



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	VTM NSS College, Dhanuvachapuram
• Name of the Head of the institution	Dr V M Anandakumar
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04712232240
• Mobile no	9526505577
• Registered e-mail	vtmnsscollege@yahoo.in
• Alternate e-mail	principalvtmnsscollege@gmail.com
• Address	VTM NSS College, Dhanuvachapuram
• City/Town	Trivandrum
• State/UT	Kerala
• Pin Code	689533
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	University of Kerala																		
• Name of the IQAC Coordinator	Shama Pillai																		
• Phone No.	04712232240																		
• Alternate phone No.	9847856119																		
• Mobile	9847856119																		
• IQAC e-mail address	iqac@vtmnsscollege.ac.in																		
• Alternate Email address	iqacvtmnss@gmail.com																		
3.Website address (Web link of the AQAR (Previous Academic Year))	https://iqac.vtmnsscollege.ac.in/wp-content/uploads/2021/11/AQAR-2019-20.pdf																		
4.Whether Academic Calendar prepared during the year?	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	http://vtmnsscollege.ac.in/wp-content/uploads/2022/01/academic-calander-2020-21.pdf																		
5.Accreditation Details																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 3</td> <td>B+</td> <td>2.71</td> <td>2018</td> <td>30/11/2018</td> <td>29/11/2023</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.74</td> <td>2012</td> <td>10/12/2012</td> <td>09/03/2017</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 3	B+	2.71	2018	30/11/2018	29/11/2023	Cycle 2	B	2.74	2012	10/12/2012	09/03/2017
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Cycle 2	B	2.74	2012	10/12/2012	09/03/2017														
6.Date of Establishment of IQAC	05/08/2005																		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NA</td> <td>NA</td> <td>NA</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NA	NA	NA	Nil	Nil								
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount															
NA	NA	NA	Nil	Nil															
8.Whether composition of IQAC as per latest NAAC guidelines	Yes																		
• Upload latest notification of formation of IQAC	View File																		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Aiding economically weaker learners by providing them with mobile phones in order to ensure unhindered online teaching-learning		
Started Skill Development Training Programme - 'Naipunya' with the objective - 'One Student-One Skill'		
Facilitated academic and co-curricular activities through virtual platforms with high speed internet facility in 18 classrooms		
Organised La Fierete - a celebration of Pride of all genders in the month of June to create awareness on Gender equity		
Awareness on Covid-19 pandemic - and its precautionary measures through NSS and NCC		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Equipping economically weaker sections of the students for an uninterrupted online mode of learning	provided the students with mobile handsets
Promoting online learning	gave awareness/coaching to students as to how they can install and use Google classroom
Providing access to NList to all students and faculty members	Individual login credentials were given and encouraged to access academic articles
Initiate Skill Development programme - Naipunya 2021	Students were equipped with a life skill other than their curriculum.
La Fierce 2021- Gender Equity programme	Promoted awareness against gender prejudice and gender discrimination
Promote Organic farming	Workshops and training programmes were conducted as part of skill enhancement Naipunya
Social awareness on Covid 19 through online campaigning, talks, distribution of hand sanitisers	Activity done through various CBCSS clubs, committees, NCC, NSS, departments
Promoting regional language, heritage and culture	Talks, workshops/Webinars on the same were conducted.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
College Council	20/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	25/07/2022

15. Multidisciplinary / interdisciplinary

Multidisciplinary and Interdisciplinary courses are conducted in the institution in adherence to the curriculum offered by the University of Kerala. Each learner, regardless of their chosen CBCSS programme, is required to study a General English course (two courses each in Semesters 1 and 2 and 1 each in Semesters 3 and 4). The learner is also required to choose a second language, either Hindi or Malayalam or Tamil. This ensures an efficacious enrichment of the language and a profound knowledge of regional as well as classical language and culture. In addition to this, the learners are provided the option to choose an Open Course, designed and designated by the University of Kerala, across all the programmes. The 11 programmes offered in VTM NSS College, Dhanuvachapuram offer 1 Open Course each, and this in effect augment the knowledge capacity of the learner to learn a multidisciplinary/interdisciplinary course. Most of the Open courses are skill/capability enhancement courses, aiding the learner to pave a path for oneself, other than the chosen programme of study.

16. Academic bank of credits (ABC):

The college strives to provide information on the latest and novel changes in the education and employment sector to all learners. As such, the institution caters to give an orientation talk on the Academic Bank of Credits to its entire academic fraternity and make them understand the novelties and changes with the arrival of the National Education Policy and the subsequent 4 year Degree course.

17. Skill development:

VTM NSS College, Dhanuvachapuram is a vanguard institution, rooted in the ideals of selfless service, philosophy of action, the value of unity, and above all the need to change with the changing times, aimed at ensuring the holistic development of its learners. The institution has strived to provide a skill-based training programme to equip the learner to understand their own capability and skill and to make them self-reliant and become self-sufficient through self-employment. As such, the institution has implemented the Skill Development Training Programme Naipunya 2021 (previously Skill Enhancement Programmes), launched on 15.07.2021 as part of World Youth Skill Day.

Naipunya 2021 was flagged off with the intent to provide and equip

the learners with knowledge and skill outside the university-prescribed curriculum and become self-sufficient. Even in the midst of the Covid-19 pandemic and the restrictions caused because of it, it did not deter the institution from engaging the learners to learn a skill. As such, various departments in association with IQAC conducted a total of 9 skill-based development programmes that included Craft making, Umbrella designing and making, Soap making, Jewellery making, Art from scraps, PPT preparation and presentation till December 2021, and the rest like Bookbinding, etc were conducted from 2022 January onwards. More Skill development training programmes are scheduled to be conducted in the upcoming months. Till October, the skill-based workshops were conducted through online mode (G Meet) and after that, it was offered to students who came in batches as per their allotted schedule.

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

VTM NSS College, Dhanuvachapuram provided a platform to the learners, during the pandemic lockdown in order to continue their learning without any hindrance. Many Online platforms were utilised for the same, like Google Classroom, Google Meet, Zoom, Webex, Telegram, Edmodo and YouTube live streaming. Regional languages like Malayalam and Classical languages like Sanskrit and Tamil were taught with the help of the aforementioned platforms. The students were scheduled to learn these languages as part of the University prescribed curriculum and as part of additional skill acquisition. The learners were made encouraged to interact and discuss various aspects of the regional and classical languages in accordance

As part of sensitising the significance of classical languages along with the global language, a Six Day Bilingual literary Fest was conducted on a virtual platform from 23-09-2021 to 28-09-2021. The programme was conceived as a platform to enrich students' awareness about the importance and relevance of a classic language like Malayalam as conceived in NEP. The programme also aimed at promoting the academic community. It witnessed the coming together of various literary icons from different parts of India as well as from outside the country. The five-day fest was inaugurated by Dr K P Mohanan (Secretary, Kerala Sahitya Academy) and Chayam Dharmarajan (Poet, Associate Professor, Govt College, Nedumangad). Apart from this, the fest also witnessed the presence of eminent personalities like Daya Dissanayake, Sreejan Balakrishnan, Sri. K Jayakumar IAS, Chador Wangmo, PJ Antony, Dr. George Onakkoor, Khyrunnisa A etc. The bilingual literary fest attracted literature lovers from different places as it can proudly claim itself to providing a neoteric

experience to them and maintaining justice to its theme of survival.

A One Day Talk on various Ramayana was also conducted by the Department of Oriental Languages different readings on Ramayana were done and the students were given a novel and profound interpretation of Ramayana and its various aspects of looking at it. The literature of the scripture rendered the learners to look at a piece with different readings into it. The Undergraduate Department of Malayalam also celebrated Kerala Piravi on November 1st as part of the official celebrations of the birth of the state of Kerala. Students recited poems and deliberated on aspects with respect to the importance of the language Malayalam and how to promote our Mother Tongue and regional culture in a sea of Western ideologies.

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

VTM NSS College, Dhaunuvachapuram follows the curriculum devised by the affiliating university - the University of Kerala. The institution follows CBCSS system for all its UG programmes (with a duration of six semesters) and PG programmes (with four semesters). The syllabus and scheme are devised by the university with a well-defined Outcome for each course in an individual semester. The college has also devised its own methodology and student-centric processes to enable the learners to equip themselves efficaciously and be industry ready with the potential to achieve success in their careers. The focus is not merely given to achieving good marks in the University examinations alone but to the holistic development of the learner as such. The Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO) are uploaded to the institutional website and are made accessible to the academic fraternity and public in general.

