



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION  
(Effective from July 2017)**

**Accreditation - (Cycle - 2)**

**PEER TEAM REPORT ON  
INSTITUTIONAL ACCREDITATION OF  
MANNAM MEMORIAL N. S. S. COLLEGE**

**Kollam  
691571**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission  
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

**Section I:GENERAL INFORMATION**

1.Name & Address of the institution:	MANNAM MEMORIAL N. S. S. COLLEGE Kollam Kerala
2.Year of Establishment	1981
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	-
Departments/Centres:	6
Programmes/Course offered:	7
Permanent Faculty Members:	26
Permanent Support Staff:	11
Students:	778
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Girls out number boys 2. Good social outreach 3. Scope for more PG programmes
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 22-03-2018 Visit Date To : 23-03-2018
6.Composition of Peer Team which undertook the on site visit:	
Chairman:	Sudarshan
Member Co - ordinator:	Narendra
Member:	Malabika
NAAC Co - ordinator:	DR. DEVENDER S KAWADAY

## Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

### Qualitative analysis of Criterion 1

The institution conducts 6 UG and 1 PG programmes. It follows CBCS/semester pattern for its UG/PG courses.

The institution implements curriculum of the University of Kerala and follows academic calendar of the University.

Curriculum is delivered through a planned and documented process which is monitored at the Department and College Levels through specially constituted Monitoring Committees.

Internal examinations are conducted in each semester following the university's examination pattern. Internal examinations are supplemented by open book tests, surprise tests, achievement tests and diagnostic tests. The institution provides remedial teaching to weak students and encourages peer teaching for maximum student participation in teaching learning process.

Students are also exposed to lectures by experts from relevant areas, industrial visits, institutional visits etc. Science students are encouraged to visit Research Institutes/organizations for data/material collection for their projects.

The institution has tied up with Amrita University for providing Virtual Lab facility to students of Physics, Chemistry and Zoology and also with NIIST, Trivandrum, University of Kerala and Amrita University for Analytical instrumentation facility for their projects.

Faculty members participate in curriculum design as members in various academic bodies of the University.

The management is very supportive for academic and infrastructural growth of the college and ensures timely recruitment of regular and guest teachers. The management is also conscious of teacher quality and conducts annually evaluation of teachers.

The institution provides to its students adequate opportunities to identify societal issues through various

Extension Activities.

The curriculum of B.A. English Language and Literature which includes 'Women's Writing' as a Core Course touches upon the cross-cutting issues of marginalization, gender discrimination, sexual exploitation and women suppression by the patriarchal society. Similarly, Environmental issues are addressed in the curriculum of B.A., B.Sc. and B.Com. Courses like Entrepreneurship Development, Auditing and Capital Market also address business ethics and human values.

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Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

### Qualitative analysis of Criterion 2

The institution identifies advanced and poor learners on the basis of students' academic records at the Semester I stage.

Advanced learners are given opportunities to participate in various inter-/ intra-college and university level competitions like quiz, debate, poster presentations, elocution etc. while the weak students are offered remedial coaching.

To cater to the needs of both advanced and poor learners, the institution conducts programmes like Skill Acquisition (ASAP), Walk With a Scholar (WWS), and Scholar Support.

The institution motivates students to actively participate in teaching-learning process for added learning experiences through student-centric methods of group discussions, field surveys, role play, academic debates etc. Students are also initiated into ICT-enabled learning methods and smart class rooms for project work and PPT presentations.

Experiential learning is achieved through lab-work and visits to Research Institutes/ organizations while Problem-solving methods are involved in assignments and projects. Participative learning is achieved through Peer Study Groups. Students are also involved in Research projects conducted by the faculty. There are also student seminars for PG students who are also encouraged to attend workshops and seminars in other

institutions.

Students are also provided with myriad learning experiences through Film Festivals and Club activities like 'Meet the Entrepreneur' and Quizzes.

A sizable number of teachers use ICT for T/L activity and have adopted innovative methods. A tutorial programme on Chromatographic Techniques for UG students of Chemistry where class room teaching-learning was augmented through special modules and through the use of ICT-enabled techniques like videos, animation could be called a good example of such innovative approach. A visit to Mass Spectrometry Research Laboratory where students were given opportunity of witnessing the advanced applications of the techniques they had learned in the class is laudable.

The institution is affiliated to the University of Kerala which introduced Choice Based Credit and Semester System (CBCSS) in 2010. Thus the institution has adopted, by default, the evaluation mechanism prescribed by the University which consists of grading system on a 7-point scale and award of grade points, Project work, viva-voce, and Internal Assessment on the basis of attendance, assignments, seminars, internal examinations, participation of students in co- and extra-curricular activities etc. According to the new system, 20 marks are for continuous evaluation and 80 marks are for end semester examination of each paper. The continuous evaluation reports are uploaded on the University portal and notified on the department notice-boards.

