes for students, parents, and the neighbourhood.
- Management provided economically disadvantaged students with scholarships and freeships to prevent them from dropping out due to financial instability.
- NSS units hold rural camps where students clean up places and roads and become acquainted with organic farming, reinforcing their environmental commitment and civic responsibility.
- College Food Fests facilitates students and faculty to enjoy native and diverse cuisine made by families from various socio-economic and cultural backgrounds
- After the 2018 flood, students and faculty worked together to clean up areas nearby the college. All, from management to the students, volunteered generously for the flood relief operations. The college also significantly distributed books, clothing, food, and other necessities to flood victims. The college management cooperated with the local self-government to set up a flood relief camp at the college campus, accommodating more than 300 flood victims.
- PROJECT SAMARITAN, organised in collaboration with VPS Lakeshore Hospital, provides

hands-on lifesaving training to a selected team of our students, reinforcing their social service mentality.

- The Women's Cell of the college upholds honouring elderly female staff.
- During COVID-19, students produced masks and hand sanitiser for the neighbourhood, and the management donated a refrigerator to covid care centre of the local panchayath.
- The Talents Day of the college is an annual event where students can exhibit their artistic, literary, and athletic talents.
- The college formed the Ekbharath Shreshtha Bharath club to promote "Unity in Diversity" among students. The EBSB Cell organises programmes exhibiting culture, traditions, patriotism, and Indian brotherhood.

File Description	Document
Upload Additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice: I

Title: Students' Engagements in Volunteering Activities for Nature Sustainability (SEVANS)

The institution is at the forefront of conserving nature and promoting sustainable living. Being a higher education institution, its responsibility towards stakeholders is fulfilled through continuous initiatives in conserving and preserving nature.

1. Objective:

- To Motivate, Prepare and develop students by involving them in nature conservation and sustainable living
- To encourage students' active participation in sustainable living practices.

2. Context:

The College has emphasised the overall development of students, including their active and voluntary engagements in curricular and co-curricular activities. In this context, in 2018, the College initiated a tagline initiative called "SEVANS", a noble practice of encouraging and empowering the maximum possible number of students to engage in various activities for nature sustainability and conservation.

3. Practice:

Various cells and forums are formed which promote volunteering activities of the students for sustainable living and nature conservation. The students are encouraged to engage in initiatives under the cells: ECC, NSS, and ED Club. Also, students are given support, motivation, and encouragement for activities towards nature sustainability at the Department level. To train students to engage in eco-friendly practices institution collaborates with voluntary organisations such as Rural Science Centre, Mulanthuruthy, KITES etc. The most notable actions taken as part of this initiative, "SEVANS," are listed below

1. Environment Awareness Talks
2. Environmental Audit
3. Conferences with Green Protocol
4. World Environmental Day Celebration
5. Organic Farming
6. Bee Keeping
7. E-Waste, Paper and Fabric Upcycling
8. Note Book Making
9. LED Lights (Bulb, Tube & Star) Making
10. Toiletries (Soap & Handwash) Making
11. Tree Planting
12. Aquaponics
13. Local Cuisine Festival
14. Open Air Class
15. Solid Waste Segregation and Disposal
16. Campus Cleaning Drives
17. Seating and Landscape Around Trees

4. Evidence of Success:

The SEVANS have inculcated an eco-friendly attitude and awareness of nature preservation and environmental protection activities among the students. The community and the local bodies wholeheartedly support our students in initiating actions towards nature sustainability. As envisaged in the vision and mission statement of the institution, this flagship practice is on its successful path.

5. Problems Encountered and Resources Required

The students come from relatively remote locations; therefore, they need more time on campus to undertake many environmental conservation activities. As a self-financing institution, the college management has to support students' activities and programmes towards nature sustainability financially.

Best Practice II:

The Social Welfare Activities of Nirmala (SWAN)

The institution always keeps social transformation and justice above individual prosperity and success. One of the core aspects of the institution's vision is "social responsibility". Social responsibility among students towards various stakeholders can be fulfilled through continuous community engagement and fostering the social responsibility of the students and teachers.

