



Internal Quality Assurance Cell (IQAC)
VTM NSS College, Dhanuvachapuram,
Thiruvananthapuram
Affiliated to the University of Kerala
Re-accredited by NAAC at 2.71 with B+ Grade
Pin: 695 503
Office Ph: 0471- 2232240, IQAC Coordinator: 9847856119
Mail id – iqac@vtmnsscollege.ac.in

Institutional Strategy and Action Plan

2020 (onwards)

CRITERION I CURRICULAR ASPECTS

Key Indicators, Institution Strategies and Proposed Action Plan

- **The institution ensures effective curriculum delivery through a wellplanned and documented process--Documents needed**

Action Plan

1. Time table committee-General & Departmental-Upload in web site. (Minutes for each Year)
2. Academic calendar- The college follows the Academic calendar issued by the University-Make a file each year
3. The Heads of Departments conducts the meetings to distribute workload, allot subjects, plan the activities of the department and to review the completed syllabus. (Dept. Meeting Register countersigned by Principal)
4. The syllabus link of University is also provided to the students.
5. Mechanism to assess the aptitude of the student-Quizzing, Scholastic tests (Each Dept. should device a suitable assessment mechanism)
6. Bridging the Gaps- e.g. Bridge Course
7. Detailed apportionment of the syllabus among all the faculties of a particular department-Countersigned by Principal
8. Academic audit ----Every Month
9. Weekly Club Days-Debating platform
10. Remedial Classes-Maintain Record
11. Tutorial System-Maintain Record
12. Interactive Teaching, ICT register, Seminars, visit to historical places of importanceMaintain Record
13. Observing National / International days - Photographs & Report
14. Weekly Quizzing, Monthly News Bulletin
15. Inter Disciplinary Seminars-Photographs & Report
16. Teaching Plan and Teaching Diary- Flexibility may be incorporated

- **Number of certificate/diploma program introduced during the last five years Action Plan**

1. Certificate/ diploma programme with program code (preferably alpha-numeric)
2. Computer course for all students (basics)
3. C-FOSS (Free and Open Source Software)
4. English Language Course (soft skills, language proficiency)
5. Ente Malayalam

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

Encourage and collect Data

Total Number of teachers Formula $n/tx100$.

Documents: Upload the scanned copies of the certificate supporting the participation of teachers

- **Percentage of new courses introduced of the total number of courses across all programs offered during the last five years** Collect data for each year

- **Percentage of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented** Collect data

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

Action Plan

Start Add on Courses – with a syllabus of minimum 30 hour duration, well defined modules, and teachers assigned for the same, with student attendance, geo-tagged photographs of the classes taken or screen shots of the classes taken online, sample question papers, answers and feedback from the students and final Report

1. Periodic assessment of curriculum delivery is conducted by IQAC through HODs.
2. The faculty engages extra periods and practical's as and when necessary and maintains their records.
3. Science Depts. Should maintain the practical journals and the results are certified by the faculty along with HOD.
4. Teaching Aids: The faculty uses charts, maps, models and specimens along with chalk and board. (Virtual ICT Classrooms)
5. Weekly Quizzing
6. Study materials, notes and question banks are provided in the class and through mails.
7. Group projects are assigned to teach them team spirit, sharing and develop presentation, research skills, scientific temper and inquiry.
8. Social sites such as YOUTUBE, WhatsApp etc. are used for effective teaching. ICT based materials are uploaded in the college website.
9. Guest lectures, Expert lectures and guidance by departmental Alumni are engaged (DAL)
10. Internet, Computer, LCD projectors and other Audio- visual aids are utilized on regular basis. (Maintain Register)

11. Department library: Each Department maintains a Department Library to facilitate the students to access to latest books available in concerned subjects and topics.

The books are issued to the students as and when needed by them.

The record of the same is maintained in Department Library and Issue register maintained by all the Departments.

- **Teacher support:** The College encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject.
(Finance should be given for attending national programmes)

The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops.

New recruits are given orientation regarding teaching methodologies.

- **Feedback:** The College collects the feedback from the faculty, students, alumni and parents. The collected feedback is analysed using different parameters and the performance of the students, faculty and institution is assessed. Any discrepancies identified are considered for correction and suggestions are taken for improvement.
- The feedback should be taken from students based on curriculum as well separately – format will be given by IQAC

Bridge course: Formative assessment is done to identify gaps in students' knowledge which helps to identify slow and advanced learners. The slow learners are provided with Remedial Coaching after the completion of each semester. (for example - Taxonomy Class by Dr Sushama Raj and Mr Ravisankar)

The advanced learners are encouraged for further progression in career by participating in various co-curricular activities and career oriented programmes organised by the college and outside the college

The achievements of objectives of the syllabus are measured through students' performance in Internal tests, Group discussions, Presentations and University examinations. (Weekly Clubs, attendance record, file documents, photos)

CRITERION II

TEACHING LEARNING AND EVALUATION

Key Indicators, Institution strategies and proposed action plan

2.1 Student Enrolment and Profile

..... *The process of admitting students to the programmes is through a transparent, welladministered mechanism, complying with all the norms of the concerned regulatory/governing agencies including state and central governments. Apart from the compliance to the various regulations the institution put forth its efforts in ensuring equity and wide access having representation of student community from different geographical areas and socio-economic, cultural and educational backgrounds. These will be reflected in the student profile.....*

Being an affiliated College under the University of Kerala, we are not assumed to interfere with the admission process which is completely controlled by the University. However, we should try to implement the following directions.

Institution Strategy

1. The tutor for the first-year batch should be finalized through the department level meeting prior to the process of admission. Departments may formulate their own criterions to select the first-year tutor each year. As far as possible, change in tutorship should not be encouraged during the period of the programme.
2. All departments should forward the name of the first-year tutor to the Office of the Principal before first year admission commences.
3. Same faculty member should not be given first-year tutorship every year.
4. Personal profile of the students should be collected and recorded in the department database (hard copy and college portal). Tutors should make sure to update this profile at the end of each semester.
5. Upon completion of the programme, the college office should take necessary steps to hard bind the student profiles of each department to a single volume and the same need to be labelled and handed over to the respective HoD. Future achievements of these students should be entered in the respective volume as and when the data becomes available.
6. Student enrolment to the university portal need to be done very carefully and the same has to be done in presence of the student. Before final submission, a hard copy of the student enrolment data should be taken for verification by the student and get it signed by the student.
7. Tutors should try to build a healthy relationship with the students and their parents and they should be accessible to the students always. Since the institution is required to follow the students throughout their career, a good relationship with the students is required and documentation of their future achievements need to be done.
8. It is also important to identify the skills of students (academic and non-academic) and categorize them into different pools so that, it will be easy to engage them for various

University or State level competitions whenever required during their stay at our institution.

Action Plan

1. HoDs should forward the name of first year tutor before the commencement of admission (UG and PG) and the same should be informed to all faculty members of the department.
2. Tutors should ensure the complete the first-year student profiles within one month from the closing of admission (UG and PG).
3. Tutors should make a list of first-year students who are coming from educationally, financially and socially backward sector of the society. They should also ensure additional help and support for these students. (Identification of students should be done within a week after the closure of admissions). This list can be used a primary source for selecting beneficiaries for programmes like remedial coaching, financial assistance under various schemes etc.
4. Tutors of second and final year batches should complete the process of updating the student profiles of their respective batches on every December and May.
5. HoDs should verify the student profiles of various batches and make them available for IQAC verification (before 31st December and May of every year).

2.2 Catering to Student Diversity

.....The HEIs are expected to satisfy the needs of the students from diverse backgrounds including backward community as well as from different locales. They would make special efforts to bring in students from special categories, reach out to their special learning needs by initial assessment of their learning levels, in addition to understand possible variations over years and how and what is done to deal with such students. While in uni-gender institutions explicit efforts are to be made to sensitise students about the other gender; and the like.....

Institution Strategy

1. Regular tutorial sessions should be conducted and during the sessions, the tutors should interact with the students individually to assess the student details including their future goals.
2. Academic level of the students should be evaluated to categorize them as slow and advanced learners. Different approaches may be used for this selection including the following
 - a. Marks obtained for the qualifying examination
 - b. Individual interaction with the tutor/course coordinators
 - c. Quizzes and tests conducted during the progression of the courses
 - d. Marks obtained for internal examinations
 - e. Marks obtained for University examinations
3. A single approach may not be suitable for a batch of students and in such cases, multiple approaches need to be used. It is advisable to keep a record of the criterion used for the selection of students into slow and advanced learners.
4. Once the students are grouped as per their academic capabilities, departments should figure out programmes that are focused on the betterment students in each group.
5. Advanced learners should be encouraged to participate in state level programmes like Walk with a Scholar (WWS), visit to advanced higher education institutions, workshops and training programmes for Civil Service Examinations, higher education

opportunities etc. They should be encouraged to identify and enrol for short term online courses during the progress of their UG/PG programme and the selected short terms courses should help them to achieve their future goals.

6. Slow learners should be given additional teaching sessions and remedial coaching as per their requirements. They should be encouraged to participate in state level initiatives like Scholar Support Programme (SSP). Minimum learning materials should be provided to them and the progress of the efforts should be monitored and recorded in a time bound manner.
7. After the completion of each semester, the tutor/course coordinators should evaluate the progress of slow learners in learning process. This can be done through their results/achievements in university examinations and if required, the student may be replaced from their existing groups. The documentation of the replacements should be done in the department database.

Action Plan

1. Tutors should conduct a minimum of one tutorial meeting every month and the records of the meeting (date, time, name of participants, discussion topic) should be made available for verification by the HoD and IQAC at the end of each semester.
2. Identification of students to various learner levels should be done within two months from the starting of regular classes for first years. Approaches 2a – c or its modifications may be used for this purpose.
3. For each student, his/her learner group identified as well as the method used for the identification should be clearly mentioned in a register kept for this purpose.
4. The performance of the student in future assessments (2 a – e or its modifications) should be recorded in the register. At the end of the semester, the tutor should make an evaluation about the student performance and may allow him to continue in the same learner group or to a different group. This register should be verified by the HoD and IQAC (before 31st December and May of every year).
5. In every semester, at least one advanced learner from each batch should participate in student level competitions conducted outside our institution.
6. All departments should organize a minimum of one programme per year for advanced learners (refer 5). These programmes should be in addition to those organized by the college.
7. All faculty advisors should provide minimum learning materials (in the form of notes, important question – answers etc) to slow learners in the course which they are handling. This should be given to the students immediately after the completion of each topic so as to ensure that they will get enough time to use it.
8. A list of the topics on which such materials are provided should be recorded at the end of each semester (for each faculty member).

2.3 Teaching-Learning Process

.....Diversity of learners in respect of their background, abilities and other personal attributes will influence the extent of their learning. The teaching-learning modalities of the institution are rendered to be relevant for the learner group. The learner-centered education through appropriate methodologies such as participative learning, experiential learning and collaborative learning modes, facilitate effective learning. Teachers provide a variety of learning experiences, including individual and collaborative learning. Interactive and participatory approaches, if employed, create a feeling of responsibility in learners and makes

learning a process of construction of knowledge. Of late, digital resources for learning have become available and this makes learning more individualised, creative and dynamic. Quality of learning provided in the institution depends largely on teacher readiness to draw upon such recently available technology supports and also the initiative to develop such learning resources to enrich teaching-learning; on teacher's familiarity with Learning Management Systems (LMSs), other e-resources available and how to meaningfully incorporate them in one's scheme of teaching-learning.....