20.Distance education/online education:

VTM NSS College, even amidst the lockdown strived to provide uninterrupted learning for its students through the online mode. The learners were given awareness as to how to use online learning platforms like Google Classroom, Edmodo, Kahoot, etc,. Those who were unable to afford a handset were provided with one mobile each and were guided to attend the classes without fail. The students were given specific schedules for classes as per the timetable and regular monitoring like attendance, quizzes through Google forms, Survey heart, etc were conducted. The online assistance of teachers were ensured to the maximum for an unhindered dissemination of the

curriculum. VTM NSS College, even amidst the lockdown strived to provide uninterrupted learning for its students through the online mode. The learners were given awareness as to how to use online learning platforms like Google Classroom, Edmodo, Kahoot, etc,. Those who were unable to afford a handset were provided with one mobile each and were guided to attend the classes without fail. The students were given specific schedules for classes as per the timetable and regular monitoring like attendance, quizzes through Google forms, Survey heart, etc were conducted. The online assistance of teachers were ensured to the maximum for an unhindered dissemination of the curriculum.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	370
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File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1821
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File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	193
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File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	621
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File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	57
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	60
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	40
4.2 Total expenditure excluding salary during the year (INR in lakhs)	12515000
4.3 Total number of computers on campus for academic purposes	84

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

At the beginning of the academic year 2020-21, the college academic committee prepared an academic calendar in accordance with the University academic almanac and also considering the Covid-19 pandemic. The College Level Monitoring Committee (CLMC) and Academic Committee, and Department Level Monitoring Committee (DLMC)

synchronized the scheduled academic activity within the department. The Coronavirus (COVID-19) and the sudden implementation of the emergency lockdown resulted in the interruption of on-campus university teaching and the switch to online classes. The University had instructed the faculties to take online classes and the teachers of the institution implemented it through Google Classrooms live classes were conducted through YouTube live streaming, Google Meet, and Edmodo, and recorded audio and video lectures were uploaded through social media platforms -Telegram, WhatsApp, YouTube, etc. Thus, the college was able to attain an optimum level of curriculum delivery through a consistent and incessant process of teaching-learning and evaluation that significantly benefitted the students in an adverse situation. A total of 370 courses are taught across all programmes including second language and open courses.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vtmnsscollege.ac.in/committee-cell/#CLMC

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

Continuous Internal Evaluation (CIE) is materialized through various which are being conducted on a pre-planned schedule, throughout the duration of a programme and is a prerequisite to enhance the performance of the students. Each semester of the respective undergraduate and postgraduate programmes is aligned and made compatible with the academic calendar. The college chalks out a common schedule for the various academic activities at the beginning of each semester. The calendar follows the duration of an academic year from June to March, incorporating two semesters for the undergraduate and postgraduate programmes. The first internal examination as part of the evaluation process is conducted when 40 percent of the portions are completed and a centralized examination is conducted after the completion of 90 percent of the syllabus. The CIE is then submitted to the university after getting signed by the students, adhering to the schedule given in the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vtmnsscollege.ac.in/wp-content/uploads/2022/01/academic-calander-2020-21.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

11

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

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

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

15

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

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

766

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

1.3 - Curriculum Enrichment

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

The institution takes note of the important role it has to play in addressing relevant issues like Gender, Environment and Sustainability, Human Values, and Professional Ethics. As a part of the university syllabus in General English, students in the first semester are required to learn a module each on Secularism, Constitutional Rights, IT, Gender Issues, and human rights. In the second semester, an entire paper is dedicated to Environmental Education Disaster Management, and Sustainable Development. Similarly, in Second Language options, like Hindi, there is a move towards both Gender and Environment Sensitisation. In the Undergraduate programmes, for instance, in Malayalam and English, there are detailed Gender and Environmental Awareness courses. In order to motivate the learners, the teachers provide distinct platforms enabling them to evolve out of their shells of inhibitions and engage in various discourses ethically. This has significantly influenced the social fabric of the college as is evident in the

increased participation of the students in the various events organised within the campus, resulting in a sublime change in their attitudes and beliefs. They have shown a marked empathy, and a genuine earnestness in understanding, discussing, resolving, and addressing these pertinent cross-cutting social issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

621

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

618

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

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

supernumerary seats)

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

217

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

2.2 - Catering to Student Diversity

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

The curriculum-based academic activities designed by the institution cater to the diversified needs of the heterogeneous student community. The courses offered transform the learners into academically sound and socially committed individuals. The class tutors act as mentors who identify advanced and slow learners within a few weeks of the commencement of every programme on the basis of the marks of their qualifying examinations, participation in classroom discussions, performance in tests and assignments, and one-to-one interaction with the students conducted to honour top achievers in every field. Remedial coaching is also conducted to assist them in imbibing the study modules effectively. The mentor takes significant care to create a personal rapport with the learners. They provide counseling to motivate and initiate the students to come out of their shells. Regular tutorial meetings and PTS are held to keep track of their progress and to intimate the same to the parents. Minimum Learning Material (MLM) is advocated to slow learners. In this, minimum portions are simplified for easy comprehension and application. Monitoring of regular attendance, collecting individual feedback, and ensuring participative learning are also some of the pertinent aspects of teaching-learning.

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

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

Number of Students	Number of Teachers
1812	57

File Description	Documents
Any additional information	View File

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

At the beginning of each academic year, an induction programme is offered to familiarise the students with the curriculum objectives. A blueprint of the learner-specific strategies to be implemented is chalked out by various departments. The departments encourage participatory classroom learning by conducting discussions and debates on the topics in the syllabus. The inquisitiveness of the students is met through problem-solving methodology in teaching as well as arranging interactive sessions with experts in their respective fields of study. Peer teaching sessions by advanced learners with an aim to strengthen their communicative skills and confidence are also incorporated into the teaching-learning process. The learners are commendably benefitted by the use of ICT methodology in their learning sessions. With an aim to motivate slow learners, the college also promotes group activities and collaborative learning. The strategies of dramatization and role play to make learning effective and interesting are employed in the Language Departments. Experimental learning is strictly followed in all the Science Departments. The senior students are encouraged to demonstrate the lab procedures to the junior students, in order to impart hands-on training in their respective subjects. Internship programmes are organised for Post Graduate Commerce students to make them industry ready.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

A micro grouping method termed as satellite group study system is

promoted in classes by dividing students into various micro-groups and assigning one advanced learner from each group the role of a tutor. Considering the importance of ICT in the modern-day teaching-learning process, special care is taken to make the students familiar with the use of basic computer programmes. To promote the use of ICT in the learning process, academic activities are linked with ICT facilities including preparation and online submission of assignments. The college is blessed with a calm and peaceful campus, ideal for scholarly pursuit and artistic endeavour. Environment education and awareness hence, is a progressive engagement with nature, thereby, imbibing a holistic episteme. Club activities of the college are productively integrated with the teaching-learning process and this ensures an all-inclusive development of the personality of the learners. Curricular aspects such as gender sensitisation, environmental consciousness, awareness regarding human rights, etc. are specifically emphasised through well-structured and strategically organised programmes. The college has a rich legacy of work culture that considers teaching, not merely a profession but a spiritual vocation endowed with a sense of service to humanity and a commitment to the society at large.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

57

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

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

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

31

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

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

2.4.3.1 - Total experience of full-time teachers

340

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

2.5 - Evaluation Process and Reforms

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

A mandatory process of Continuous Internal Evaluation (CIE) comprising written examinations, assignments, and seminar presentations is implemented as per the University guidelines. Besides, every semester, a comprehensive evaluation system, including more tests, group discussions, presentations, and other co-curricular and extra-curricular activities are introduced. In line with this, various departments conduct periodic assessments of their students, with required improvisations in the structured framework of guidelines. In cases, where a class as a whole (or a majority) has underperformed in the internal examinations, conducted uniformly by the college, the corresponding department conducts a supplementary assessment too. This result is integrated into the CIE, for the students to get maximum benefit. A uniform criterion is followed, that warrants transparency while evaluating the academic progression of these students in a semester avoiding any possibility of disparity. Any shortage in attendance is intimated to them on a monthly basis. PTS meetings are also conducted every semester to review the academic performance of the students and to initiate feedback from the parents. A careful analysis of the same is done and reforms are made accordingly, engendering academic excellence.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

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File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are prepared and propagated with a view to making the students, parents and teachers acquainted with the plausible outcomes in terms of knowledge, skills, and attitudes. The details are displayed on the college website. At the beginning of an academic year, both the teachers and the students are provided with the link corresponding to the various POs, PSOs and COs. The learners are also familiarised with outcome-based education through a bridge course conducted at the beginning of a degree programme. They have acquainted with the objectives of their course each semester and the desired outcome of their specific programmes. The IQAC coordinates stream-wise inter-disciplinary interactions (arts, science and commerce) to discuss and define the need and skill-based outcomes of specific programmes (PSO). The learners are instigated with the skills and resources required, in order to obtain optimum course outcomes. The institution purports to create a niche for the students to develop a suitable attitude and aptitudes so as to enhance their career choices. This enables them to develop critical thinking, profundity in a specific course and a pragmatic approach toward life- their holistic growth