1. Objectives

The practice has the following objectives.

1. To catalyse new initiatives of community engagement to help the local community.
2. To contribute to the socio-economic development of the rural community.
3. To appreciate local knowledge and wisdom.
4. To help people in need during natural calamities.

2. The Context

The College has a tradition of community service and has always committed to the progress and development of the local community. The College has organised several programmes for neighbourhood society and helping the downtrodden. In 2018, the College institutionalised these initiatives under a flagship practice, "SWAN". The programme's objectives were in tune with the vision of the College, "Fostering Social Responsibility".

3. The Practice:

The College has organised/undertaken several initiatives to educate and help society through continuous community engagement and extended support. The practices followed under the acronym" SWAN" are given below.

1. Free medical camps, **Eye and Dental Camps, Early Cancer Detection and Awareness Talks** are conducted with organisations like the Rotary Club, Lotus Eye Hospital, Aster Medicity, Welcare Hospital, Karkinos etc.
2. The students and teachers often visit orphanages to interact with the inmates and celebrate important events with the members of the orphanages.
3. Organises blood donation camps every year in association with various organisations such as IMA, Red Cross etc.
4. The College observes Road Safety Week with NATPAC and Kerala Road Safety Authority.
5. The college students have actively participated in Anti-Drug campaign programmes in association with Mulanthuruthy Panchayath.
6. The students of the College undertook cleaning camps in the nearby hospitals.
7. The college students have initiated beach cleaning in a plastic waste removal camp at Fort Kochi Beach.
8. The College set up a flood relief camp for over 350 people in 2018. The management, teachers and students wholeheartedly donated cloth, groceries and study materials to flood-affected families in the panchayath.
9. The College's students and teachers served as volunteers during the flood rescue operations. They are actively involved in shifting people from flood-affected areas to rescue camps and also actively involved in the cleaning process and making the homes ready for living.
10. The students of BBA provided noon meals for about 50 physically and mentally challenged orphans during festivals.
11. The College has distributed awareness materials among selected households of nearby Panchayats to educate them on E-payment methods and online financial transactions.
12. The College has conducted a webinar for the families on 'Social Security Schemes for Differently Abled.'

13. The College has facilities for surface rainwater harvesting, which is very helpful in preserving groundwater levels in the neighbourhood areas.
14. The College has bought a tiny piece of land (2 cents) 100 metres away from the campus solely to preserve a conventional well that serves as an additional source of water to campus and to help the poor people in the surrounding community.
15. The College sells the products such as Vegetables, Christmas stars, LED bulbs and Soaps produced by the students to nearby residents at subsidised rates.

4. Evidence of Success

The 'SWAN' initiatives have inculcated a social commitment among the students. It was noticed during the floods and COVID-19 pandemic when the students volunteered to render service in collaboration with the College's local governments and other agencies.

5. Problems Encountered and Resources Required

Being a self-financing institution, financial support to students' social work activities and programmes is provided by management during the period of covid adversely affected the College in undertaking social activities and education classes offline.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Nirmala charitable trust Mulanthuruthy commenced its journey of providing higher education in 2007 by establishing an Arts and Science College with a great vision. The college envisions accelerating a transformative educational experience for students focused on disciplinary knowledge, communication and interpersonal skills anchored on ethics and social responsibility. With this vision, the college functions as a distinct centre that is more than a place for formal higher education. The academic and non-academic experiences on campus provide opportunities for students' cognitive development and significant changes in their values, beliefs, and preferences to generate a personal transformation.

The college gives high priority to the overall wellness of students. The campus provides extensive resources like **teachers, library, internet, and IT support** to promote students' **learning, problem-solving, and creativity** to foster **intellectual wellness.**

It offers support mainly through two specific centres to promote students' psychological and physical well-being.