Institution Strategy

1. All department HoDs should ensure that, as far as possible, the reference text books prescribed in the University syllabus are available in the department/college library during the programme and the course coordinators should introduce them to the students during the commencement of each course.
2. The course coordinators should take efforts to ensure that at least the advanced learners are referring to the text books prescribed in the syllabus. Students may be asked to do assignments/seminars using study materials collected from these reference books.
3. All departments should try to include helping hours in their weekly time table (outside the regular hours) and students should be informed about this. During this session, those students who could not follow the previous class properly can come to meet the faculty to clear his/her questions. A proper record of these hours under taken should be maintained in the department for each faculty member.
4. As the conventional mode of class room teaching may not be adequate enough to meet the student needs in terms of their learning requirements as well as holistic development, newer approaches should be adapted from time to time to ensure the learner – centric nature of academic activities. Following methods or their modifications may be used.
 - a. Flipped classrooms: Here the concepts/theory of a topic is given to the students prior to the actual class in the form of study materials, notes etc (online platforms can be used). They are instructed to refer to the supplied materials before the class. In the actual class, the teacher will discuss the application of the concepts. Problems/case studies will be given to student groups and they will discuss among themselves to solve them.
 - b. Peer teaching: Here, the students are categorized into several groups comprising of slow and advanced learners. Within each student group, the advanced learners will help their peers to understand the topics. Wherever applicable, the advanced learners may be replaced with senior students to ensure the effective utilization of their skill and knowledge to their successors. The whole process should be controlled by the faculty member. This approach is suitable for laboratory as well as problem solving sessions.
 - c. Experiential learning: In this approach, the students will learn the concepts through experience. For instance, teaching of scientific concepts can be carried out inside the laboratory by allowing the students to do experiments. Internships, case studies and field studies can also be carried out by student groups under this category.
 - d. Participative learning: This approach primarily focuses on the transformation of students from mere recipients to active participants during academic sessions. The strategies that can be used to include this approach in teaching – learning process are debates and group discussions on various academic topics. During laboratory sessions, student groups may be assigned to assist the instructor for the prelaboratory preparations. This approach will encourage their ability to understand

the principle behind the laboratory experiments as well as instil enthusiasm towards better laboratory practices.

- e. **Problem solving methodologies:** In problem solving approach, students gain knowledge from experience that gradually develops to the concept and hence it is a practise to theory approach. Here, the students are expected to observe, understand, analyse, interpret, find solutions, and perform applications that lead to a holistic understanding of the concept. All problem-solving methodologies are based on three steps, gathering information, sequencing them to gain knowledge and decision making. A quasi-flipped class room approach can be very effective to implement this mode where the students should be asked to come prepared about a new concept that is not discussed in the class room. In the actual class, problem should be given and their solutions may be discussed to evolve the concept. Depending on the nature of the problem, the task may be given individually or to student groups. Selection of problems is important in this approach. In the advanced level of this approach, real time problems/case studies may be given.

Details of the approach used, student details and topics should be documented at the end of each semester.

5. All departments should ensure the presence of at least one working ICT enabled classroom for them. All faculty members should make sure to use the facility regularly and log books should be maintained as a proof for the irregular use.
6. For each semester, at least one topic of the course should be conducted in online mode and the records for the same should be maintained.
7. Conduct of online quizzes and submission of assignments in online mode should be encouraged as far as possible.
8. Use of virtual lab portals should be encouraged by the science departments as far as possible.
9. Study materials and recorded videos of classes should be made available in the college portal that are accessible to the students.
10. Department level student participation in important webinars/online conferences must be promoted and live casting of such events should be done in the college.
11. Faculty members should be encouraged to prepare video contents for online courses.

Action Plan

1. In order to ensure the implementation of student – centric learning approaches, the following practices may be used
 - a. *Problem solving in flipped class rooms:* The students may be divided into small groups (maximum 4 – 5 students per group with at least one advanced learner) and each group should be given different problems from the same topic. As far as possible, the problems should be from real incidents/case studies. The problems can be solved as a group task where the slow learners will be helped by the advanced learner. This approach is suitable for departments like Physics, Chemistry, Mathematics, Commerce and Economics.
 - b. *Participative learning:* Debates and discussion on various academic topics may be given to student groups and the faculty member should ensure that all students are actively involving in the process. As far as possible, the topics given should have references in the department/college library and the students should be encouraged to use them and quote the references while presenting. Internet resources and knowledge repositories may be introduced to the students to gather information.

Student presentations on important scientific discoveries and their application in real life, discovery of important drugs etc may be selected as discussion topics.

- c. *Peer teaching and experiential learning*: The students should be given actual problems to solve it and thereby making them to understand a concept. The can be achieved with the help of other students including experienced senior students. For instance, language students may be tasked to do the reviewing of cinemas, poems or writings. Budget preparation for small organizations, analysis of the accounts of business firms, chemical analysis of soil/water, study of the growth stages of various plants, analysing the biodiversity of a selected part of the campus, development of small programmes to help the routine office tasks, energy audit, exploring the historical importance of places near our institution, analysis and formulation of new political strategies for contemporary issues etc can be used as problems for experiential and peer learning strategy.
2. All departments should identify a minimum of two learner – centric strategies for each batch during an academic year (one approach should be done before December and the second should be completed before March)
3. Proper documents for the method used, problem addressed, details of participants and outcome should be done and the same need to be verified by the HoD and IQAC (before 31st December and May of every year).
4. All departments should ensure the regular use of ICT facilities and wherever applicable, log books should be maintained (annually verified by HoD and IQAC).

2.4 Teacher Profile and Quality

.....“Teacher quality” is a composite term to indicate the quality of teachers in terms of their qualification, teacher characteristics, and adequacy of recruitment procedures, faculty availability, professional development and recognition of teaching abilities. Teachers take initiative to learn and keep abreast with the latest developments, to innovate, continuously seek improvement in their work and strive for individual and institutional excellence....

Institution Strategy

1. Departments should encourage the faculty members to pursue higher degrees in their chosen field of interest.
2. All faculty members should complete their research degree and all of them should be engaged with research activities. This will enable them to help their students in exploring the future opportunities in their field.
3. Enrolment of faculty members for short term online courses should be encouraged.
4. Every year, each faculty member of the department must participate in conferences/seminars/workshops conducted by reputed national and international institutions. At least, one faculty member per department should attend pedagogical programmes conducted for updating new teaching methods and approaches.

Action Plan

1. All department should ensure that the faculty members are deputed for courses/conferences on a rotation basis without disturbing the rhythm of the college level academic activities.

2. Participation and presentation in online courses/conferences should be encouraged as far as possible

2.5 Evaluation Process and Reforms

.....This Key Indicator looks at issues related to assessment of teaching, learning and evaluative processes and reforms, to increase the efficiency and effectiveness of the system. One of the purposes of evaluation is to provide development-inducing feedback. The qualitative dimension of evaluation is in its use for enhancing the competence of students. Innovative evaluation process is to gauge the knowledge and skills acquired at various levels of the programmes. These specifications are stated as PSOs and COs. The quality of assessment process in a HEI depends on how well the examination system actually tests the PSOs and COs, quality of questions, extent of transparency in the system, extent of development inducing feedback system, regularity in the conduct of examinations and declaration of results as well as the regulatory mechanisms for prompt action on possible errors.....

Institution Strategy

1. Our College is following the system established by the University of Kerala to conduct and evaluate the internal examinations for the students after each course. Departments should strictly adhere to the University guidelines for conducting internal examinations.
2. The question pattern for the internal examinations will be as per that for the end semester evaluation conducted by the university.
3. Answer scripts should be evaluated on time and the same should be made available to the students for scrutiny.
4. As per the University norms, faculty advisors should be identified for each course before the commencement of the semester. This information should be recorded in the minutes of the department meeting and the same has to be communicated to the Office of the Principal as well as to the students pursuing the course.
5. Whenever a course is handled by more than one faculty member, the preparation of CE marks should be done in consultation with all of them. In such cases, the faculty responsible for the preparation of CE marks should be identified before the commencement of the course.
6. Students should be made aware about the mechanism of resolving their grievances regarding CE marks and the constitution of grievance resolving committees like DLMC, CLMC and ULMC. This has to be done along with the induction programme conducted during first semester.
7. CE marks should be published by the department well in advance and sufficient time should be given to the students to raise their concerns, if any.
8. Student grievances regarding CE marks should be obtained in written form and the same has to be placed before the DLMC. The decision of the DLMC should be informed to the student in a time bound manner and he/she should be made aware that they can approach CLMC/ULMC, if they are not satisfied with the DLMC outcome. All the procedures should be documented in DLMC minutes.
9. While uploading the CE marks to the University portal, it is advisable to verify the same by the DLMC and approve it. After lecturer-level uploading, a hard copy of the uploaded mark statement (consolidated marks) should be circulated among the students for their verification and get them signed by the students. HoD level uploading of the CE marks are done after this student verification.

10. Departments may formulate their own norms for conducting re-test/additional internal examinations as per the requests received from students or faculty advisors. However, the re-test should be conducted in consultation with the college level internal examination committee.
11. As the university and internal examinations may not be in a format to directly assess the attainment of course outcomes, it is advisable to explore alternate methods to evaluate the attainment of COs. One approach is to conduct MCQs to check how far the expected outcomes have been achieved for each course. Here, the questions should be framed in such a manner that they will represent each CO. Evaluation of the answers will give a direct reflection of the attainment of CO in the selected course. A proper documentation of the attainment of COs after each course is necessary.

Action Plan

1. All tutors should ensure that the students are familiar with the system of CE mark administration in the college as well as at the University.
2. The CE marks should be published at least one week before uploading the same to the University portal.
3. All complaints received should be obtained in written form and they must be placed before DLMC and the minutes of the meeting should be recorded properly.
4. Tutors must ensure that the CE marks uploaded in the lecturer – level of the University portal is verified and signed by the students before forwarding it from the HOD – level. This will rectify the possibility of errors that happened during the data entry process.
5. All faculty advisors should ensure that they have checked the attainment of COs at the end of each semester. After the completion of each semester, the method used and the outcome of the analysis of COs should be documented for each course and verified by HoD and IQAC.

2.6 Student Performance and Learning Outcomes

.....The real test of the extent to which teaching learning has been effective in a HEI is reflected in the student performance in the examinations. Student performance is seen as the realization of learning outcomes which are specifications of what a student should be capable of doing on successful completion of a course and/or a programme.....

Institution Strategy

1. The track record of students in university end semester evaluation for each course should be monitored and recorded.
2. Tutors should continuously monitor the performance of the students and the feedbacks should be communicated to them in person as well as to their parents.
3. Tutors should conduct a detailed analysis of the university end semester result within a week from its date of publication. List of students who failed for each course should be identified and immediate remedial measures need to be implemented to ensure their success in the very next chance. College level Academic Programme Committee will scrutinize the result analysis of various departments and monitor the remedial actions conducted to improve the results. The committee will also make suggestions, if required, for those courses offered by other departments as well as general courses. The whole process needs to be monitored and fine-tuned as per requirement so as to ensure maximum pass percentage for the students during the tenure of the regular degree programme itself.

4. As part of attaining POs, it is advisable to conduct career – oriented workshops focussing the higher education possibilities and job opportunities for students in each subject. This has to be done during the final year of the programme.
5. Students should be encouraged to undertake internships and short – tenure research projects in reputed institutions which will enable them to interact with experts in their own field thereby guiding them to mould a career in their subject of interest.

Action Plan

1. Analysis of the result for each semester should be completed and a detailed report including the remedial actions proposed need to be submitted to the college level Academic Programme Committee (within a week from the date of publication of the results).
2. The remedial actions proposed by the department as well as those suggested by the Academic Programme Committee should be implemented effectively in a time bound manner.
3. A report of the result analysis, remedial actions as well as the outcome of those actions should be recorded annually (verification of the documents will be done by the HoD and IQAC).