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of the students are evaluated by the college through the outcomes of all the curricular components with the help of COs by the respective departments. The tools employed for the assessment of COs are the direct method and the indirect method. In the direct assessment method for theory courses, like arts and commerce, the tools included are internal examinations, assignments, seminars, viva-voce, MCQ, etc. The questions are framed in line with the COs and the attainment is assessed from the answer scripts. Direct assessment tools for projects comprise periodical reviews, presentations, and external evaluations. The theoretical, technical, analytical, and communication skills are assessed for attaining CO. There are five levels of CO attainment: Level 1: Poor, if the student has not obtained minimum pass percentage; Level 2: Satisfactory, if the learner has obtained pass percentage; Level 3: Average, if the student scores 50% in a course; Level 4: Above Average if the score is equal to/more than 60% and Level 5: Excellent if the score is equal to or greater than 75%. The indirect assessment method includes a course-end survey and a graduate exit survey.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

374

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

2.7 - Student Satisfaction Survey

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

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

8

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Ecosystem, start up young innovators programme

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

21

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

29

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

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

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

13

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

3.4 - Extension Activities

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

The college, especially under the aegis of NCC, NSS, and Women Study Unit, has been carrying out various extension activities with a view to aid them. Various flagship programmes of the government including the Swachh Bharat Abhiyan, Yoga Day Celebration, Vimukthi Campaign, Communal Harmony Week, Vigilance Awareness Week, Thiranga March, Run for Unity, Traffic Awareness Drive, AIDS rally, Over and above, the institution designed and implemented quite a few programmes to reach out the local community. The list includes: the "Share a Meal" programme for the inmates of Gururaja Mission for mentally retarded people Donating blood Documentation of local knowledge and practices related to farming, an exhibition of edible plants, and varieties of Gender equity campaigns in and around the campus for the homemakers in the locality Workshop on liquid embroidery and shilpkar craft for girls and unemployed women. The wholehearted participation and acceptance of various activities by the neighbourhood are the reflections of the positive outcomes of the programmes conducted. The canal cleaning has made a conspicuous change which is mirrored in the decisiveness of the natives to protect it from deterioration.

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

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

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

1

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

119

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1724

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

VTM NSS College has a sprawling campus that spreads over an area of 19.465 acres. It is divided into two major blocks: The main block houses the Principal's office, administrative and accounts office, 39 well-ventilated and furnished classrooms, 11 department staff

rooms, an IQAC room, an examination control room, a reprographics center, a guest room, a 200 seater seminar hall with ICT facilities, a state-of-the-art language lab, a computer lab with an internet browsing facility, laboratories, a history museum, NSS and NCC rooms, a fitness center, the General library, and a colossal auditorium with a seating capacity of 1500. Online access to e-journals is ensured through the INFLIBNET facility. A napkin vending machine and an incinerator are installed in the girls' comfort room. A common room and a ladies' waiting room are also provided. Adequate measures like the provision of ramps adjacent to stairs and wheelchairs make sure that the campus remains compatible with the differently abled. Ample two-wheeler parking space is provided within the campus. Concrete benches are erected to bask in the shade of trees. The campus is surrounded by a high compound wall, has security personnel in charge, and is under CCTV surveillance 24 x 7.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://vtmnsscollege.ac.in/gallery/

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

The college provides adequate amenities for students in the field of sports, recreation, and fitness maintenance. A huge play area sufficient to accommodate a standard athletic track (400 meters), a football and a cricket field are allotted for sports and games activities. Play areas for volleyball and ball badminton are also demarcated on the campus. A well maintained. The gymnasium, adjacent to the Department of Physical Education, is also functioning. Apart from this, women are motivated to keep up their fitness through the effectual working of a fitness center, located in the Ladies' Waiting room. The thrust area of the Department of Physical Education is its partaking in various university intercollegiate tournaments. The Department enthusiastically and competitively possesses teams in football, kabaddi, cricket, softball, baseball, ball badminton, and bodybuilding. The college has so far produced quite a good number of University and State level players in many disciplines. Consumable sports goods are purchased every year with the funds earmarked for this purpose. The college also possesses an auditorium and a seminar hall with a seating capacity of 1500 and 200 respectively for various academic, co-curricular, and extra-curricular activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://vtmnsscollege.ac.in/gallery/

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

40

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://vtmnsscollege.ac.in/gallery/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

13723656.25

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College maintains an automated library with a sufficient number of books, journals, and e-resources. It houses thirty-three thousand

eight hundred and ninety-six (33,896) books ranging from fiction, reference, contemporary, standard textbooks, study aids to books for competitive examinations and the like. The college library is automated via Grandha software (version 2.0) which operates in an efficient and user-friendly manner. The academic version of the software helps to manage the inward and outward entry of books, stock entry, bar-coding, searching of books, issuing, renewal, and return of the same. This facility helps to store and retrieve thousands of documents in the standard format. This ensures the maintenance of a flawless database collection within the library. Each and every document in the library is provided with a bar code for ease of transaction. The library aids the students in accessing INFLIBNET. This has proved effective in familiarising the learners with a wide variety of books, journals, theses, articles, research papers, and audio-visual academic resources available on the internet.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://vtmnsscollege.ac.in/library-2/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

4340784

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

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

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

50

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

4.3 - IT Infrastructure

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

The IT policy of the College deems ICT as one of its decisive assets. It accentuates amalgamating technology into the academic and social experience of the learners. In order to execute the academic and administrative activities of the college, there is a need for accurate, well-timed, pertinent, and properly cosseted IT facilities. Students are motivated to present seminars through power point and for the post-graduate learners, it is made mandatory. A computer lab furnished with twenty-seven systems having internet accessibility is maintained to provide ICT advancements. A well-designed language lab operates with the backup of modern software. An automated library with a browsing facility enriches the e-resources. The college is upgraded from LAN to a Wi-Fi campus in 2017. A visible impact is made in administration with the introduction of office automation in 2014-15. This enables easy management of fee collection and billing, attendance, issue of certificates, etc. CCTV surveillance within the institution ensures optimum discipline and security.

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

4.3.2 - Number of Computers

84

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

12515000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution possesses all the essential amenities required for an educational system to function optimally. The College situates in an area of 19 acres of land, makes it possible to accommodate all the required amenities in place, and gives ample scope for further expansion. The prevailing facilities include three major blocks comprising 41 classrooms, a library, an auditorium, a seminar hall, six laboratories, a computer lab, a language lab administrative section, play fields, etc. The bodies like the Academic committee, Library committee, ICT committee, etc. ensure absolute use of the classrooms, library, IT tools, and others. The Planning Board, Purchase Committee, PTA, and the College Council play vital roles in the efficacious functioning of the system. The Planning Board ensures the timely submission of proposals to bring in funds from various sources. The proposals are prepared with a view to fulfill the long-term goals of the college. The Purchase Committee guarantees transparent and legitimate utilisation of funds in all purchases. The committees are directed to meet at the beginning of every academic year and propose their plans for proper functioning and need-based upgradation of the specific segments.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

812

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

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

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

812

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

163

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

163

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

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

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

5.2.2.1 - Number of outgoing student progression to higher education

200

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

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

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

12

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

5.3 - Student Participation and Activities

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

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

41

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

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

The formation and functioning of the council, entitled Student Union, are put into practice as per the University directives through a democratic process. Every year, the institution follows a parliamentary mode of election and the members of the union are officially sworn in their positions by the Principal. The Union leaders are elected from among the class representatives. The various posts assigned include The Chairman, Vice-chairperson, General Secretary, Arts Club Secretary, Secretary for Sports, University Union Councillors, Lady Representatives, Magazine Editor, and Class Representatives. The College Union caters to a plethora of co-curricular and extra-curricular activities on campus. Programmes like Freshers' Day, College Day, Kerala Piravi celebrations, Rakshabandhan Day and Film Festivals are conducted under the patronage of the Union. Pertinent emphasis is given to promoting eco-friendly activities and establishing a 'green and clean campus'. 'The Union also takes pride in organising Sports Day and academic programmes like seminars, discussions, and debates as well as various other competitions like Quizzes, Ramayana parayana , Essay Writing, Recitation, Elocution etc. Apart from this, student representation is also guaranteed in all academic and administrative bodies like the Library Committee, Grievance Redressal Cell, Anti-

Ragging Committee, etc. to ensure democracy and transparency.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