1. **The Counselling Centre** in the college is headed by a professional counsellor who specialises in clinical psychology. It assists college students and personnel who require the support of a psychologist during office hours to resolve their issues. Though the Counselling Centre primarily provides professional support to students with psychological problems such as stress, depression, anxiety, etc., it also provides career guidance to those students who are confused about choosing their career path.

2. **'Yoga and Wellness Centre'**, which promotes yoga among students as a mechanism to reduce mental stress and manage their physical health. The centre conducts a value-added course on YOGA for the students under an experienced yoga guru's supervision. Counselling and yoga centres also support the students to realise their full potential.

Apart from these two specific centres, the **women's cell, physical education department, readers and speaker's forum** etc., also organise programmes to improve the mental and physical health of the students. The college conducts **workshops and training camps** to help students with **self-defence and Cardio-Pulmonary Resuscitation (CPR).** The college also offers **fitness, gaming, and cultural programmes** to students. College and departmental levels **orientation programmes** support freshers on campus and make them feel mentally comfortable. The National Service Scheme units organise **camps for blood testing and donation, eye tests and dental check-ups**. Invited **professional talks on cancer awareness and sex and gender identity** are also held to support the students.

The college is situated on **a lush green 5-acre campus** with trees and shrubs and an extensive area of grass cover. The planted areas on the campus cover nutritional, medicinal, cosmetic, birth star, aquatic, and ornamental plants. Such a landscape of trees, gardens and lawns, as well as environmentally conscious practices, provide the students and staff with clean and cool air and a pleasant, peaceful and stimulating campus experience.

Moreover, students are motivated to **visit orphanages, old age homes, palliative care centres** etc. Every year, the college's NSS units organise a seven-day **off-campus residential camp** that provides opportunities for **group living, collective experience sharing, and community engagement.**

The college **promotes human values** like equality, justice, and peace; professional values like honesty, punctuality, and discipline; and societal values like commitment, tolerance, and empathy.

The resources mentioned above, initiatives, support and practises would reduce the stress among students, faculty and office staff, create positive change in their attitudes, and contribute to their well-being, making the campus distinctive.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The institution is at the forefront of conserving nature and promoting sustainable living. Being a higher education institution, its responsibility towards stakeholders is fulfilled through continuous initiatives in conserving and preserving nature. The College has emphasised the overall development of students, including their active and voluntary engagements in curricular and co-curricular activities. The students come from relatively remote locations; therefore, they need more time on campus to undertake many environmental conservation activities. As a self-financing institution, the college management has to support students' activities and programmes towards nature sustainability financially. The institution always keeps social transformation and justice above individual prosperity and success. One of the core aspects of the institution's vision is "social responsibility". Social responsibility among students towards various stakeholders can be fulfilled through continuous community engagement and fostering the social responsibility of the students and teachers. The College has organised/undertaken several initiatives to educate and help society through continuous community engagement and extended support. It was noticed during the floods and COVID-19 pandemic when the students volunteered to render service in collaboration with the College's local governments and other agencies. The college **promotes human values** like equality, justice, and peace; professional values like honesty, punctuality, and discipline; and societal values like commitment, tolerance, and empathy.

Concluding Remarks :