2.7 Student Satisfaction Survey

.....All the efforts of teachers and the institution to make learning a meaningful process can be considered impactful only to the extent students perceive it to be meaningful. Their satisfaction level is decided by the kinds of experiences they undergo, the extent of the “comfort” feeling as well as intellectual stimulation the learning situations provide. Their feedback significantly showcases the actual quality of teaching learning process enabling identification of the strengths of teaching as well as the possible improvements. Student satisfaction, thus, is a direct indicator of the effectiveness of teaching learning in the institution. It may be impractical to capture this aspect from every student; however, every HEI can resort to a sample survey on a formalized basis to capture this significant feature. This is the reason the revised assessment framework of NAAC adopts survey of student satisfaction....

Institution Strategy

1. Students should be made aware about the NAAC accreditation procedures as well as their feedback analysis system.
2. From the first semester itself, tutors should ensure that all the students have a working email id and they know how to operate it.
3. Departments should conduct end semester feedback analysis from students through online mode. Department level analysis of the feedback should be conducted and remedial action plans need to be elucidated. Effectiveness of the remedial actions implemented should be monitored and refined if required. A regular feedback analysis will help us to find out the shortcomings of our department/institution and also to resolve them in a satisfactory manner.
4. It is also advisable to handle all student needs through the proper procedure alone as it will make the students aware about the system of administration existing in our institution.

Action Plan

1. Student feedback should be collected at the end of each semester and the same need to be analysed by the department in presence of all faculty members.
2. The remedial measures implemented based on student feedback should be informed to the students and the progress of these actions should be monitored continuously.

CRITERION III RESEARCH, INNOVATIONS & EXTENSION

Key Indicators, Institution Strategies and Proposed Action Plan

- **3.1. Research Mobilisation for Research:** The institutional support to its faculty for submitting research projects and securing external funding through flexibility in administrative processes and infrastructure and academic support are crucial for any institution to excel in research. IQAC and research committee of the college should take leading role in providing support in terms of financial, academic and human resources required and timely administrative decisions to enable faculty to submit project proposals and approach funding agencies for mobilizing resources for research.

Institution Strategy

1. Should promote research activities
2. Institute will provide guidance and support to faculty members in doing research and applying for funds
3. A research committee is constituted. The research committee should make sure that academic and infrastructure supports are provided for a faculty who seeks for research projects. The committee should ensure in the flexibility of administrative processes and should give timely administrative decisions to faculty in submitting research proposals.

Action Plan

1. During each academic year constitute a research committee.
2. Research committee should constitute a research policy for the college.
3. Faculty members are encouraged to apply for minor/major research projects under UGC, KSCSTE, DST etc., Research committee will provide all supports to faculty for applying for research projects.
4. An administrative staff should be appointed exclusively for managing the administrative processes in research projects.

- **3.2. Innovation Ecosystem:** The institution should conduct workshop/seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices.

Institution Strategy

1. Should promote and support in conducting workshops and seminars.

2. Financial support should be provided for conducting workshops and seminars.

Action Plan

1. Departments should organize at least one national level seminars, conferences or workshops each year.
2. Each Post Graduate student should present at least one paper in a national seminar
3. Each Post Graduate Department should organize students' seminars.
4. Link of the activity should be given in the website. Total number of participants should be noted.
5. A report of each event should be prepared and copy should be handed over to IQAC.

- **3.3. Research Publications & Awards:** Research acumen in an institution is an evolving feature reflecting various research output with clear records such as - doctoral, post-doctoral, projects, inventions and discoveries, number of patents obtained and number of research publications.

Institution Strategy

1. Encourages faculty members and Post Graduate students to publish their research work.

Action Plan

1. Faculty members should publish papers in UGC notified journals.
2. Faculty should give the details of the publication including *ISSN/ISBN* to IQAC.
3. Those faculty members who are having books or book chapters published should hand over the details to IQAC.
4. PG students should be encouraged to publish papers.

- **3.4. Extension Activities:** Learning activities have a visible element for developing sensitivities towards community issues, gender disparities, social inequity etc. and in inculcating values and commitment to society. The processes and strategies inherent in such activities relevantly sensitize students to the social issues and contexts.

Institution Strategy

1. Conduct a number of extension and outreach programmes in collaboration with industry, community and Non- Government Organisations through NSS, NCC and Women Study Unit.
2. Encourages students to participate in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue etc.,

Action Plan

1. Each department should identify an extension activity at the beginning of the academic year and carry out the activity. The report of the activity should indicate how the activity

was effective in sensitising students to social issues. The report is to be handed over to IQAC at the end of the academic year.

Action Plan for NCC

1. Cleaning and Sanitising exam halls.
2. Local Community Services (Awareness Programme through ward ways.)
3. Neighbourhood Food donation by Cadets individually.
4. Awareness poster making by Cadets.
5. Town Sanitizing
6. Oldage home visiting.
7. Online webinar conducting by Cadets.
8. Awareness speech in Kudumbasree by SW Cadets.
9. Books and study materials donation.
10. Assist to needy student in our own college and on own Locality
11. Activity in collaboration with YRC

Action Plan for NSS

1. Plantation/preservation/ keeping up of saplings of locally available fruits /vegetables/medicinal plants within the campus and in the adopted colony
2. Interview with farmers to identify their problems
3. Celebrate Onam with the people in adopted colony
4. Training on Digital Payments methods to the women in Kollayil Panchayath
5. Visit on an Old age Home
6. Conduct awareness campaign on health to neighbourhood society
7. Cleaning and maintaining College and its surroundings.
8. Conduct Special camping Programme during Christmas vacation
9. Supply food kits to the homeless people in Kollayil Panchayath
10. Social Outreach programme with Red Cross

○ **3.5. Collaboration:** Through collaboration the Higher Education Institutes (HEI) can maintain a closer contact with the work field. It helps keep the academic activities in the HEI in a more realistic perspective and also expand the scope of learning experiences to students. Collaboration can be sought with academic institutions or industry or other agencies of professional and social relevance. The range of activities could include training, student exchange, faculty exchange, research and resource sharing, among others. For making collaborative endeavour impactful it is necessary there is a formal agreement or understanding between the institution and other HEIs or agencies for such activities.

Institution Strategy

1. Collaborative research programmes with institutions of national repute are encouraged.
2. Supports field trips, internship and on the job training of students.

Action Plan

1. The PG Departments should make arrangements to get internships for students.
2. The students who have received INSPIRE scholarship have provisions for doing internships at National Institutes. Guidance should be given to INSPIRE scholars to find out the area of interest and Institutes to carry out their internships.

3. Each Department should arrange field trips to students of each semester.
4. Each Department should produce at least one MOU with other institutions

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

Key Indicators, Institution Strategies and Proposed Action Plan

The adequacy and optimal use of the facilities available in an institution are essential to maintain the quality of academic and other programmes on the campus. It also requires information on how every constituent of the institution - students, teachers and staff - benefit from these facilities. Expansion of facilities to meet future development is included among other concerns.

KEY INDICATORS

- 4.1 Physical Facilities
- 4.2 Library as a Learning Resource
- 4.3 IT Infrastructure
- 4.4 Maintenance of Campus Infrastructure

4.1 Physical Facilities

Adequate infrastructure facilities are keys for effective and efficient conduct of the educational programmes. The growth of infrastructure thus has to keep pace with the academic developments in the institution. The other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra-curricular and administrative activities. A provision of expenditure in the budget is made annually for maintenance and replenishment of physical facilities which will ensure their availability on a continual basis.

Institutional Strategy

1. Budget allocations should be given for infrastructure development.
2. On an annual basis requirements in terms of infrastructure are to be assessed and reported properly through various mechanisms to the higher authorities.
3. Various committees are formed to manage and optimize the use of common amenities and facilities.
4. Amenities reserved for departments are to be monitored, managed and maintained by the departments itself.
5. Head of the departments should report any required aid to the respective committee for updating.
6. Bodies like Academic committee, Library Committee, ICT Committee should ensure optimal use of facilities like books, classrooms, IT Tools etc.
7. The Planning Board, Purchase Committee, PTA and the College Council should efficiently interfere with the fund resourcing and execution of infrastructure enhancement in transparent and efficient manner.

8. Proposals are to be prepared by these committees without any delay and should be submitted for the approval of the college council.
9. PTA, a statutory body of the college, should be made an active participant in proper maintaining of the system.
10. IQAC should monitor and ensure the optimal use of physical facilities available.

Action Plan

1. Annual audit of requirements should be done at department level and college level
2. Requirements are to be submitted by each department at the end of the academic session annually.
3. Upgrading laboratories.
4. Upgrading language lab.
5. More facilities to be added for making the campus friendly for differently abled.
6. To develop a smart classroom turned theatre with facilities of performing and screening for including visual teaching aids.
7. More ICT facilities to be added.
8. Upgrading of gym with more equipment and a spacious room.
9. Long term plan for a multipurpose indoor stadium.
10. Setting up a state of the art fitness centre for students.

4.2 Library as a Learning Resource

In the present age of information explosion, an academic library plays an essential role in the teaching and learning process by offering the best possible processes, services, and resources. Libraries have been regarded as a place of information storage, information retrieval, and information dissemination. Evaluation of a library is an essential part of the accreditation process where learning resources, services, management, and use of technology are properly monitored. The National Assessment and Accreditation Council (NAAC) a selfgoverning body set up by the University Grants Commission (UGC) of India has certain criteria to evaluate and authorize establishments of higher education in the country, including its libraries, to enhance the optimization of resources and knowledge dissemination among the academic community.

Institutional Strategies

1. The Library should be computerized/digitised with an upgraded version of existing software or install a new software having good features.
2. There should be a provision for Web OPAC facility to access library resources from everywhere.
3. The institution should set up a Digital library/ Institutional repository at the central library as early as possible.
4. The college academic calendar as well as the college website should have proper and ample information about the library collection and services offered.
5. The institute should ensure optimum use of both hardcopy and digital resources available in our library. N-LIST usage policy has to be formulated for the entire academic community in the college.

6. The library should provide internet, reprographic, and printing facilities to different user groups and develop special collections and services for differently-abled students.
7. There should be initiatives to provide training programs/ certificate/diploma/Add-on courses.
8. Besides the syllabus oriented collection at the library, we should also purchase general and specific collections (eg: self-help series, Human rights).
9. The library should subscribe to high-impact journals, ensuring the availability of journals from the UGC-CARE list and journals approved by the Board of studies.
10. The institution should ensure the installation and use of plagiarism checking software in the library.
11. The library should conduct seminars/conferences/workshops for all stakeholders in the college.
12. The library should organise college level and Inter-collegiate competitions for students
13. The institution should provide enough support to library to conduct programmes in collaboration with colleges as well as other universities
14. The library should extend extension services to the public too.
15. There should be a Suggestion box and other provisions to get a timely online response and feedback.
16. The authority should take steps to change the library as a learning resource centre.
17. The college authority should take necessary steps for creating e-copy of the existing documents and records to retrieve data timely and ensure smooth conduction of stocktaking.
18. There should be a facility to display new arrivals and circulate its list to concerned departments.
19. The library should have facility conduct book exhibitions and Book talks associated with it.
20. The institute should ensure the deployment of trained staff (as per staff pattern) who have computer knowledge for the proper functioning of the library.
21. The Library Advisory Committee should monitor the increase in resource use (both direct use and e-resources) by students and teachers every two months and take effective steps to encourage reading. Ensure student participation in the Library Advisory Committee also. Form an ad-hoc committee with a minimum of four members to ensure proper planning, implementation, and continuous evaluation of each work until its completion.
22. The institution should start consultancy/referral services at the library.
23. In addition to creating a VIDWAN profile for each faculty member as per the UGC circular, a Google profile also should be created for the institution to get more web visibility.
24. The institution should encourage students' creativity and give them space in the library to exhibit their works. Schemes like "Earn while you learn" should be promoted among students.
25. The institution should give permission to the library to prepare students' talent profiles when admitted to the college and conduct training programmes to encourage them.
26. The institution authority should plan for a new building. Also, take steps to move on to centralised library system according to government rules. Steps should also be taken to provide a good reading ambience for the users, including enough furniture.
27. The library should have provision to offer specialised services like SDI.
28. The library could purchase more subject-specific databases, especially for PG departments and encourage taking membership in networks and consortia.