32

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

5.4 - Alumni Engagement

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

The Alumni Association started functioning from the year 2000 onwards. It is an important stakeholder in the growth of the institution. It endeavours to build a bridge between the campus and the social and vocational spheres, so as to introduce the present generation to the professional world and make them proactive to face the emerging challenges in their career. The well-connected alumni network familiarises the institution with various academic and other collaborations. A strong liaison between the alumni and the college helps in facilitating placements, training, career counseling, etc. General Alumni Meetings are held annually. The institution is blessed with renowned alumni, who have won many laurels and are working in various professional spheres, such as literature, science, and technology, administrative services, judiciary, higher

education departments, film industry, agriculture, industrial sector, health services, banking sector, PSC, UPSC, etc. Every year, a feedback form is circulated among the alumni, and their valuable suggestions are taken into consideration.. The institution promotes the Alumni Chapters to strengthen its functions in terms of financial and non-financial contributions. They provided mobile phones to students who couldn't afford a mobile for their online studies. They also contributed ceiling fans to the classrooms.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION: To interlace a culture of civility with equity and excellence, by believing in a democratic dissemination of knowledge that transcends all barriers of segregation. **MISSION:** To build up an epistemological platform for exploring new realms in science, technology, art, and culture, to improve the socio-economic status of the community, and to instill values of life, diligence and skill in students. The institution as a pedestal of learning endeavours to spread the light of knowledge and life skills among the students to ensure an all-inclusive and sustainable development. The college is committed to addressing the needs of society in general and the students in particular and fervently desires to protect the distinctive culture and tradition of the local milieu. A holistic development is sought by imbibing the values ingrained in the motto: "True knowledge and wisdom are imbibed by those with the sublime qualities of cosmic, spiritual, and human values" The learners are inspired to seek and entrench true knowledge and wisdom by inculcating in them, the sublime ideals of cosmic, spiritual and

human values.

File Description	Documents
Paste link for additional information	http://vtmnsscollege.ac.in/mission-vission/
Upload any additional information	No File Uploaded

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

A culture of decentralization and participative management is inculcated within the institution by making different departments/ units/ cells/ committees more responsive and accountable towards a myriad of academic and non-academic processes. The role of the stakeholders in the decision-making process is also acknowledged. The Heads of the different departments are authorized to prepare and plan a schedule of their work, educational tours, timetable, work-load, etc., in consultation with the respective faculty members. They are also allowed to identify departmental requirements in terms of equipment, books, furniture, guest faculty, support staff, and other infrastructural facilities, and prepare proposals for developing liaisons and gaining assistance from outside agencies. Similarly, the co-coordinators/conveners/teacher-in-charges of different committees and cells are permitted to chalk out and execute their plan of action in cooperation with other members. Participative Management is practiced at the management, institutional and departmental levels. Similar to the above-quoted example, there are other committees that consist of representatives from the teaching staff, non-teaching staff, and the students, such as the Women's Cell, Anti Ragging Committee, Grievance Redressal Cell, etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The various administrative and statutory bodies like the College Council, IQAC, etc, work in tandem with the various academic and

administrative entities and chalk out a plan of action for the year, the source being the institutional strategic/perspective plan prepared beforehand. The PTA along with the administrative staff also plays a crucial role in augmenting the academic, and physical infrastructures and the general academic milieu of the college striving towards ensuring a holistic development of the learners. For each strategic implementation, meetings of the concerned bodies are held and decisions are held on a democratic basis. The minutes of the meeting are recorded and later on they it is implemented as per the decisions taken. Any changes or improvisation are conveyed accordingly and are democratically approved and put into action.

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

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

The college has devised and implemented both its academic and administrative processes through various policies and strategic planning. The policies are uploaded to the institutional website and are appended as per the need and demands of the academic and administrative processes at the managerial and government level. This ensures the effective implementation of the strategies and adherence to the institutional mission and vision.

File Description	Documents
Paste link for additional information	http://vtmnsscollege.ac.in/research-policy/
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

1. **College Employees Co-operative Society:** A functional Co-operative Society provides ample financial support to the teaching and non-teaching staff of the college. A quick disbursement of loans proves to be a providential blessing for them, especially in emergencies. The society also functions as a haven to safely deposit their savings.

2. **Staff Club:** A Staff club is also formed in the institution under the guidance of the NSS Management. It pertinently helps to maintain friendship and harmony among the staff members. 3. **Salary Advance:** The College cares to disburse contingency advances to the staff who await approval and salary from the Government, after appointments.

4. **Infrastructure:** The institution is keen on providing a positive working environment through better facilities which include: furniture, computer, hygienic drinking water, sanitary facilities, canteen, leisure time facilities, etc. 5. **First aid Appliances:** Facilities for First aid are provided and are made readily available in case of emergencies. 6. **Other Financial Measures:** The institution makes its staff comfortable by ensuring the timely disbursement and remittance of various welfare measures proposed by the Government of Kerala, under whom the permanent staff is working. The notable schemes under the same include Provident Fund, State Life Insurance, Group Insurance Scheme, Medical reimbursement, Service pension, etc.

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

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

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

34

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

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

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The major components of the former are general information, academic performance indicators, co-curricular, extension, professional development-related activities, contribution to research, and academic proficiency. The University of Kerala formulated the Performance Based Appraisal System (PBAS) that sheds light on the research calibre of the teachers and the co-curricular and extension activities they undertake. With the help of IQAC, the PBAS is made error free and forwarded to University by the Principal for constituting the screening/selection committee. The institution encourages the teachers to participate in various quality-enhancing programmes like FLAIR, seminars, workshops, and conferences to enrich their professional competence in the case of promoting them. The process also helps identify the grey areas of the institution in general and the individuals in particular. The information thus gathered helps the management to initiate remedial measures to overcome the flaws, if any. The Administrative staff is made technologically competent by providing classes on office automation and online submission of bills and e-grants. Besides, they attended training programmes related to SPARK and GAIN PF and e-governance systems introduced by the Government of Kerala.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institutions those function with public funding need to be transparent and accountable in all facets of operations, to ascertain credibility and reliability. Being a government-aided establishment, VTM NSS College strictly adheres to the rules and regulations set for financial management by the various Government / other agencies. The Plan funds from the UGC, aid from the State Government, funds collected through PTA, and e-grants of various kinds are the main resources of the college. In addition to these, the funds provided by the Management are utilized for the infrastructural development of the college. Various bodies like IQAC, Planning Board, and Purchase Committee play vital roles in these mechanisms and the College Office, that functions effectively, facilitates the process. All the financial procedures are subjected to Internal and External audits. The accounts related to the State funds are audited periodically by the Government machinery itself. Mostly, the audit is performed annually. The funds received from the UGC are utilised and audited before the submission of the reports. A licensed auditor appointed by the Committee audits the PTA accounts and is presented before the Annual General Body meeting for its approval.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

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

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

The IQAC plays a pivotal role in amassing funds and in its effective utilisation. The forums such as the UGC committee and the Planning Board are entrusted with the responsibility of mobilising and utilising the funds. Special emphasis is given to collecting funds for research and infrastructure development. The institution focuses on maximizing the funds from the UGC, DST, KSCSTE, etc., and entrusts various committees for making proposal to raise the same. The college also initiates pertinent steps to avail funds from the management and to optimise the PTA fund. E-grants are made available to help economically backward students. The institution takes significant care to promote donations and endowments, to encourage the Alumni to contribute financially and to obtain PD funds. The institution, under the auspices of the Planning Board, prepares proposals with a futuristic perspective to achieve the objectives. The budgeting and formally specified procedures have a built-in mechanism to warrant the optimum use of financial resources of the College. Once the proposed budgets are reviewed and approved by the management, the HOD/Principal utilises the funds as per the allocations. The financial resources are received and maintained under different heads like PD account, PTA account, UGC account, Miscellaneous account, etc.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Aiding economically weaker learners by providing them with mobile phones in order to ensure unhindered online teaching-learning

Started Skill Development Training Programme - 'Naipunya' with the objective - 'One Student-One Skill'

Facilitated academic and co-curricular activities through virtual platforms with high-speed internet facility in 18 classrooms

Organised La Fierete - a celebration of Pride of all genders in the month of June to create awareness on Gender equity

Awareness on Covid-19 pandemic - and its precautionary measures through NSS and NCC

Equipping economically weaker sections of the students for an uninterrupted online mode of learning provided the students with mobile handsets

gave awareness/coaching to students as to how they can install and use Google classroom

Providing access to NList to all students and faculty members

Individual login credentials were given and encouraged to access academic articles

Initiate Skill Development programme - Naipunya 2021

Promoted awareness against gender prejudice and gender discrimination

Promote Organic farming

Workshops and training programmes were conducted as part of skill enhancement Naipunya

Social awareness on Covid 19 through online campaigning, talks, distribution of hand sanitisers

Promoting regional language, heritage and culture

Talks, workshops/Webinars on the same were conducted.

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

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

The IQAC constantly reviews the changing scenarios and the challenges the institution faces on different occasions. In the year 2020-21, IQAC in association with various Alumni groups provided handsets to financially struggling students to aid them through the online classes and LMS platform.