Nirmala charitable trust Mulanthuruthy commenced its journey of providing higher education in 2007 by establishing an arts and science college with a great vision. The college envisions accelerating a transformative educational experience for students focused on disciplinary knowledge, communication and interpersonal skills anchored on ethics and social responsibility. With this vision, the college functions as a distinct centre that is more than a place for formal higher education. The academic and non-academic experiences on campus provide opportunities for students' cognitive development and significant changes in their values, beliefs, and preferences to generate a personal transformation. The teaching-learning environment of the institution primarily focuses on a student-centric learning approach enhanced through student-centric methods like experiential learning, participative learning and problem-solving methodologies with the proper integration of various digital aids. The college has an actively functioning ED Club that frequently organizes seminars, Webinars and expert talks to motivate and equip students. The club members make LED Stars, Paper Bags, Cloth Bags, Bath Soaps, paper pens and paper bags and Notebooks. The products are sold by the students in the neighbourhoods and among the students and teachers of the institution. A share of the profit goes to the students, enabling them to 'Earn while You Learn'. As a small contribution to India's sweet revolution mission, Environment Conservation Cell hires experts to train selected students and staff in Apiary Management and Honey Processing. The cell also gives training on setting up aquaponics farming. Organic farming is also an innovative practice promoted under the cell. The NSS Unit adopts villages and works for the significant development of the adopted villages. Bringing about a positive shift in students' perspectives. Extension activities are vital in providing comprehensive support for the holistic development of student's character. The functional bodies of the college, such as NSS, Clubs, Cells, and Associations, facilitate students' participation in social activities. The dedication displayed by staff and students towards these activities has garnered much appreciation and encouragement, resulting in individual and institutional recognitions and awards. These accolades are a testament to our college's tireless efforts towards promoting community

development.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18 | |---|---|---|---|---| | 298 | 310 | 153 | 261 | 305 | Answer After DVV Verification : | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | |---|---|---|---|---| | 464 | 358 | 159 | 249 | 284 | Remark : DVV has made changes as per the report shared by HEI
2.1.1	**Enrolment percentage** 2.1.1.1. **Number of seats filled year wise during last five years (Only first year admissions to be considered)** Answer before DVV Verification: | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | |---|---|---|---|---| | 228 | 280 | 254 | 237 | 229 | Answer After DVV Verification : | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | |---|---|---|---|---| | 228 | 280 | 254 | 237 | 229 | 2.1.1.2. **Number of sanctioned seats year wise during last five years** Answer before DVV Verification: | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | |---|---|---|---|---| | 335 | 328 | 357 | 254 | 251 | Answer After DVV Verification : | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | |---|---|---|---|---| | 347 | 328 | 357 | 254 | 256 |

Remark : DVV has made changes as per the report shared by HEI

| 2.1.2 | *Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years* |

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
37	34	35	28	27

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
35	33	32	26	25

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
75	72	55	44	42

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
75	72	55	44	42

Remark : DVV has made changes as per the report shared by HEI

| 5.2.1 | **Percentage of placement of outgoing students and students progressing to higher education during the last five years** |

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
113	75	62	40	17

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
114	75	61	41	17

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
230	224	218	225	201

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
230	224	218	225	201

Remark : DVV has made changes as per the report shared by HEI

5.2.2	*Percentage of students qualifying in state/national/ international level examinations during the last five years*

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
6	8	2	2	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
7	8	2	2	0

Remark : DVV has made changes as per the report shared by HEI

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
43	11	16	11	12

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
39	11	16	10	12

Remark : DVV has made changes as per the report shared by HEI

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years* 6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
44	40	36	3	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
44	40	36	3	0

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	10	9	7	7

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	9	7	7

Remark : DVV has made changes as per the report shared by HEI

6.5.2	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented** 2. **Academic and Administrative Audit (AAA) and follow-up action taken** 3. **Collaborative quality initiatives with other institution(s)** 4. **Participation in NIRF and other recognized rankings** 5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.** Answer before DVV Verification : A. Any 4 or more of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has made changes as per the report shared by HEI
7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste**

	3. **Water conservation**
	4. **Green campus initiatives**
	5. **Disabled-friendly, barrier free environment**
	
	    Answer before DVV Verification : A. 4 or All of the above
	    Answer After DVV Verification: B. 3 of the above
	  Remark : DVV has made changes as per the report shared by HEI

7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**
	
	    1. **Green audit / Environment audit**
	    2. **Energy audit**
	    3. **Clean and green campus initiatives**
	    4. **Beyond the campus environmental promotion activities**
	
	    Answer before DVV Verification : A. All of the above
	    Answer After DVV Verification: B. Any 3 of the above
	  Remark : DVV has made changes as per the report shared by HEI

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification:

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
716	721	669	661	630

Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
710	721	669	661	630