29. The authority should give provision for library web portal/gateway to offer more webbased services and user education.
30. The college library should also work towards becoming content contributors for different repositories.

Action Plan

1. The availability of a wide variety of library automation software to suit the varied needs of libraries reflects the progress libraries have made in automating procuring, processing, and providing information sources. Installation and customisation of suitable software for library automation will significantly reduce manual operations and enable professionals to dedicate more time to do new services and training programmes. Version 2.0 of Grandha Library Management Software was installed in the library in 2011, and steps started to upgrade the same with the latest version, 4.0. The quotation received from the software developer has been examined and asked to incorporate facilities like SMS/Email alert. The up-gradation work, including data entry of new books, students list, and barcoding books, should be completed this academic year.
2. Web OPAC is a library catalog accessible on the web. Users can search for the required information by connecting to the Uniform Resource Locator (URL) of Web OPAC anytime from anywhere in the world. It facilitates the users to get the bibliographic details of holdings in our library. According to the subject content, the library books and other reading items are arranged with a classified number in this system. Some of the significant services available through Web OPAC are library catalogue search facility on the entire database, group-wise restricted access for users and guests. Here remote access to subscribed resources will be established with the help of Free Open Source Software. The status of book availability, whether it is issued, lost may be understood. Implementation of the Web OPAC facility in the library should be planned to complete this academic year.
3. Institutional Repository collects, organizes, preserves, and disseminates data from our institution or about our institution published somewhere. Old and rare materials exist as copy left can be added to that. It provides services and technologies that offer the mediums to gather, handle, access, spread, and archive digital materials generated in an organization. D Space is the most suitable digital library software, and we have already received a quotation from the service provider in 2019 itself. The server computer with at least four terminal computers has to be arranged for beginning the work. All documents, including articles, reports, projects, calendars, magazines, lecture notes, videos, photos, published articles, theses, and manuscripts, can be digitized and accessed online in a private network for our institution.
4. All updated information about library functioning, resources, services, and rules should be given in the college calendar and website.
5. There should be a well-designed library portal connecting links to the Web OPAC can direct users to e-resources and metadata of library resources in addition to a wide variety of selected open access resources in public domain. Tutors should encourage students about the importance of reading in order to understand their subject.
6. Special Library hours should be arranged for an interaction between the librarian and the students. Such sessions would give them an idea about conventional and e-resources available in the college library. The Best Library User award can be started from this academic year to motivate the students and staff.
7. A policy should be formulated to become one of the top 10 colleges in India in N-LIST usage. Every month INFLIBNET releases usage statistics of colleges all over India, and the topmost users of e-resources will be ranked from 1 to 10. Most of the autonomous, A+ & A grade colleges in Kerala are included in the consolidated list prepared annually.

INFLIBNET monitors the number of hits per day, usage rate, and downloads in each college module. All students and teachers should be informed about the benefits of use and how it calculates for institutional ranking. Teachers can instruct them to write at least two N-LIST resources in their assignments as references. Through tutorial sessions and library hours also students should be encouraged. Websites must have provision to directly link to N-LIST, which will also help get more hits in statistical records. If possible, the best user of the year award could be instituted for teachers and students.

8. Internet, Reprographic, and printing facilities to different user groups should be given. In the library, paid services could be offered at a minimum rate to a certain extent.
9. NGOs like Chakshumati are working in association with libraries for the well-being of the blinds. Federation of the Blind offers free access to their recorded resources and welcomes others to work with them voluntarily to create audiobooks. Computers with Screen Reading software, should be arranged in the library for blind and partially blind students. The National Institute of Visually Handicapped (NIVH) (Ministry of Social Justice and empowerment, Government of India), UGC-HEPSN provides funds for establishing a Resource Centre for the Differently Abled (RCDA) persons. Possibility of a funded project to cater to the needs of the differently-abled students in college and public has to be considered and discussed in the Library Advisory Committee.
10. The library should have facility, staff assistance and freedom to take initiative to provide Training programs/ certificate/diploma/Add-on courses for different categories of users. As an initial step, personal health and hygiene-related certificate programs, Diploma in Computer Application, and add-on course in Research & publication ethics can be started. We could utilize the service of both internal and external faculty as resource persons. Training for teachers in the development of Educational Videos will help them in academic work. The financial requirement for conducting courses can be met by collecting a nominal amount as a registration fee.
11. Purchase of general and specific collections in addition to syllabus-oriented collection development. In addition to purchasing books suitable for university courses, special collections can be procured according to different course requirements. Award-winning works at the international level and outstanding publications in vernacular languages should be purchased.
12. Since all teaching-learning processes are going digital/online in this world, primarily due to pandemics, we should consider the digital subscription of high-impact subject journals rather than print their versions. It should be opened up for all stakeholders via user ID/ Password through the library portal or a private network owned by the college. UGC-CARE list, Board of Studies approved journals, and high impact journals should be preferred for the subscription. The HoDs should forward the final list of journals for purchase to the authority before October 31 every year. In addition, they are free to share requests/suggestions to purchase general/specific purpose magazines/publications focus on CS-UPSC/SSC/PSC examinations.
13. We should avail the service of Plagiarism checking software 'Turnitin' from N-LIST upon request from the college. This suggestion was made by the resource person Dr. Sadikh Batcha during a webinar organised by the Central Library in association with IQAC on 8/4/2021. Form an ad-hoc committee to discuss and plan future steps regarding this matter.
14. Seminars/conferences/workshops should be conducted for students, teachers, and nonteaching staff in the college. We should arrange for more Information literacy sessions for students. Departmental coordination and collaboration is indispensable in organising such programmes since other skilled/trained library staff or students are not there for working in the library.

15. The institution should help library to organise college-level/intercollegiate reading/writing competitions bimonthly for students, and tutors should encourage them to participate. A teacher representing a department should be an intermediate between the student group and library to ensure at least 10-15% of their students are active in competitions.
16. The institution should take interest to sign MoUs for establishing cooperation between institutional libraries, including university library within and outside the University, for resource sharing and conducting training programmes.
17. Library Loan services should be offered to parents who are interested. Similar service could be extended to institutions for the physically challenged near the college for sharing books from June to March every year.
18. All students should be aware that they can send requests, grievances, and feedback via official email to the library. Feedback collection using structured online questionnaires could be adopted as an alternative.
19. A plan for converting the library as a learning resource centre, is in active consideration of the authority of the college. It should be implemented in two phases. Components like digital repository, learning facility with the support of software for language lab, reference management software module, recording audio books, e-content generation, editing, facility for viewing classic films and documentaries, server computer with a huge collection of e-books and journals, Web OPAC terminals, system with screen reading facility and Kindle for promoting reading will be in the centre. Internet browsing, project help, question paper-calendar-college magazine archive, and papers published by the faculty will be part of the centre.
20. Stock-taking is a time-consuming and laborious task since we do not have a maintained softcopy of all registers kept in the library. Most of them are very old and damaged. Managing and maintaining them is another challenge for the library staff. So steps should be taken to convert all important registers to e-copy (MS Excel file) for timely completion of stock-taking and all related works. Additional staff could be entrusted with the job required for completing this work within a specific time period in the library.
21. There should be a facility to display and circulate all newly arrived books, journals, and magazines and a systematic method to circulate its table of contents to the academic community. The images with a review/content note should be given in the library portal.
22. With the support from the concerned departments, Book exhibitions should be conducted in connection with the observance of important days related to science, environment, literature, or general.
23. Since the library is working as a user-centered service organization that focuses on patron satisfaction, adopting up-to-date technology provides one of the best means to reach library goals. A general mindset of authorities neglecting the library from providing necessary equipment and skilled staff has always been a curse to academic libraries. These inadequacies reflect in facilities and services offered by the library and indirectly affect the overall development of the institution and academic community. Since we use the state government/UGC fund to purchase all resources, it is a vested responsibility to take necessary action to ensure the library benefits all the stakeholders. Enough staffing as per government norms should be given to the library full-time to extend working hours, arrange shift systems, and focus on NAAC re-accreditation related works.
24. A library committee should be a group of members who are really interested in library matters. It has to be a forum for open discussion of all matters related to budget allocation, purchase, services, rules, stock taking, staffing, and planning for improvisation based on user feedback. Over some time (every three months), the usage

rate should be examined, suggesting remedial plans if not found gradual progress in it. More student representation has to be there in Library Advisory Committee. It should have a platform to know students' needs and requirements, where the library lacks and their expectations from the library. The Committee should monitor the increase in resource use (both direct use and e-resources) by students and teachers every two months and take steps to encourage reading. Form an ad-hoc committee with a minimum of four members for proper planning, implementation and ensure the continuous functioning of each task, and progress reports should be prepared every month. There should be a continuous evaluation to improvise accomplished tasks according to change in use patterns.

25. If we plan to start referral service in the library for different user communities (women, adolescents, SC/ST students, physically challenged, and queries on general health), that will definitely function as a help desk in the college.
26. If a space is allotted in the library for exhibiting students' creative works for a specific time it will be more encouraging. The chance to exhibit undisclosed creations before friends and teachers prompts students to be actively connected with the library and in its activities.
27. Different activities under the scheme "Earn while you learn" could be offered to students, especially those who come from a poor financial background. Major works are the following.
 - i. Classified arrangement of books on shelves
 - ii. Binding and digitisation of documents
 - iii. Content curation and e-file preparation
 - iv. Stock-taking
 - v. Organising activities like monthly quiz
 - vi. Preparation of profiles for all subjects with its latest developments
 - vii. E-content creation
 - viii. Work for offering current awareness service daily for UPSC/PSC job aspirants
 - ix. Distribution of contents related to job/higher studies opportunities, scholarships, and internships among students' groups.
 - x. Collection of Information about conferences/seminars/refresher courses/short term comes in specific subjects and circulates in a specific format every week to academic community
28. These services bring constructive changes to library services with students' participation and engagement. Students could be encouraged to take up part-time jobs at the library. They should be paid a small incentive for this. Activities like Book club and NDLI club allow students to chat about books, engage in reading and create a strong reading culture.
29. As part of VIDWAN- a UGC initiative for creating a directory of subject experts all over India, We have to input detailed profiles of our faculty in a specific format in order to get included in the panel of experts in the concerned subject. The web presence of an institution is one of the factors of its popularity. One of the criteria of the Institutional ranking framework is the web influence of an institution. Creating an institutional Google profile visible to the public incorporating all publication details of faculty will be a web record that reflects the institution's research excellence before the world.
30. An initiative should be taken to create the talent profile of newly admitted students. The profile may include hobbies, talents and achievements that they have. This will help the library arrange programmes for specific talent groups in the whole college irrespective of UG/PG. Their improvements could be collected through a feedback system. How much our institution would help to polish their talent when they reached the final

semester would be an achievement for the institution and evidence of the work put in by the institution.