To strengthen the continuous internal evaluation system, IQAC reviewed that having two tests prior to the University examination was ideal. Although it may be tough on the part of the teachers to conduct two tests, the IQAC suggested that the institution should find time to stand for its wards. The cell suggested that either the final test or the average of the two shall be considered for calculating the internal marks.

Academic Audit is taken twice in a semester to ensure the smooth dissemination of knowledge and to equip the learner to face the external University examination confidently.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

La Fierte 2021 gender awareness and sensitisation programme -- conducted from 18.06.2021 to 22.06.2021 (1 week) - created gender awareenss and sensitised the student community and the entire academic fraternity in general regarding the importance of gender equity and inclusion for a progressive and equitable social sustenance.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Safe campus, Girls waiting room, transgender seats reserved for admission

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Battery, computer battery, motherboard, UPS, etc. are segregated and deposited in designated places within the campus. Care is taken to ensure that soil and groundwater are not polluted. Students are instructed to use protective clothing and hand gloves while handling e-waste. Care is taken to keep e-waste away from the elements of nature so that it doesn't enter the food chain. Experience in e-wastemanagement can be an added advantage for students in their future career pursuits pertaining to ICT. SOLID WASTE MANAGEMENT Degradable biological waste is converted to manure, which is used for enriching the soil of the campus. Non-degradable waste like glass, fluorescent lamps, bulbs, and metallic objects are deposited in separate containers. These are disposed to local dealers periodically. An incinerator installed on the college campus near the Ladies' Waiting Room helps to eliminate sanitary waste materials. LIQUID WASTE MANAGEMENT Waste water from rest rooms, canteen, wash areas, etc. is directed to separate drainage pits to avoid contamination. Provisions are made to take liquid waste from laboratories into specially constructed percolation pits, which are far away from water sources. Students and faculty are constantly reminded to refrain from polluting water resources. Water tanks are cleaned and disinfected regularly

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the C. Any 2 of the above

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

5.

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Celebration of important events, days, commemoration of important people who have made a mark in the history and society, festivals

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

handbook, ethics

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	http://vtmnsscollege.ac.in/wp-content/uploads/2023/08/college-Calaneder-2020-21-1.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. **Annual awareness programmes on Code of Conduct are organized**

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

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

Student parades and cultural programmes that showcase the diverse culture of India are conducted on both Republic Day and Independence Day. the SwachhBharathAbhiyan proposed by the government. National Youth Day- Swami Vivekananda's birthday is celebrated every year with great joy and enthusiasm. The birth/death anniversary of the first freedom fighter of Kerala VeluThampiDalava, after whom the college is named, is also commemorated. Dramatisation of their inspiring lives is done under student initiative. On Martyr's Day, sacrifice and services of the heroes who laid down their lives for the country. Celebration of festivals like Onam, Christmas, Holi, and Raksha Bandhan forms the warp and weft of the cultural legacy of the college community. Even religious festivals attain a secular dimension when all the students, irrespective of their religious backgrounds, take part in them. These events set the stage to bring out the creative potential of the students as they partake in competitions like 'Athappokkalam', Christmas Crib and Tree' 'Carol songs', etc. In order to sensitize the students to the social, political, and cultural history of their State, the Kerala Piravi celebration is held on November 1st every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

1. Naipunya : One Student One Skill Programme -

2. Seva-Pragathi: Flourishingthrough social commitment

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

First-generation learners - Envisaging to accomplish the goals, the activities and tasks are prioritized in the following manner to have a workable framework. Ensure that the academic programmes are available to all students irrespective of their caste, creed, and gender. Formulate a need-based learner-centric framework to suit the diversified and unexploited brains to conquer new heights Making students eco-conscious to ensure a clean and sustainable living environment. The institution focuses on its major thrust areas of educational culture and social equity to mould a generation enriched with quality and values. The Institution stands for the specific academic and non-academic requirements of the Rustic but developing student population Premium education is ensured to all, irrespective of their socio-economic background The designed academic programmes are delivered to explore the needs of the learners by identifying them as advanced, slow and very slow learners and propelling them towards excellence Students are inducted to imbibe the specific outcomes of the programmes with a precise intention to make them pursue their studies

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

At the beginning of the academic year 2020-21, the college academic committee prepared an academic calendar in accordance with the University academic almanac and also considering the Covid-19 pandemic. The College Level Monitoring Committee (CLMC) and Academic Committee, and Department Level Monitoring Committee (DLMC) synchronized the scheduled academic activity within the department. The Coronavirus (COVID-19) and the sudden implementation of the emergency lockdown resulted in the interruption of on-campus university teaching and the switch to online classes. The University had instructed the faculties to take online classes and the teachers of the institution implemented it through Google Classrooms live classes were conducted through YouTube live streaming, Google Meet, and Edmodo, and recorded audio and video lectures were uploaded through social media platforms -Telegram, WhatsApp, YouTube, etc. Thus, the college was able to attain an optimum level of curriculum delivery through a consistent and incessant process of teaching-learning and evaluation that significantly benefitted the students in an adverse situation. A total of 370 courses are taught across all programmes including second language and open courses.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vtmnsscollege.ac.in/committee-cell/#CLMC

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

Continuous Internal Evaluation (CIE) is materialized through various which are being conducted on a pre-planned schedule, throughout the duration of a programme and is a prerequisite to enhance the performance of the students. Each semester of the respective undergraduate and postgraduate programmes is aligned

and made compatible with the academic calendar. The college chalks out a common schedule for the various academic activities at the beginning of each semester. The calendar follows the duration of an academic year from June to March, incorporating two semesters for the undergraduate and postgraduate programmes. The first internal examination as part of the evaluation process is conducted when 40 percent of the portions are completed and a centralized examination is conducted after the completion of 90 percent of the syllabus. The CIE is then submitted to the university after getting signed by the students, adhering to the schedule given in the academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://vtmnsscollege.ac.in/wp-content/uploads/2022/01/academic-calander-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

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

1.2 - Academic Flexibility

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

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

11	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
15	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
766	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The institution takes note of the important role it has to play in addressing relevant issues like Gender, Environment and Sustainability, Human Values, and Professional Ethics. As a part of the university syllabus in General English, students in the</p>	

first semester are required to learn a module each on Secularism, Constitutional Rights, IT, Gender Issues, and human rights. In the second semester, an entire paper is dedicated to Environmental Education Disaster Management, and Sustainable Development. Similarly, in Second Language options, like Hindi, there is a move towards both Gender and Environment Sensitisation. In the Undergraduate programmes, for instance, in Malayalam and English, there are detailed Gender and Environmental Awareness courses. In order to motivate the learners, the teachers provide distinct platforms enabling them to evolve out of their shells of inhibitions and engage in various discourses ethically. This has significantly influenced the social fabric of the college as is evident in the increased participation of the students in the various events organised within the campus, resulting in a sublime change in their attitudes and beliefs. They have shown a marked empathy, and a genuine earnestness in understanding, discussing, resolving, and addressing these pertinent cross-cutting social issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

13

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

621

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

618

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

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

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

217

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

2.2 - Catering to Student Diversity

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

The curriculum-based academic activities designed by the institution cater to the diversified needs of the heterogeneous student community. The courses offered transform the learners

into academically sound and socially committed individuals. The class tutors act as mentors who identify advanced and slow learners within a few weeks of the commencement of every programme on the basis of the marks of their qualifying examinations, participation in classroom discussions, performance in tests and assignments, and one-to-one interaction with the students conducted to honour top achievers in every field. Remedial coaching is also conducted to assist them in imbibing the study modules effectively. The mentor takes significant care to create a personal rapport with the learners. They provide counseling to motivate and initiate the students to come out of their shells. Regular tutorial meetings and PTS are held to keep track of their progress and to intimate the same to the parents. Minimum Learning Material (MLM) is advocated to slow learners. In this, minimum portions are simplified for easy comprehension and application. Monitoring of regular attendance, collecting individual feedback, and ensuring participative learning are also some of the pertinent aspects of teaching-learning.

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

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

Number of Students	Number of Teachers
1812	57

File Description	Documents
Any additional information	View File

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

At the beginning of each academic year, an induction programme is offered to familiarise the students with the curriculum objectives. A blueprint of the learner-specific strategies to be implemented is chalked out by various departments. The departments encourage participatory classroom learning by conducting discussions and debates on the topics in the syllabus.