31. The library's location should be where students can easily reach whenever they want. It should be built somewhere at the centre of the institution with extendable space options. Our library is functioning in a building which was constructed for class rooms. So all newly accessed books are handed to departments every year. It is a reason that seriously affects the students' and teachers' visits to the library. The government order (G. O. 169/94 H.Edn. dated 22/11/1994) abolished department libraries in academic institutions and supported centralising library collection and services in the year 1994 itself. Nevertheless, we are still in a state to continue the system practiced 26 years back. It is high time to think about constructing a new building for the central library to preserve its collection and offer more user-friendly services meeting the expectation level of the academic community. Library ambience should be made user-friendly, they should feel relaxed, comfortable, and safe. It should be spacious and well-lit. The internal arrangement should be comfortable with flexible seating for different category users.
32. SDI is a particular type of current awareness service. It is a more personalised service for research scholars or those in project work or anything like that. Every piece of information related to the given topic will be kept as files and transferred in the desired format/preparation of the bibliography of the subject. This service is possible only when enough skilled staff is provided in the library. It supplies each user with the references of documents to their predefined areas of interest, selected from the document published recently or received during a particular period.
33. The institute should look forward to becoming a part of networks like DELNET/library consortia/British library, to get more resources at an affordable rate. Steps should be taken in this direction. Print/digital copies of costly articles can be had through their nominal/free rate services. Subscription of specific subject databases can also be done for PG departments.
34. A web portal/ gate way is a single access point to information that provides more webbased services and user education with the facility of searching multiple resources. Library portals typically provide a gateway to an institution's resources by listing them and creating a direct link to the interface of each resource. It enhances the value and function of electronic resources offered by an institution. A provision to search multiple databases at a time using a federated search engine can be given to search across different metadata schemes, and other formats such as MARC, Dublin Core, and deliver results in acceptable response times. Search is possible in different material formats, such as bibliographic records, full text, graphics and multimedia files and objects. Web portal has features to integrate and manage information and generate view records and downloads. Information literacy course offered from the library improves students' views of the library Web portal.
35. The institution should take initiative in preserving information generated from our institution in our digital library at first. Further we could allow the National Digital Library, arXiv to harvest metadata from our institution.

4.3 IT Infrastructure

The institution adopts policies and strategies for adequate technology deployment and maintenance.

Institutional Strategy

1. ICT Committee should be constituted for the assessment and maintenance of IT Tools.
2. ICT Committee should prepare and submit required proposals without delay to the college council for approval.
3. Availability of the ICT facilities and other learning resources for academic and administrative purposes should be monitored and ensured by the committee.
4. The staff and students should have access to technology and information retrieval on current and relevant issues.
5. Constant feedback system from students about the facilities provided.

Action Plan

1. Number of classrooms with Wi-Fi access should be increased.
2. All PG classrooms should be upgraded to smart classrooms with proper connectivity and gadgets.
3. More classes are to be upgraded into smart classrooms.
4. College level LMS System to be developed.
5. E-Content development facilities to be developed within the campus.

4.4 Maintenance of Campus Infrastructure

Having adequate infrastructure is not enough for effective institutional functioning, but regular maintenance and periodic replenishment of infrastructure is essential. It is necessary that the institution has sufficient resources allocated for regular upkeep of the infrastructure and there are effective mechanisms for the upkeep of the infrastructure facilities; and promote the optimum use of the same.

Institutional Strategy

1. Budget allocation of funds is provided under various heads for proper maintenance and utilization of amenities.
2. Institutional level committees should be constituted on time for the proper maintenance of the facilities available in the institution.
3. Transparent system should be assured by the committees to smoothen the upgrading and maintenance of facilities.
4. Management and PTA funds should be effectively utilized in a transparent way.
5. Requested requirements should be forwarded for the approval of the college council.
6. Requirements should be reported by departments in charge to the respective committees without delay.
7. Department HOD should verify and clear department stock round the year.
8. Regular maintenance of equipment should be ensured by concerned committee/department/ teacher/employee in charge.

Action Plan

1. To mobilize more fund for infrastructure augmentation.
2. To include alumni more actively in infrastructure development.

CRITERIA V

STUDENT SUPPORT AND PROGRESSION

Student Support and Progression

The highlights of this Criterion V are the efforts of an institution to provide necessary assistance to students, to enable them to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression. It also looks into student performance and alumni profiles and the progression of students to higher education and gainful employment.

The focus of Criterion V is captured in the following Key Indicators:

5.1 Student Support

Student Support facilitating mechanisms - like guidance cell, placement cell, Grievance Redressal cell and welfare measures to support students. Capacity building and skills enhancement initiatives taken by the institution include the following

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

Guidance for competitive examinations and career counselling offered by the Institution during the year.

Institutional Strategy

Specially designed inputs are provided to the needy students with learning difficulties. Provision is made for bridge and value added courses in relevant areas. Institution has a well structured, organized guidance and counselling system in place. Students benefited through scholarships, freeships and other means should be identified by HEIs. Institutions can opt capacity building strategies or programmes or courses. Implementation of guidelines of statutory/regulatory bodies - Organisation of 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

Action plan

The tutor should ensure to record the details of scholarships and freeships availed by each learner (both UG and PG separately) in the current academic year

- ✦ Should keep a record of each students availing respective scholarships/freeships given at the state level, national level, international level - in an excel file that contains
 - the respective learners candidate code approved by the university
 - name of the learner
 - name of the scholarship availed
 - the total amount received by the learner.
 - This data should be maintained within the department for final departmental SSR (Departmental NAAC file) of a particular academic year.
 - *(The scholarships given at the institutional level and management level should not be included here).*
- ✦ The tutor should also have another excel file that contains
 - the level of the scholarship, ie, state, national or international
 - name of the scholarship
 - number of students availing the respective scholarship (UG and PG separately)
 - the total amount received for the same in the current academic year (UG and PG separately)
 - This consolidated data of both UG and PG students of the respective academic year should be given in departmental AQAR to IQAC for final consolidation of the AQAR of an academic year.
 - A screen shot/mail confirming the status of approval of the scholarship or freeship and the amount credited in their bank account can be collected from the students and documented by the tutor.
- ✦ A teacher shall be given the charge of a convener/coordinator for conducting soft skill training, language training, Life skills like yoga, physical fitness, health and hygiene, and ICT training (one teacher/facilitator for each skill mentioned)

- † The convener of a club or committee can coordinate programmes based on above listed activities or can be conducted by an individual department/departments can conduct the same, with a specific teacher in charge of it.
- † The focus should be on enhancing the aptitude and attitude of the learner in the above listed skills
- † These programmes can be conducted as an add-on course.
- † The activities in these programmes should include lectures, practice sessions, creative assignments, short quiz or tests – after the conduct of each activity, feedback should be taken from the participants and data should be recorded – the teacher in charge can also have additional teachers for assistance
- † In the present pandemic situation, the activities should be planned and implemented by taking several parameters like internet availability, how to avoid zoning out of the participants, etc into consideration
- † These programmes can be conducted both at the department level and at the institutional level
- † MoUs can be signed with external agencies/consultants for advanced facilitation of these capability enhancement programmes
- † These programmes should be carried out every year and subsequently new programmes can be added along with the older ones
- † The coordinator should have a record of
 - ★ The name of the capability enhancing scheme
 - ★ Date of implementation
 - ★ Number of students enrolled (name and candidate code of the students should be maintained with the coordinator/in the department alone)
 - ★ Name of agencies or consultants involved
 - ★ The above mentioned detail should be given to IQAC for AQAR consolidation
- † The details and other documents like events of these schemes and photographs must be uploaded to the institutional website and the link must be shared in the AQAR document as well as final IIQA
- † The career guidance cell, equal opportunity cell, nss, other clubs and committees and individual departments should conduct training sessions, guidance and counseling for students aspiring to appear in the competitive examinations
- † The schemes implemented should include brainstorming sessions, frequent mock tests based on short modules of an exam or a paper, peer learning, mock interviews (as and if required for UPSC and KASE examinations), sessions and guidance for self study
- † Should provide material, question bank, e-notes, links to useful site
- † The teacher should be there as a facilitator for asynchronous engagement in the present Covid scenario
- † The scheme should be conducted annually
- † The record of students who passed the examination and number of students who got placed should be maintained
- † The teachers can be an active member of the alumni to track the placement of students
- † The data to be documented is and given to AQAR and final IIQA is
 - ★ Year of implementation/conduct of the programme
 - ★ Name of the activity that offers training/guidance/counseling
 - ★ Number students enrolled (name and candidate code should maintained for institutional reference and final IIQA)
 - ★ Number of students who passed the examination
 - ★ Number of students attended career counseling

- ✦ Number of students who got placed through campus placement
- ✦ Should be updated in the institutional website
- ✧ Should have an institutional policy against ragging and sexual harassment as per the guidelines of the statutory bodies
- ✧ The policy should be displayed in visible parts of the institution and institutional website
- ✧ Anti-ragging cell, Internal Complaints Committee, Gender Justice forum, SC/ST minority cell, human rights forum should ensure a transparent mechanism for receiving grievances and redressing them in a time bound manner
- ✧ The contact details, including the email id of the convener of above mentioned committees should be provided in the annual institutional handbook and must be displayed in the display board containing the above stated policy
- ✧ Awareness programmes/classes against such incidents should be conducted periodically, along with expert lectures by law officials, medical professionals, counsellors, etc.
- ✧ Regular meetings should be held and the minutes of the meeting should be recorded
- ✧ In the event of a grievance, the nature of the grievance should be analysed and the same must be handed over to the respective redressal cell – a two or three member panel should be appointed to look into the matter – analyse the issue at hand through a rationale perspective, at the same time ensuring transparency and expedite the redressal process.
- ✧ All these should be documented along with the minutes of the meetings held

5.2 - Student Progression - The Institution's concern for student progression to higher studies and/or to employment is a pertinent issue. Identify the reasons for poor attainment and plan and implement remedial measures.. The institutional provisions facilitate vertical movement of students from one level of education to the next higher level or towards gainful employment. Student qualifying for state/national/international level exam or competition should be identified by HEIs.

Institutional Strategy

Optimum strategy should be devised by the institution for promoting career advancement for the learners. Sustainable good practices which effectively support the students facilitate optimal progression Average percentage of placement of outgoing students during the last five years – year-wise documentation of - the number of outgoing students placed, progression to higher education, students qualifying in state/national/ international level examinations (like JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/Civil Services/State government examinations, etc.)

Action Plan –

- ✧ Career Guidance Cell should organize On Campus placements and facilitate Off Campus placement participation of the learners
- ✧ The Cell should collaborate with industries/IT firms to conduct On Campus placement drive within the institution and also in an Off Campus mode
- ✧ Departments/Tutors should track the progress of students through a well functioning Alumni group
- ✧ A student alumni should be assigned the task of a gathering the data of the progress/ placement of students from a particular programme
- ✧ Regular contact with atleast one alumni is essential for this purpose

- † Data to be recorded is List of –
 - Specify the nature of placement – On campus or Off Campus
 - Name of the student placed with contact details
 - Programme graduated from the insitution
 - Name of the employer with contact details
 - Number of students placed
 - Pay package at appointment
 - These should be given to IQAC for consolidating the AQAR and the details of the student along with a copy of appointment letter should be kept in the department
- † Departments/Tutors should track the progress of students through a well functioning Alumni group
- † A student alumni should be assigned the task of a gathering the data of the progress/placement of students from a particular programme
- † Regular contact with atleast one alumni is essential for this purpose
- † Data to be recorded is List of –
 - Year of graduation from the institution
 - Number of the students progressed to higher education from a specific department
 - Programme graduated from the insitution
 - Name of the institution in which higher education is sought
 - Name of the programme admitted to
 - Name of the students can be filed in the Department NAAC file
 - These should be given to IQAC for consolidating the AQAR and the details of the student along with the ID card or admission details should be kept in the department
- † Departments/Tutors should track the progress of students through a well functioning Alumni group
- † A student alumni should be assigned the task of a gathering the data of the progress/placement of students from a particular programme
- † Regular contact with atleast one alumni is essential for this purpose
- † In case of regular students who pass the above mentioned examinations, their details like number and name of students, name of the exam passed, date of publication of the results should be recorded
- † Proper guidance and counseling must be provided for aiding them to clear the next level
- † Data to be recorded is List of –
 - Year of graduation/study presently from/in the institution
 - Registration number of the student who qualified the examination
 - Name and number of the students qualifying examinations at the state/national/international levels
 - Programme graduated/currently undergoing from/in the insitution
 - The students who cleared the examinations should be listed under specific name of the respective examination like NET, SLET, JAM, GATE, etc
 - These should be given to IQAC for consolidating the AQAR and the details of the student along with the ID card or admission details should be kept in the department

5.3 - Student Participation and Activities - The institution promotes inclusive practices for social justice and better stakeholder relationships. The institution promotes value-based education for inculcating social responsibility and good citizenry amongst its student

community. The institution has the required infrastructure and promotes active participation of the students in social, cultural and leisure activities.

Institutional Strategy

Encouraging students' participation in activities facilitates developing various skills and competencies and foster holistic development through value-based education, promoting code of conduct, documenting the list of student achievements (year-wise) - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution

Action Plan

- ✚ Students should be encouraged to participate in various sports and cultural events within and outside the institution
- ✚ Events/programmes pertaining to the same must be held frequently to facilitate the learners to showcase their talents
- ✚ Sports club, dance club, music club, media club, theatre club, etc can actively organize such events
- ✚ The learners should be encouraged by providing cash prize, certificates, etc to the winners/winning team
- ✚ Talented students/team should be provided additional training or guidance to compete in the state/national/international level
- ✚ The conveners of the respective clubs or committees mentioned above or the departments should document the following data
 - Year of award received by the student/team for a sport/cultural event
 - Name of the award received
 - Award received at the state/national/international level
 - Specify the category in which the award is received – sports/cultural
 - Name of the student
 - E copies of the certificates of awards received must be documented and kept in the department
 - The record of participation of students in the various sports/cultural events organized by the institution or by other institutions should be documented

5.4 - Alumni Engagement

The Alumni are a strong support to the institution. An active Alumni Association can contribute in academic matters, student support as well as mobilization of resources – both financial and non financial.

Institutional Strategy

The institution nurtures the alumni association/chapters to facilitate them to contribute significantly to the development of the institution through financial and nonfinancial means. Alumni should be regarded as an integral part in the holistic development of an institution. An Alumni portal shall be enabled through the institutionalised website so that alumni can register freely and their data can be continuously updated

Action Plan -

- ✚ The institution should have a registered body of alumni

- † Can have subject specific registered body of alumni
- † A teacher/teachers of a department currently working in the institution and a regular student/students should be assigned the charge of holding annual meeting
- † The in charge should document and file financial contribution or contribution in kind received from alumni in an academic year
- † There should also be a record of minutes of the alumni meetings held

CRITERIA VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

Key Indicators, Institution Strategies and Proposed Action Plan

Effective functioning of an institution can be gauged by the policies and practices it has evolved in the matter of planning human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership.

6.1 Institutional Vision and Leadership

Effective leadership by setting values and participative decision- making process is key not only to achieve the vision, mission and goals of the institution but also in building the organizational culture. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflects the institutions efforts in achieving its vision.

Institutional Strategy

The vision and mission statement of the institution must reflect in the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Action Plan

- † The vision and mission of the institution is stated and displayed in the institution in a visible place
- † The vision and mission statement must be printed in the handbook and important academic and administrative audit reports
- † Every action plan devised, both at the academic level and at the administrative level must stem from the vision and mission of the institution and every activity must stay true to the integral vision of the institution - action plan must specify how far it is inculcating the essence of the vision and mission – a strategic plan for a period of five years (2017-19 as per the RAF 2019 and revised as per 2020 RAF) should be devised
- † Each statutory, academic and administrative club, committee or cell – along with Management, administrative council, governing council, academic council, finance committee, IQAC - should have a vision for its purpose of functioning and the same

must be specified in the handbook, document/record of activity conducted in a specific year and in the institutional website – they should conduct meetings regularly to analyse, device and conduct activities

- ✦ The details of the of conveners/members of each statutory, academic and administrative club, committee or cell of the current academic year, along with their photographs should be uploaded in the institutional website
- ✦ A record of the activities/programmes/events conducted must also be updated in the institutional website
- ✦ The action plan for these committees will be given by IQAC every year and they will have to devise a plan of action suitable to the integral functioning of the committee – they are required to document each and every activity conducted, document the minutes of the meeting and send an annual report of the activities conducted during the current academic year
- ✦ Should ensure the participation of students and give them opportunities to conduct activities for developing their effective leadership qualities and take regular feedback after each activity and the same should be documented
- ✦ Every activity should be transparent – academic and administrative integrity is to be maintained
- ✦ The institution works in tandem with the policies formulated by the management
- ✦ The administrative council (IQAC and college council) should oversee the implementation of the policies and the day to day activities
- ✦ The heads of the various departments should be authorised to independently conduct the day to day functioning of their department in consultation with the faculty members
- ✦ Both the academic and administrative staff must be included to gather their opinions and concerns in the staff meeting
- ✦ Feedback from all the stakeholders must be taken twice or thrice a year to make them a part of the decision making process
- ✦ Student participation in the governance of the college through student council, statutory bodies and various clubs and committees must be ensured
- ✦ The plan chalked out must be carried forward for deployment according to the policies – infrastructural development, academic and administrative development
- ✦ Should implement Management Information Software and ensure its smooth functioning

6.2 Strategy Development and Deployment

The leadership provides clear vision and mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of the institutional provisions.

Institutional Strategy

The institutional Strategic/ perspective plan is effectively deployed - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures - Implementation of e-governance in areas of operation

Action Plan

- ✚ The plan chalked out must be carried forward for deployment according to the policies formulated by the management and the college academic and administrative council – infrastructural development, academic and administrative development
- ✚ Curriculum Development
 - Institution should have a proper mechanism to implement the curriculum prescribed by the university
 - Must work according to the institutional academic calendar
 - Take academic audit in the middle of a semester and at the end of a semester in a programme
 - A proper lesson for each module of a course in a programme must be devised to ensure effective curriculum delivery
 - CLMC and DLMC must work in tandem to ensure the same
 - Take feedback from the stakeholder – students
 - Teaching and learning
 - Ensure the delivery of an Outcome based curriculum
 - Follow a student centric approach
 - Follow the mentor-mentee system
 - ICT enabled teaching-learning with increased mentor-mentee interface
 - Implement peer teaching, collaborative teaching, etc
 - Examination and Evaluation
 - Ensure the conduct of Continuous Internal Evaluation (CIE) according to the academic calendar
 - Ensure validity, reliability, objectivity and fairness in CIE are the hallmarks of the reforms - warrants a transparent and robust evaluation and the grievances are redressed in a time bound and efficacious manner
 - The PO, PSO and CO are also communicated to the stakeholders
 - Give remedial classes for weaker students
 - Provide opportunities for the advanced learners to enhance their knowledge level through internship programmes, industrial field visits, projects, etc
 - Research and development
 - The institution should promote research oriented development by motivating the teaching faculty as well as the students
 - The faculty members must be encouraged to submit research proposals to various funding agencies
 - Collaborative research programmes with institutions of national repute must be brought in
 - The faculty members must have their publications in UGC recognised journals to promote the research ambience
 - Library, ICT and Physical Infrastructure/Instrumentation
 - Augment the infrastructure - Build a library building, digitalise the available and old books, construct a PG Block
 - Fully functional computer lab with the latest and updated software
 - Implement MOODLE, LMS for effective online teaching
 - Build a media centre
 - Encourage faculty members and students to access N-List journals more often
 - Funds allocated for the same must be utilized in this regard
 - Human Resource Management

- Regular workshops must be conducted for the teaching staff for academic and professional enhancement
- Must hire adequate and competent administrative staff to ensure the smooth functioning of the
- The Administrative staff should be made technologically competent by providing them with classes on office automation - attend the training programmes related to SPARK and GAIN PF and e-governance systems introduced by the Government of Kerala.
- Take timely feedback from teachers and administrative staff – analyse and implement remedial measures

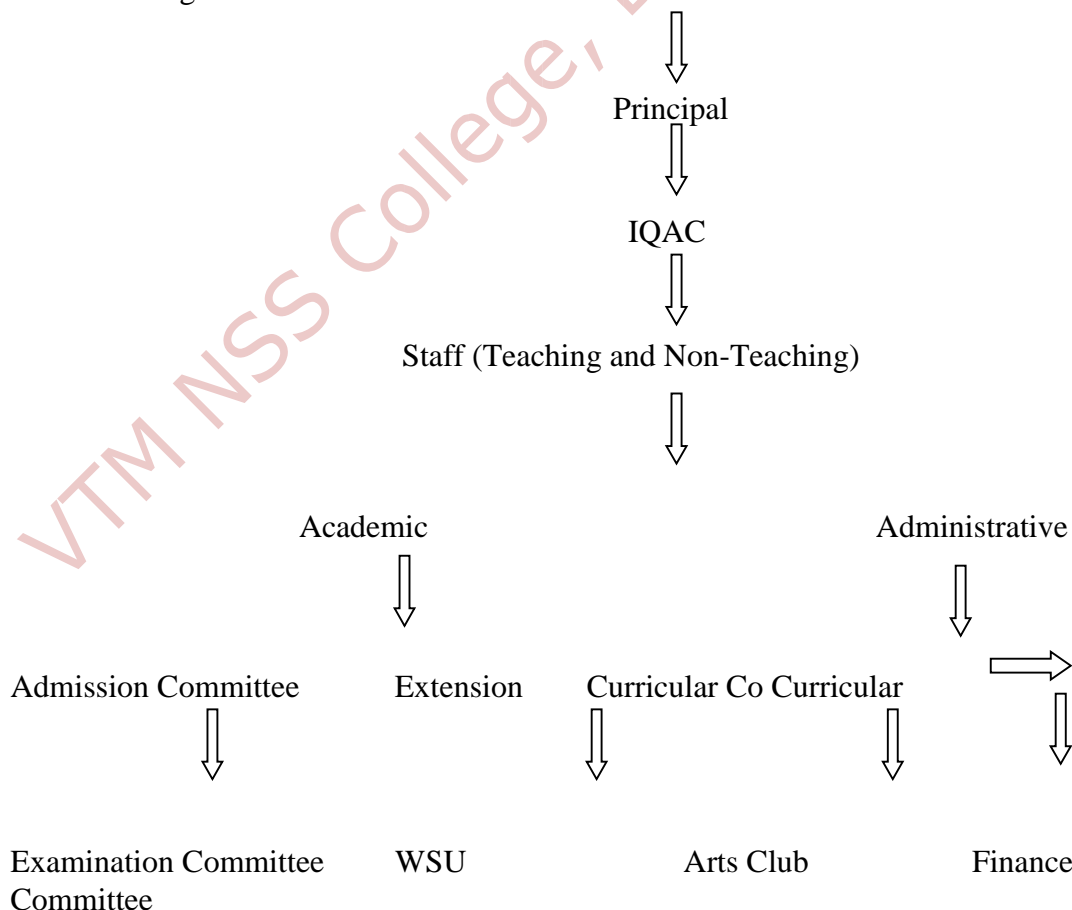
† Industry Interaction/Collaboration

- Provide opportunities for the learners to enhance their knowledge level through internship programmes, industrial field visits, projects, etc
- Conduct of WWS, ASAP
- Library internships
- Collaboration – academic linkages with Government or Non-Government Agencies