The inquisitiveness of the students is met through problem-solving methodology in teaching as well as arranging interactive sessions with experts in their respective fields of study. Peer teaching sessions by advanced learners with an aim to strengthen their communicative skills and confidence are also incorporated into the teaching-learning process. The learners are commendably benefitted by the use of ICT methodology in their learning sessions. With an aim to motivate slow learners, the college also promotes group activities and collaborative learning. The strategies of dramatization and role play to make learning effective and interesting are employed in the Language Departments. Experimental learning is strictly followed in all the Science Departments. The senior students are encouraged to demonstrate the lab procedures to the junior students, in order to impart hands-on training in their respective subjects. Internship programmes are organised for Post Graduate Commerce students to make them industry ready.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

A micro grouping method termed as satellite group study system is promoted in classes by dividing students into various micro-groups and assigning one advanced learner from each group the role of a tutor. Considering the importance of ICT in the modern-day teaching-learning process, special care is taken to make the students familiar with the use of basic computer programmes. To promote the use of ICT in the learning process, academic activities are linked with ICT facilities including preparation and online submission of assignments. The college is blessed with a calm and peaceful campus, ideal for scholarly pursuit and artistic endeavour. Environment education and awareness hence, is a progressive engagement with nature, thereby, imbining a holistic episteme. Club activities of the college are productively integrated with the teaching-learning process and this ensures an all-inclusive development of the personality of the learners. Curricular aspects such as gender sensitisation, environmental consciousness, awareness regarding human rights, etc. are specifically emphasised through well-structured and

strategically organised programmes. The college has a rich legacy of work culture that considers teaching, not merely a profession but a spiritual vocation endowed with a sense of service to humanity and a commitment to the society at large.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

57

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

57

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

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

D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

31

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

340

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

2.5 - Evaluation Process and Reforms

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

A mandatory process of Continuous Internal Evaluation (CIE) comprising written examinations, assignments, and seminar presentations is implemented as per the University guidelines. Besides, every semester, a comprehensive evaluation system, including more tests, group discussions, presentations, and other co-curricular and extra-curricular activities are introduced. In line with this, various departments conduct periodic assessments of their students, with required improvisations in the structured framework of guidelines. In cases, where a class as a whole (or a majority) has underperformed in the internal examinations, conducted uniformly by the college, the corresponding department conducts a supplementary assessment too. This result is

integrated into the CIE, for the students to get maximum benefit. A uniform criterion is followed, that warrants transparency while evaluating the academic progression of these students in a semester avoiding any possibility of disparity. Any shortage in attendance is intimated to them on a monthly basis. PTS meetings are also conducted every semester to review the academic performance of the students and to initiate feedback from the parents. A careful analysis of the same is done and reforms are made accordingly, engendering academic excellence.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

A mandatory process of Continuous Internal Evaluation (CIE) comprising written examinations, assignments and seminar presentations is implemented as per the University guidelines. Besides, every semester, a comprehensive evaluation system, including more tests, group discussions, presentations and other co-curricular and extra-curricular activities is introduced. In line with this, various departments conduct periodic assessments of their students, with required improvisations in the structured framework of guidelines. In cases, where a class as a whole (or a majority) has underperformed in the internal examinations, conducted uniformly by the college, the corresponding department conducts a supplementary assessment too. This result is integrated to the CIE, for the students to get maximum benefit. A uniform criterion is followed, that warrants transparency while evaluating the academic progression of these students in a semester avoiding any possibility of disparity. Any shortage in attendance is intimated to them on a monthly basis. PTS meetings are also conducted every semester to review the academic performance of the students and to initiate feedback from the parents. A careful analysis of the same is done and reforms are made accordingly, engendering academic excellence.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are prepared and propagated with a view to making the students, parents and teachers acquainted with the plausible outcomes in terms of knowledge, skills, and attitudes. The details are displayed on the college website. At the beginning of an academic year, both the teachers and the students are provided with the link corresponding to the various POs, PSOs and COs. The learners are also familiarised with outcome-based education through a bridge course conducted at the beginning of a degree programme. They have acquainted with the objectives of their course each semester and the desired outcome of their specific programmes. The IQAC coordinates stream-wise inter-disciplinary interactions (arts, science and commerce) to discuss and define the need and skill-based outcomes of specific programmes (PSO). The learners are instigated with the skills and resources required, in order to obtain optimum course outcomes. The institution purports to create a niche for the students to develop a suitable attitude and aptitudes so as to enhance their career choices. This enables them to develop critical thinking, profundity in a specific course and a pragmatic approach toward life- their holistic growth

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) of the students are evaluated by the college through the

outcomes of all the curricular components with the help of COs by the respective departments. The tools employed for the assessment of COs are the direct method and the indirect method. In the direct assessment method for theory courses, like arts and commerce, the tools included are internal examinations, assignments, seminars, viva-voce, MCQ, etc. The questions are framed in line with the COs and the attainment is assessed from the answer scripts. Direct assessment tools for projects comprise periodical reviews, presentations, and external evaluations. The theoretical, technical, analytical, and communication skills are assessed for attaining CO. There are five levels of CO attainment: Level 1: Poor, if the student has not obtained minimum pass percentage; Level 2: Satisfactory, if the learner has obtained pass percentage; Level 3: Average, if the student scores 50% in a course; Level 4: Above Average if the score is equal to/more than 60% and Level 5: Excellent if the score is equal to or greater than 75%. The indirect assessment method includes a course-end survey and a graduate exit survey.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

374

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

8

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Ecosystem, start up young innovators programme

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

4

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

21

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

29

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

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

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

13

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

3.4 - Extension Activities

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

The college, especially under the aegis of NCC, NSS, and Women Study Unit, has been carrying out various extension activities

with a view to aid them. Various flagship programmes of the government including the Swachh Bharat Abhiyan, Yoga Day Celebration, Vimukthi Campaign, Communal Harmony Week, Vigilance Awareness Week, Thiranga March, Run for Unity, Traffic Awareness Drive, AIDS rally, Over and above, the institution designed and implemented quite a few programmes to reach out the local community. The list includes: the "Share a Meal" programme for the inmates of Gururaja Mission for mentally retarded people Donating blood Documentation of local knowledge and practices related to farming, an exhibition of edible plants, and varieties of Gender equity campaigns in and around the campus for the homemakers in the locality Workshop on liquid embroidery and shilpkar craft for girls and unemployed women. The wholehearted participation and acceptance of various activities by the neighbourhood are the reflections of the positive outcomes of the programmes conducted. The canal cleaning has made a conspicuous change which is mirrored in the decisiveness of the natives to protect it from deterioration.

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

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

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

1

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

119

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1724

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

8

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

VTM NSS College has a sprawling campus that spreads over an area of 19.465 acres. It is divided into two major blocks: The main block houses the Principal's office, administrative and accounts office, 39 well-ventilated and furnished classrooms, 11 department staff rooms, an IQAC room, an examination control room, a reprographics center, a guest room, a 200 seater seminar hall with ICT facilities, a state-of-the-art language lab, a computer lab with an internet browsing facility, laboratories, a history museum, NSS and NCC rooms, a fitness center, the General library, and a colossal auditorium with a seating capacity of 1500. Online access to e-journals is ensured through the INFLIBNET facility. A napkin vending machine and an incinerator

are installed in the girls' comfort room. A common room and a ladies' waiting room are also provided. Adequate measures like the provision of ramps adjacent to stairs and wheelchairs make sure that the campus remains compatible with the differently abled. Ample two-wheeler parking space is provided within the campus. Concrete benches are erected to bask in the shade of trees. The campus is surrounded by a high compound wall, has security personnel in charge, and is under CCTV surveillance 24 x 7.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://vtmnsscollege.ac.in/gallery/

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

The college provides adequate amenities for students in the field of sports, recreation, and fitness maintenance. A huge play area sufficient to accommodate a standard athletic track (400 meters), a football and a cricket field are allotted for sports and games activities. Play areas for volleyball and ball badminton are also demarcated on the campus. A well maintained. The gymnasium, adjacent to the Department of Physical Education, is also functioning. Apart from this, women are motivated to keep up their fitness through the effectual working of a fitness center, located in the Ladies' Waiting room. The thrust area of the Department of Physical Education is its partaking in various university intercollegiate tournaments. The Department enthusiastically and competitively possesses teams in football, kabaddi, cricket, softball, baseball, ball badminton, and bodybuilding. The college has so far produced quite a good number of University and State level players in many disciplines. Consumable sports goods are purchased every year with the funds earmarked for this purpose. The college also possesses an auditorium and a seminar hall with a seating capacity of 1500 and 200 respectively for various academic, co-curricular, and extra-curricular activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://vtmnsscollege.ac.in/gallery/

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

40

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://vtmnsscollege.ac.in/gallery/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

13723656.25

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The College maintains an automated library with a sufficient number of books, journals, and e-resources. It housesthirty-three

thousand eight hundred and ninety-six (33,896) books ranging from fiction, reference, contemporary, standard textbooks, study aids to books for competitive examinations and the like. The college library is automated via Grandha software (version 2.0) which operates in an efficient and user-friendly manner. The academic version of the software helps to manage the inward and outward entry of books, stock entry, bar-coding, searching of books, issuing, renewal, and return of the same. This facility helps to store and retrieve thousands of documents in the standard format. This ensures the maintenance of a flawless database collection within the library. Each and every document in the library is provided with a bar code for ease of transaction. The library aids the students in accessing INFLIBNET. This has proved effective in familiarising the learners with a wide variety of books, journals, theses, articles, research papers, and audio-visual academic resources available on the internet.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://vtmnsscollege.ac.in/library-2/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

4340784

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

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

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

50

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

4.3 - IT Infrastructure

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

The IT policy of the College deems ICT as one of its decisive assets. It accentuates amalgamating technology into the academic and social experience of the learners. In order to execute the academic and administrative activities of the college, there is a need for accurate, well-timed, pertinent, and properly cosseted IT facilities. Students are motivated to present seminars through power point and for the post-graduate learners, it is made mandatory. A computer lab furnished with twenty-seven systems having internet accessibility is maintained to provide ICT advancements. A well-designed language lab operates with the backup of modern software. An automated library with a browsing facility enriches the e-resources. The college is upgraded from LAN to a Wi-Fi campus in 2017. A visible impact is made in administration with the introduction of office automation in 2014-15. This enables easy management of fee collection and billing, attendance, issue of certificates, etc. CCTV surveillance within the institution ensures optimum discipline and security.

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

4.3.2 - Number of Computers

84

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

12515000

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution possesses all the essential amenities required for an educational system to function optimally. The College situates in an area of 19 acres of land, makes it possible to accommodate all the required amenities in place, and gives ample scope for further expansion. The prevailing facilities include three major blocks comprising 41 classrooms, a library, an auditorium, a seminar hall, six laboratories, a computer lab, a language lab administrative section, play fields, etc. The bodies like the Academic committee, Library committee, ICT committee, etc. ensure absolute use of the classrooms, library, IT tools, and others. The Planning Board, Purchase Committee, PTA, and the College Council play vital roles in the efficacious functioning of the system. The Planning Board ensures the timely submission of proposals to bring in funds from various sources. The proposals are prepared with a view to fulfill the long-term goals of the college. The Purchase Committee guarantees transparent and legitimate utilisation of funds in all purchases. The committees are directed to meet at the beginning of every academic year and propose their plans for proper functioning and need-based upgradation of the specific segments.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

812

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

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

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

812

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

163

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

163

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

32	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

200

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

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

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

12

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

5.3 - Student Participation and Activities

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

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

41

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

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

The formation and functioning of the council, entitled Student Union, are put into practice as per the University directives through a democratic process. Every year, the institution follows a parliamentary mode of election and the members of the union are officially sworn in their positions by the Principal. The Union leaders are elected from among the class representatives. The various posts assigned include The Chairman, Vice-chairperson, General Secretary, Arts Club Secretary, Secretary for Sports, University Union Councillors, Lady Representatives, Magazine Editor, and Class Representatives. The College Union caters to a plethora of co-curricular and extra-curricular activities on campus. Programmes like Freshers' Day, College Day, Kerala Piravi celebrations, Rakshabandhan Day and Film Festivals are conducted under the patronage of the Union. Pertinent emphasis is given to promoting eco-friendly activities and establishing a 'green and clean campus'. 'The Union also takes pride in organising Sports Day and academic programmes like seminars, discussions, and debates as well as various other competitions like Quizzes, Ramayana parayana , Essay Writing, Recitation, Elocution etc. Apart from this, student representation is also guaranteed in all academic and administrative bodies like the Library Committee,

Grievance Redressal Cell, Anti-Ragging Committee, etc. to ensure democracy and transparency.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

32

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

5.4 - Alumni Engagement

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

The Alumni Association started functioning from the year 2000 onwards. It is an important stakeholder in the growth of the institution. It endeavours to build a bridge between the campus and the social and vocational spheres, so as to introduce the present generation to the professional world and make them proactive to face the emerging challenges in their career. The well-connected alumni network familiarises the institution with various academic and other collaborations. A strong liaison between the alumni and the college helps in facilitating placements, training, career counseling, etc. General Alumni Meetings are held annually. The institution is blessed with renowned alumni, who have won many laurels and are working in

various professional spheres, such as literature, science, and technology, administrative services, judiciary, higher education departments, film industry, agriculture, industrial sector, health services, banking sector, PSC, UPSC, etc. Every year, a feedback form is circulated among the alumni, and their valuable suggestions are taken into consideration.. The institution promotes the Alumni Chapters to strengthen its functions in terms of financial and non-financial contributions. They provided mobile phones to students who couldn't afford a mobile for their online studies. They also contributed ceiling fans to the classrooms.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION: To interlace a culture of civility with equity and excellence, by believing in a democratic dissemination of knowledge that transcends all barriers of segregation. **MISSION:** To build up an epistemological platform for exploring new realms in science, technology, art, and culture, to improve the socio-economic status of the community, and to instill values of life, diligence and skill in students. The institution as a pedestal of learning endeavours to spread the light of knowledge and life skills among the students to ensure an all-inclusive and sustainable development. The college is committed to addressing the needs of society in general and the students in particular and fervently desires to protect the distinctive culture and tradition of the local milieu. A holistic development is sought by imbibing the values ingrained in the motto: "True knowledge

and wisdom are imbibed by those with the sublime qualities of cosmic, spiritual, and human values" The learners are inspired to seek and entrench true knowledge and wisdom by inculcating in them, the sublime ideals of cosmic, spiritual and human values.

File Description	Documents
Paste link for additional information	http://vtmnsscollege.ac.in/mission-vission/
Upload any additional information	No File Uploaded

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

A culture of decentralization and participative management is inculcated within the institution by making different departments/ units/ cells/ committees more responsive and accountable towards a myriad of academic and non-academic processes. The role of the stakeholders in the decision-making process is also acknowledged. The Heads of the different departments are authorized to prepare and plan a schedule of their work, educational tours, timetable, work-load, etc., in consultation with the respective faculty members. They are also allowed to identify departmental requirements in terms of equipment, books, furniture, guest faculty, support staff, and other infrastructural facilities, and prepare proposals for developing liaisons and gaining assistance from outside agencies. Similarly, the co-coordinators/conveners/teacher-in-charges of different committees and cells are permitted to chalk out and execute their plan of action in cooperation with other members. Participative Management is practiced at the management, institutional and departmental levels. Similar to the above-quoted example, there are other committees that consist of representatives from the teaching staff, non-teaching staff, and the students, such as the Women's Cell, Anti Ragging Committee, Grievance Redressal Cell, etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The various administrative and statutory bodies like the College Council, IQAC, etc, work in tandem with the various academic and administrative entities and chalk out a plan of action for the year, the source being the institutional strategic/perspective plan prepared beforehand. The PTA along with the administrative staff also plays a crucial role in augmenting the academic, and physical infrastructures and the general academic milieu of the college striving towards ensuring a holistic development of the learners. For each strategic implementation, meetings of the concerned bodies are held and decisions are held on a democratic basis. The minutes of the meetings are recorded and later on they it is implemented as per the decisions taken. Any changes or improvisation are conveyed accordingly and are democratically approved and put into action.

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

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

The college has devised and implemented both its academic and administrative processes through various policies and strategic planning. The policies are uploaded to the institutional website and are appended as per the need and demands of the academic and administrative processes at the managerial and government level. This ensures the effective implementation of the strategies and adherence to the institutional mission and vision.

File Description	Documents
Paste link for additional information	http://vtmnsscollege.ac.in/research-policy/
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

1. **College Employees Co-operative Society:** A functional Co-operative Society provides ample financial support to the teaching and non-teaching staff of the college. A quick disbursement of loans proves to be a providential blessing for them, especially in emergencies. The society also functions as a haven to safely deposit their savings.

2. **Staff Club:** A Staff club is also formed in the institution under the guidance of the NSS Management. It pertinently helps to maintain friendship and harmony among the staff members. 3. **Salary Advance:** The College cares to disburse contingency advances to the staff who await approval and salary from the Government, after appointments. 4. **Infrastructure:** The institution is keen on providing a positive working environment through better facilities which include: furniture, computer,

hygienic drinking water, sanitary facilities, canteen, leisure time facilities, etc. 5. First aid Appliances: Facilities for First aid are provided and are made readily available in case of emergencies. 6. Other Financial Measures: The institution makes its staff comfortable by ensuring the timely disbursal and remittance of various welfare measures proposed by the Government of Kerala, under whom the permanent staff is working. The notable schemes under the same include Provident Fund, State Life Insurance, Group Insurance Scheme, Medical reimbursement, Service pension, etc.