† Admission of Students

- The admission procedure should be followed by the Institution in strict adherence with the University regulations
- The system should be transparent and judicial
- The procedure must be made hassle free as per the instructions from the university

† Organogram of the institution - An effective functioning of the institution with Management



Library Committee Committee	NSS	Sports	Purchase
Examination Cell	NCC	Theatre Club	PTA
Career Guidance and Placement Cell	SC/ST Minority Cell	Literary Club	Grievance Cell
Academic Committee	Equal Opportunity Cell	Skill Development Training	Alumni
PG Forum	Human Rights Forum	Nature Club Biodiversity Club	
WWS	People's Planning Forum	Environment Club Kerala Literacy Mission	
ASAP			

- ✦ A detailed working policy for each and every clubs, committee and cell should be provided to the convener and the members
- ✦ These bodies should abide by the vision and mission stated in the policy and aim towards a holistic development of the learners
- ✦ Should celebrate important days – regional, state, national, international – by way of programmes/events – competitions, presentations, lecture series, creative arts like poster exhibitions, exhibitions, slogan writing, short skits/plays, etc....the duration of the programmes can be 1 day to an academic year as a whole
- ✦ IQAC will adhere to the policies envisaged by the management and implemented by the Principal – the coordinators should conduct/structure programmes in adherence to this

○ Administration

- ✦ The Planning Board should ensure the timely submission of proposals to bring in funds from various sources
- ✦ The proposals should be prepared with a view to fulfil the long term goals of the college. Purchase committee - guarantees transparent and legitimate utilisation of funds in all purchases
- ✦ The committees are directed to meet in the beginning of every academic year and propose their plans for proper functioning and need based up gradation of the specific segments
- ✦ The proposals obtained are to be placed before the college council for its approval
- ✦ The approved proposals should be handed over to the bodies concerned to carry out the tasks
- ✦ All the bodies entrusted with various facilities are instructed to report the shortcomings encountered without any delay
- ✦ The benefits of information technology should be utilised optimally by the institution in administration, finance and accounts, student admission and examinations

○ Finance and Accounts

- † All the financial procedures - subjected to Internal and External audits
- † The accounts related to the State funds - audited periodically by the Government machinery itself – to be conducted annually
- † The funds received from the UGC to be utilised and audited before the submission of the reports
- † A professional auditor appointed by the Committee audits the PTA accounts and is presented before the Annual General Body meeting for its approval

○ Student Admission and Support

- † Strictly follow the university admission procedure - it is done through university online platform
- † Scribe for physically challenged students
- † Ensure a transparent mechanism

○ Examination

- † Examination we strictly follow the academic calendar of university for internal and external exams - Registration of exams is done through university online platform
- † Registration of students to university examination should be in compliance with the attendance norms prescribed by the university

6.3 Faculty Empowerment Strategies

The process of planning human resources including recruitment, performance appraisal and planning professional development programmes and seeking appropriate feedback, analysis of responses and ensure that they form the basis for planning. Efforts are made to upgrade the professional competence of the staff. There are mechanisms evolved for regular performance appraisal of staff.

Institutional Strategy

Institution has effective welfare measures for teaching and non-teaching staff – efforts to provide financial aid to attend - conferences/workshops and towards membership fee of professional bodies - professional development /administrative training programmes must be organised by the institution for teaching and non-teaching staff – documentation (year-wise) of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) - Institution's Performance Appraisal System for teaching and nonteaching staff through Staff Improvement Programme (SIP)

Action Plan

- † Salary Advance from PTA, for permanent teachers who haven't got approval from university and DD
- † Financial help for teachers who have to attend seminars/webinars/conferences
- † Financial help to teachers who are required to pay membership fee in professional bodies, in view of non-salaried period
- † Cooperative society for both teaching and non-teaching staff
- † Staff Welfare association can be formed in addition to this
- † Leave will be sanctioned as per the government rule
- † Encourage, support and provide assistance to do FDP at least twice a year

- † IQAC takes the initiative to organise workshops /training programmes of both academic and administrative nature for both teaching and non-teaching staff – conducting SIP (Staff Improvement Programme)
- † The workshop should aim at enhancing the academic and administrative prowess of the faculty and non-faculty members respectively
- † The duration can be 1 day or more depending upon the nature of workshop organized
- † Resource persons/experts in respective fields must be listed for the respective workshop meant for teaching and non-teaching staff
- † Funds must be allocated for the conduct of the programme – a fixed amount for honorarium for the resource persons and for the logistics incurred towards the workshop
- † The workshop should include participants from other colleges/state
- † Both offline (as and when possible)/online workshops should be organised
- † The report is to be documented along with all relevant data

VTM NSS College, Dhanuvachapuram



The institution encourages/motivates the teaching faculty to participate in Faculty Development Programmes (FDP), either through offline/online mode

- ✦ Once the teachers are accepted into a programme, they are required to submit a letter of request along with the acceptance letter received from the FDP centre to the head of the institution, for programmes which require the teachers to be relieved from their duty – the head of the institution sees to that they are relieved in a time bound manner – a copy each of the request letter, acceptance letter and relieving letter must be mailed to IQAC
- ✦ At a time 25% of the faculty members from the same department can attend the course – this done so that the classes and administrative work of the department will not be affected
- ✦ Fairness and transparency is employed while relieving the teachers to attend the course
- ✦ After the successful completion of the course, the teachers are required to rejoin duty by submitting a joining report to the head of the institution – a copy of both the joining report and the course completion certificate received from the FDP centre must be mailed to IQAC
- ✦ Performance appraisal is based on the UGC guidelines – three levels – Assistant Professor – Associate Professor – Professor
- ✦ The faculty member whose promotion to the next level is due, will be required to prepare a proforma containing both academic and professional credentials, with relevant certificates/testimonials to IQAC stating the period of promotion
- ✦ IQAC will review the proforma and forward the same with a letter of recommendation for the head of the institution to accept and officially forward the same to the university
- ✦ A copy of the proforma will be given to IQAC
- ✦ The promotion is based on API scores achieved by the teacher and will be done by University appointed subject experts
- ✦ For the non-teaching staff, promotion is based on KSSR guidelines

6.4 Financial Management and Resource Mobilization

Budgeting and optimum utilisation of finance as well as mobilization of resources are the issues considered under this Key Indicator. There are established procedures and processes for planning and allocation of financial resources. The institution has developed strategies for mobilizing resources and ensures transparency in financial management of the institution. The income and expenditure of the institution are subjected to regular internal and external audit.

Institutional Strategy

Institution conducts internal and external financial audits regularly - documentation (yearwise) of Funds / Grants received from non-government bodies, individuals, philanthropist during the last five years (not covered in Criterion III) INR in Lakhs - Institutional strategies for mobilisation of funds and the optimal utilisation of resources – Preparing and organising resource mobilisation policy and procedures of the Institution - The major source of funds received is from the State, PTA and Management

Action Plan

- ✦ 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

- ✦ Audit is performed annually- the funds received from the UGC are utilised and audited before the submission of the reports
- ✦ A professional auditor appointed by the finance Committee audits the PTA accounts and is presented before the Annual General Body meeting for its approval
- ✦ The college also submits the audited utilisation statements and certificates to the respective funding agencies.
- ✦ Documentation of the funds received from various agencies (Governmental, Non-Governmental, UGC, Alumni, Philanthropists) – in a transparent manner
- ✦ Annual statement of account of the funds received from various agencies must be recorded in a tabulated manner
- ✦ Statement to be submitted in AQAR and IIQA
- ✦ The institution's head, management representative, Finance committee, administrative representative, planning and purchase committee convenes a meeting to allocate funds for the academic year
- ✦ Optimal utilisation of the funds/resources should be targeted
- ✦ Allocated fund – for academic, administrative and infrastructural purposes – must be documented in detail with specified particulars
- ✦ Utilised fund - for academic, administrative and infrastructural purposes – must be documented in detail with specified particulars
- ✦ The report should also include the total corpus fund generated for the academic year

6.5 Internal Quality Assurance System (IQAS)

The internal quality assurance systems of HEIs are Self-regulated responsibilities of the higher education institutions, aimed at continuous improvement of quality and achieving academic excellence. The institution has mechanisms for academic and administrative auditing. It adopts quality management strategies in all academic and administrative aspects. The institution has an IQAC and adopts a participatory approach in managing its provisions. **Institutional Strategy**

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes - two practices institutionalised as a result of IQAC initiatives - 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 through a regular feedback system taken from its stakeholders – Documentation and uploading of the Quality assurance initiatives by the institution in the website and in file format -

Action Plan

- ✦ IQAC contributes and coordinates various quality initiatives both at the academic and administrative levels

†

Takes feedback from stakeholders, analyses them and proposes quality improvement measures/initiatives

† Staff Improvement Programme (SIP) for both teaching and non-teaching faculty

† Distinguished Alumni Lecture (DAL) – a subject oriented interface between students and distinguished alumni of the institution

† Social Outreach programmes

† GO Green Campaign

† Rain Water Harvesting

† IQAC conducts academic audit twice in a semester –first in the middle of a semester and second at the end of a semester – Documented

† Ensures the proper functioning of DLMC, CLMC. Grievance Redressal Cell

† Ensures transparency in Continuous Internal Evaluation

† Skill based training for the learners

† Takes feedback from stakeholders – analyses them and initiates action/measures based on the report

† Conducts internal audits as well as external audits through government agencies annually (administrative-finance)

† Takes initiatives to augment infrastructural facilities

† Initiatives to ensure a sustainable and environmental friendly activities – conducts environment audit

† Participates/submits institutional data to both AISHE and NIRF

† Aims at academic/industry linkages with institutions/Governmental agencies

† Initiate industrial/academic collaboration

† Collecting, consolidating and filing AQAR data for the previous academic year in a time bound manner

† Incorporating research into curriculum

† Tapping traditional knowledge systems – add on course/extension

† Skill Development training for students

† Environmental audit



VTM NSS College, Dhanuvachapuram

CRITERION VII

INSTITUTIONAL VALUES AND BEST PRACTICES

Key Indicators, Institution Strategies and Proposed Action Plan

7.1 Institutional Values and Social Responsibilities

The institution organizes gender equity promotion programmes. The institution displays sensitivity to issues like climate change and environmental issues. It adopts environment friendly practices and takes necessary actions such as – energy conservation, rain water harvesting, waste recycling (solid/liquid waste management, e-waste management), carbon neutral, green practices etc. The institution facilitates the differently abled (Divyangjan friendliness), effective dealing of location advantages and disadvantages (situatedness), explicit concern for human values and professional ethics etc. In other words, the concerns for social responsibilities as well as the values held by the institution are explicit in its regular activities

○ Gender Equity

Annual gender sensitization action plan - Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care centre for young children e. Earning their pocket money themselves f. Making opportunities to interact with well-known women in different fields

Institutional strategy

- † An action plan for gender sensitization programmes for the entire year is to be prepared by club/committee/ department. Women's Cell be entrusted with this programme.
- † A regular two-way communication system between departments and women's study unit regarding issues of girl students is to be ensured. One lady teacher from each department should be included in women's study unit or a sub-committee should be formed to ensure this feedback-based action system.
- † Training in martial arts can be given to girls as part of training for self defence
- † More number of girls should be made to participate in NCC and NSS
- † Interactive sessions with women of excellence from various fields to build confidence in students.
- † Provide regular updates about cyber security techniques- cyber awareness
- † Gender sensitization programmes can be conducted in a series by various departments or in collaboration with other bodies of the college.
- † NSS can contribute by designing programmes which sensitize students on gender sensitization
- † Videos/short films can be created and circulated in general public to satisfy the aim.