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

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

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

34

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

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

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

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

34

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The major components of the former are general information, academic performance indicators, co-curricular, extension, professional development-related activities, contribution to research, and academic proficiency. The University of Kerala

formulated the Performance Based Appraisal System (PBAS) that sheds light on the research calibre of the teachers and the co-curricular and extension activities they undertake. With the help of IQAC, the PBAS is made error free and forwarded to University by the Principal for constituting the screening/selection committee. The institution encourages the teachers to participate in various quality-enhancing programmes like FLAIR, seminars, workshops, and conferences to enrich their professional competence in the case of promoting them. The process also helps identify the grey areas of the institution in general and the individuals in particular. The information thus gathered helps the management to initiate remedial measures to overcome the flaws, if any. The Administrative staff is made technologically competent by providing classes on office automation and online submission of bills and e-grants. Besides, they attended training programmes related to SPARK and GAIN PF and e-governance systems introduced by the Government of Kerala.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institutions those function with public funding need to be transparent and accountable in all facets of operations, to ascertain credibility and reliability. Being a government-aided establishment, VTM NSS College strictly adheres to the rules and regulations set for financial management by the various Government / other agencies. The Plan funds from the UGC, aid from the State Government, funds collected through PTA, and e-grants of various kinds are the main resources of the college. In addition to these, the funds provided by the Management are utilized for the infrastructural development of the college. Various bodies like IQAC, Planning Board, and Purchase Committee play vital roles in these mechanisms and the College Office, that functions effectively, facilitates the process. All the financial procedures are subjected to Internal and External audits. The accounts related to the State funds are audited periodically by the Government machinery itself. Mostly, the audit is performed

annually. The funds received from the UGC are utilised and audited before the submission of the reports. A licensed auditor appointed by the Committee audits the PTA accounts and is presented before the Annual General Body meeting for its approval.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

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

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

The IQAC plays a pivotal role in amassing funds and in its effective utilisation. The forums such as the UGC committee and the Planning Board are entrusted with the responsibility of mobilising and utilising the funds. Special emphasis is given to collecting funds for research and infrastructure development. The institution focuses on maximizing the funds from the UGC, DST, KSCSTE, etc., and entrusts various committees for making proposal to raise the same. The college also initiates pertinent steps to avail funds from the management and to optimise the PTA fund. E-grants are made available to help economically backward students. The institution takes significant care to promote donations and endowments, to encourage the Alumni to contribute financially and to obtain PD funds. The institution, under the auspices of the Planning Board, prepares proposals with a futuristic perspective

to achieve the objectives. The budgeting and formally specified procedures have a built-in mechanism to warrant the optimum use of financial resources of the College. Once the proposed budgets are reviewed and approved by the management, the HOD/Principal utilises the funds as per the allocations. The financial resources are received and maintained under different heads like PD account, PTA account, UGC account, Miscellaneous account, etc.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Aiding economically weaker learners by providing them with mobile phones in order to ensure unhindered online teaching-learning

Started Skill Development Training Programme - 'Naipunya' with the objective - 'One Student-One Skill'

Facilitated academic and co-curricular activities through virtual platforms with high-speed internet facility in 18 classrooms

Organised La Fierete - a celebration of Pride of all genders in the month of June to create awareness on Gender equity

Awareness on Covid-19 pandemic - and its precautionary measures through NSS and NCC

Equipping economically weaker sections of the students for an uninterrupted online mode of learning provided the students with mobile handsets

gave awareness/coaching to students as to how they can install and use Google classroom

Providing access to NLIST to all students and faculty members

Individual login credentials were given and encouraged to access academic articles

Initiate Skill Development programme - Naipunya 2021

Promoted awareness against gender prejudice and gender discrimination

Promote Organic farming

Workshops and training programmes were conducted as part of skill enhancement Naipunya

Social awareness on Covid 19 through online campaigning, talks, distribution of hand sanitisers

Promoting regional language, heritage and culture

Talks, workshops/Webinars on the same were conducted.

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

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

The IQAC constantly reviews the changing scenarios and the challenges the institution faces on different occasions. In the year 2020-21, IQAC in association with various Alumni groups provided handsets to financially struggling students to aid them through the online classes and LMS platform.

To strengthen the continuous internal evaluation system, IQAC reviewed that having two tests prior to the University examination was ideal. Although it may be tough on the part of the teachers to conduct two tests, the IQAC suggested that the institution should find time to stand for its wards. The cell suggested that either the final test or the average of the two shall be considered for calculating the internal marks.

Academic Audit is taken twice in a semester to ensure the smooth dissemination of knowledge and to equip the learner to face the external University examination confidently.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

La Fierce 2021 gender awareness and sensitisation programme -- conducted from 18.06.2021 to 22.06.2021 (1 week) - created gender awareenss and sensitised the student community and the entire academic fraternity in general regarding the importance of gender equity and inclusion for a progressive and equitable social sustenance.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Safe campus, Girls waiting room, transgender seats reserved for admission

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
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File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Battery, computer battery, motherboard, UPS, etc. are segregated and deposited in designated places within the campus. Care is taken to ensure that soil and groundwater are not polluted. Students are instructed to use protective clothing and hand gloves while handling e-waste. Care is taken to keep e-waste away from the elements of nature so that it doesn't enter the food chain. Experience in e-wastemanagement can be an added advantage for students in their future career pursuits pertaining to ICT.

SOLID WASTE MANAGEMENT Degradable biological waste is converted to manure, which is used for enriching the soil of the campus. Non-degradable waste like glass, fluorescent lamps, bulbs, and metallic objects are deposited in separate containers. These are disposed to local dealers periodically. An incinerator installed on the college campus near the Ladies' Waiting Room helps to eliminate sanitary waste materials.

LIQUID WASTE MANAGEMENT Waste water from rest rooms, canteen, wash areas, etc. is directed to separate drainage pits to avoid contamination. Provisions are made to take liquid waste from laboratories into specially

constructed percolation pits, which are far away from water sources. Students and faculty are constantly reminded to refrain from polluting water resources. Water tanks are cleaned and disinfected regularly

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Celebration of important events, days, commemoration of important people who have made a mark in the history and society, festivals

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

handbook, ethics

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	http://vtmnsscollege.ac.in/wp-content/uploads/2023/08/college-Calaneder-2020-21-1.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

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

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

Student parades and cultural programmes that showcase the diverse culture of India are conducted on both Republic Day and Independence Day. The Swachh Bharath Abhiyan proposed by the government. National Youth Day- Swami Vivekananda's birthday is celebrated every year with great joy and enthusiasm. The birth/death anniversary of the first freedom fighter of Kerala Velu Thampi Dalava, after whom the college is named, is also commemorated. Dramatisation of their inspiring lives is done under student initiative. On Martyr's Day, sacrifice and services of the heroes who laid down their lives for the country. Celebration of festivals like Onam, Christmas, Holi, and Raksha Bandhan forms the warp and weft of the cultural legacy of the college community. Even religious festivals attain a secular dimension when all the students, irrespective of their religious backgrounds, take part in them. These events set the stage to bring out the creative potential of the students as they partake in competitions like 'Athappokkalam', Christmas Crib and Tree 'Carol songs', etc. In order to sensitize the students to the social, political, and cultural history of their State, the Kerala Piravi celebration is held on November 1st every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

1. Naipunya : One Student One Skill Programme -

2. Seva-Pragathi: Flourishing through social commitment

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

First-generation learners - Envisaging to accomplish the goals, the activities and tasks are prioritized in the following manner to have a workable framework. Ensure that the academic programmes are available to all students irrespective of their caste, creed, and gender. Formulate a need-based learner-centric framework to suit the diversified and unexploited brains to conquer new heights Making students eco-conscious to ensure a clean and sustainable living environment. The institution focuses on its major thrust areas of educational culture and social equity to mould a generation enriched with quality and values. The Institution stands for the specific academic and non-academic requirements of the Rustic but developing student population

Premium education is ensured to all, irrespective of their socio-economic background. The designed academic programmes are delivered to explore the needs of the learners by identifying them as advanced, slow and very slow learners and propelling them towards excellence. Students are inducted to imbibe the specific outcomes of the programmes with a precise intention to make them pursue their studies.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1) Introducing new PG Courses and Research Departments. 2) Ensuring On Campus and Off Campus Placements 3) Coaching classes for Bank Test and PSC to be organized by the support of the Alumni 4) Building a Media Centre in the Institution to enhance the learning experience 5) Strengthening student support activities, particularly the Grievance and Counselling cells and conducting more social outreach programmes. 6) Introducing a fully functional management information software 7) Tapping the traditional knowledge systems and establishing a centre for the same 8) Introducing a Skill Development Centre 9) Initiating a Holistic awareness towards green living 10) Aiding the marginalised sections of Learners - giving awareness regarding Digital/Online Learning, effective way to cope with pandemic situation 11) Enhancing the artefacts in the History Museum with special reference to ancient and traditional Kerala culture 12) Introducing Yoga as an Add on course