Action Plan

- † In each semester one webinar/seminar should be conducted by the Women's Cell for the students which benefits the equality interests of all the students of the institution.
- † Select one faculty member, preferably woman, from each department who acts department level coordinator who communicates with the Women's Cell regarding the issues and needs of girl students.
- † Department level meetings of girl students and department level coordinator should be conducted once in a month. (Whenever necessary group or individual meetings can be arranged).
- † A complaint box/ or any reliable mechanism should be installed in the campus so that students who prefer anonymity regarding issues can deposit written complaints or grievances. † Women's Cell should provide one counselling session for students during each semester.
- † Women's Cell in collaboration with the Physical Education Department of the college should conduct training in any one martial art, for girls which would help in selfdefence.
- † (Confidence building...) Departments (in collaboration) should identify eminent women personalities from various fields (Science, Literature, Social work, Academics etc) who can be role models for our students and conduct five interactive sessions in an academic year. (A name for the programme can be suggested and it should be highlighted as our flagship programme for gender sensitization and women empowerment)
- † One programme in an academic year regarding cyber security should be conducted.
- † NSS should conduct an outreach programme based on gender sensitization.
- † One short film should be released by the college (departments/NSS/NCC can be entrusted) regarding gender equality.
- † Women's Cell should conduct short duration courses on vocations which help the students to earn pocket money (earning while learning)

○ **The Institution has facilities for alternate sources of energy and energy conservation measures**

1. *Solar energy*

2. *Biogas plant*

3. *Wheeling to the Grid*

4. *Sensor-based energy conservation*

5. *Use of LED bulbs/ power efficient equipment Institutional strategies*

- † **Solar energy** (more solar panels to be installed) The present solar energy generating system should be improved for more energy output.
- † **Biogas plant** must be installed near canteen which will be helpful for food waste management.
- † Use of LED bulbs/ power efficient equipment
- † College should prepare an energy conservation policy which is applicable to all departments as well as administrative office. This should include regular monitoring of consumption of electrical energy.
- † Conventional light sources can be replaced with LED bulbs as part of energy conservation policy of the college.
- † Students should be made aware of this and insist practice of policy of college. Departments should be entrusted with this.

Action Plan

- † Institution should conduct an energy audit annually.
- † Identify areas where solar panels can be fixed for clean energy production.
- † Identify the requirements which can be met by production of more energy by installing solar panels.
- † All department should adhere to the energy conservation policy of the college. † Whenever possible replace a damaged electrical bulb/ tube with an LED bulb.
- † An awareness session on energy conservation should be given to students at department level at the beginning of each semester.

○ **Facilities in the Institution for the management of the following types of degradable and non-degradable waste**

1. *Solid waste management*
2. *Liquid waste management*
3. *Biomedical waste management*
4. *E-waste management*
5. *Waste recycling system*
6. *Hazardous chemicals and radioactive waste management Institutional*

Strategies

- † Waste management is one of the weakest aspects regarding institutional management in the college. It needs immediate attention.

- † Classify the types of waste generated in the college. Proper separation of degradable and non-degradable wastes generated in the college is essential.
- † Science departments have to prepare waste management policy regarding the laboratory wastes generated. The nature waste generated and the way by which it is disposed safely should be described.
- † College should have a policy regarding e-waste management. Annual audit regarding the e-waste generated should be prepared. **Action Plan**
- † A waste management policy should be prepared at college level. This should consider management of e-wastes generated in the college.
- † College level committee should be formed with adequate number of dedicated stakeholders of the college.
- † A team of volunteers should be formed at each department to work in tandem with the college level committee to ensure green practices regarding waste management.
- † Segregation of wastes (degradable and non-degradable) should be done at different blocks of the college.
- † Red/white, labelled bins should be installed at different blocks in the college for segregation of waste.
- † Head of the departments of Science departments should prepare a waste management policy regarding the laboratory waste and submit it to the Principal. HoDs should strictly adhere to the waste management policy.
- † An annual audit of e-wastes should be done.
- † Students should be made aware about the waste management policy and strategies devised, at the beginning of each semester.

○ Water conservation facilities available in the Institution: Water conservation policy is to be formed at institutional level.

- 1. Rain water harvesting*
- 2. Borewell /Open well recharge*
- 3. Construction of tanks and bunds*
- 4. Waste water recycling*
- 5. Maintenance of water bodies and distribution system in the campus*

Institutional Strategy

- † Water conservation policy should be formulated at institutional level.
- † Rain water harvesting system should be scientifically revamped- The present rain water harvesting system is to be repaired and scientifically managed. Indicate how the harvested water is used in the institution.
- † Borewell /Open well recharge- construct rain pits for well recharge
- † Construction of tanks and bunds
- † Waste water recycling
- † Maintenance of water bodies and distribution system in the campus- Action Plan
- † Ensuring regular supply of water to all blocks of the college and reduce wastage of water.

Action Plan

- † All departments should adhere to the water conservation policy.
- † Labels indicating water conservation strategies should be presented near washrooms and washbasins.
- † Rain pits should be constructed scientifically in various locations in the campus to recharge the wells.
- † Timely maintenance of water supply system in the college to ensure proper and regular water supply to all blocks of the college. Leakage and wastage of water should be reduced.
- † An awareness session on water conservation should be given to students at department level at the beginning of each semester.

○ Green campus initiatives include

1. *Restricted entry of automobiles*
 2. *Battery-powered vehicles*
 3. *Pedestrian-friendly pathways*
 4. *Ban on the use of Plastics*
 5. *Landscaping with trees and plants*
- ### **Institutional Strategies**

- † Reduction in the use of plastics in the college
- † Greening of the college campus

Action Plan

- † Departments should ensure segregation of plastic wastes.
- † Departments should encourage use of environment friendly products
- † Plastic waste should be segregated in separate containers and college can ensure the removal of these wastes with the help of local bodies.
- † Miyawaki forest can be created as part of landscaping. The maintenance and monitoring of the area can be entrusted to club/department.
- † Biodiversity Club, Nature Club and Environmental Activities Club should conduct awareness programmes and activities to develop green awareness in college community.

○ Quality audits on environment and energy regularly undertaken by the Institution

- The institutional environment and energy initiatives are confirmed through the following

- *Green audit*
- *Energy audit*
- *Environment audit*
- *Clean and green campus recognitions / awards*
- *Beyond the campus environmental promotion activities*

Institutional Strategies

- † Green audit, energy audit and environment audit should be done in annual basis, the strategy for which should be developed.
- † Clean and green campus through scientific management of landscape.
- † Extension and outreach programmes with environment conservation and awareness as focal theme. **Action Plan**
- † A committee for green audit, energy audit and environment audit should be constituted at college level. Representation of all departments should be ensured.
- † A workshop on the audit process should be conducted in the college.
- † Departments/ NSS/NCC/Clubs should submit an action plan (One activity annually) regarding an extension programme based on environment.

○ The Institution has disabled-friendly, barrier free environment. Built environment with ramps/lifts for easy access to classrooms.

1. *Disabled-friendly classrooms and washrooms*
2. *Signage including tactile path, lights, display boards and signposts*
3. *Assistive technology and facilities for persons with disabilities*
4. *(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*

Action Plan

- † Install digital signage in all the academic blocks to display information and instructions.
- † Install assistive software as per requirements of differently abled students.
- † Installing audio books for blind students
- † Augmenting infrastructure with more ramps and disabled friendly washrooms and pathways

○ 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

Institutional Strategies

Adhering to the constitutional values and code of conduct and the same is specified in the institutional handbook and students are made aware of the same. **Action Plan**

- † Celebration of cultural events of all sections/communities of the society regardless of reservations
- † Catering to linguistic differences
- † Need-based assistance to students, at institutional level to bridge the socio-economic divide.

○ Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens Institutional Strategies

‡ Efforts should be taken to inculcate Human Values and Professional Ethics ‡
An institutional ethical policy is to be developed.

‡ Strict adherence to the values and rights ensured in the Constitution of India

Action Plan

- ‡ 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,
a. teachers, administrators and other staff
- ‡ Annual awareness programmes on Code of Conduct are organized
- ‡ EHV- Education on Human Values programme- one class per each semester be given to students. Two coordinators should be appointed for conduct of the programme.
Regular feedback system of the programme should be ensured.
- ‡ One programme per year on professional ethics for teachers and non-teaching staff.
- ‡ As part of code of conduct in the college, a proper dress code for students be ensured.

○ Institution celebrates / organizes national and international commemorative days, events and festivals Institutional Strategies

- ‡ Celebration of days of National and International Importance
- ‡ Commemoration of important people and events
- ‡ Programmes can be conducted – talks/rally/competitions/exhibitions/release of documentary/social outreach or community based activity
- ‡ Annual report to be uploaded to the college website

Action Plan

Action plan by departments/committees/ clubs should be submitted at the beginning of the academic session and updated accordingly

7.2 Best Practices

Any practice or practices that the institution has internally evolved and used during the last few years leading to positive impact on the regular functioning of the institution can be identified as “best practice/s”. These are not any activity prescribed by some authority. At some point in time the institution evolves some innovation or a change in some aspect of functioning. This practice is relevant mainly within the institution at a given point in time. It could be in respect of teaching learning, office practices, maintenance and up keep of things or dealing with human beings or money matters. But adopting that practice has resolved the difficulty or has brought in greater ease in working in that aspect. In brief, these ‘best practices’ are relevant within the institutional context and may pertain to either academic or administrative or organizational aspects of institutional functioning

Format for Presentation of Best Practices

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. The Practice

Describe the practice and its uniqueness in the context of India higher education.

What were the constraints / limitations, if any, faced (in about 400 words)?

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

6. Notes (Optional)

Institutional Strategies

- † Each of the department has to prepare a plan about a unique activity pertaining to their discipline.
- † Two focal activities are to be followed every year which encompasses the institutional values and vision of the college.
- † Activity or programme related to social commitment or enhancement or aid or outreach programme will be beneficial for the institution **Action Plan**
- † Each department should submit an action plan regarding a unique activity in the prescribed format, at the beginning of the annual academic session.
- † The college council should take a decision on the activities which can be projected at best practices of the college, out of which one is to be selected for NAAC accreditation procedure.
- † Constitute a committee at college level through IQAC to ensure the practice of the selected activities.

† **7.3 Institutional Distinctiveness**

Every institution would like to be recognized for certain of its attributes which make it

“distinct”, or, one of its kinds. Such attributes characterize the institution and are reflected in all its activities in focus and practice. **Institutional Strategy**

- † Portray the performance of the Institution in one area distinctive to its priority and thrust
- † The thrust area which the institution has to focus is to be decided by the institution and policies and procedures to be formulated through IQAC. **Action Plan**
- † Identify one unique distinctive feature that sets our institution apart like its rural background and how the first-generation learners, especially from financially backward sections of the society are given a space for holistic learning and personality development.
- † Efforts done to uplift the marginalised and bring them to the mainstream society, especially programmes/activities conducted in the adopted village and nearby areas †
Inclusion of schools in the vicinity in the process of knowledge sharing

DOCUMENT PREPARED BY:

Criteria I: Dr V M Anandakumar (Principal and Chairperson, IQAC)

Criteria II: Dr Ratheesh Kumar V K (Member, IQAC)

Criteria III: Dr Deepa V (Member, IQAC)

Criteria IV: Dr Sreeragi R G (UGC Librarian), Dr Deepak S S (Member, IQAC)

Criteria V: Ms Shama Pillai, (Coordinator, IQAC)

Criteria VI: Ms Shama Pillai, (Coordinator, IQAC)

Criteria VII: Ms Manjary S (Member, IQAC), Dr Susmitha O V (Member, IQAC)

Final Consolidation, Editing and Compilation: Ms Shama Pillai (Coordinator, IQAC)

XXXXXXXXXXXXXXXXXXXXXXXXXXXX




Principal
V.T.M.N.S.S. College
Dhanuvachapuram