At its level, the institution has introduced various clubs to widen scope of co- and extra-curricular activities to enable students gain incentive marks by participating in such activities.

The institution's Internal Assessment mechanism is modelled after the University guidelines and it is executed in a transparent manner. All the internal examinations are conducted as per the guidelines issued by the University of Kerala. There is no evidence of college's adding anything new on its own to the prescribed frequency or variety of internal assessment at the college level except encouraging students to use PPT for their seminars. In order to maintain transparency in the evaluation process, the college has installed CCTV in examination halls.

There is also a mechanism for addressing examination-related grievances in the form of three Committees viz., Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC), and University Level Monitoring Committee (ULMC). The DMLC and CLMC are responsible for grievances of students at the college level while grievances that need to be addressed at the University level are forwarded to the University through proper channel by Principal.

Students are given sufficient time to appeal against the given internal marks and their grievances, if any, are redressed in a fair manner. There are also Complaint and Suggestion boxes at convenient locations which are checked every week for complaints by CLMC which acts upon the grievances and conducts inquiry if necessary before resolving the issues. Anonymous grievances are not entertained.

The institution's academic calendar is also prepared following the parent University's academic calendar. The departments/Principal/IQAC monitor the progress of syllabi and conduct of activities at their level and periodic review of the progress is taken in the staff council meetings. In case syllabi are not completed on given schedules, faculty engages extra classes.

The institution conducts model examination at the end of each semester and before University examinations commence, and uploads on the University portal internal assessment marks on stipulated dates.

The institution evaluates attainment of program outcomes, program specific outcomes and course outcomes in terms of students' performance in examinations and their overall progress in consonance with the vision and mission of the institution. Performance of students is shared with their parents in the PTA meets. Departments also analyze students' performance and take appropriate steps for improvement. The institution has also adopted a mentorship scheme which enables it to monitor the performance of individual students.

The institution also conducts exit surveys and uses the feedback on programme outcomes for its perspective plan. Feedback from alumni is also used for deciding new strategies.

As per the exit survey of 2016-17, average 80% students of all courses have agreed that they have satisfactorily attained the desired programme outcomes.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

### Qualitative analysis of Criterion 3

The institution has taken an initiative for creation and transfer of knowledge by setting up an 'Entrepreneurship Club' which aims at inspiring students to pursue their careers and life by doing what they love. The Club organizes guest lectures, training programmes, awareness classes etc. The club has succeeded in training students in jewellery making, paper bag making etc. and arranging Exhibition-cum-sale of products. The institution has created through 'Entrepreneurship Club' an ecosystem which promotes entrepreneurship and supports students having entrepreneurial qualities to take up new ventures and start their own business. Through the conduct of seminars, guest lectures and other activities there is transfer of knowledge as well as creation of it. It promotes creativity among students.

The institution has also evolved a very sound and fruitful extension culture through its NSS and NCC units which engage in various beneficial activities for students and the community.

The institution conducts its extension activity in a nearby colony of Parakkulam. Activities organized by Nature Club and Bhumithra Sena also contribute to the institution's community engagement.

The extension activities undertaken by the institutions mainly focus on environmental issues. Students celebrate World Environment Day, Ozone Day, and International Day for Natural Disaster Reduction. They plant trees, spread awareness about global warming or use of plastic etc. Students visit eco-centres facing threat of human interference as part of preparing a project for the environmental studies paper.

The institution also organizes health awareness programmes on topics like mental health, cancer, and drug abuse. It also organizes camps on Blood Group analysis, blood donation and Eyes check-up where local people are motivated to do cataract surgery. Students are motivated to practise yoga and to follow a healthy life style.

Students' community engagement becomes further evident through their efforts in collecting funds for the flood affected people of Chennai or helping out the inmates of Old Age Home, or donating fans to Balika Mandir, Mundakkal.

NCC volunteers act as 'Special Police Officers' in Parliament and Assembly Elections and have contributed, with the help of local people, to constructing the Kambivila-Kannanloor road.



Women Study Unit's project called "Stitching Together Dreams and Life" is another example of community engagement where vocational training is provided to girls for empowering them financially. The Unit trains girls on Mural designing on clothes, stitching and tailoring, cooking new dishes, making dolls and handbags etc.

The departments of the college also conduct their own extension activities. Zoology Department's exhibition of medicinal plants, Commerce Department's Digital Banking workshop in collaboration with SBI, Chemistry Department's survey on ground water, Physics Department's programme on Energy Conservation and Library's web designing session all point out to the positive extension culture that the institution has built.

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Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

#### Qualitative analysis of Criterion 4

The institution has created adequate infrastructure facilities availing financial assistance from the UGC, Management, and Parent Teacher Association.

Spread on 21 acres, the institution has 25 class rooms, science laboratories, computer labs, English Language lab, an auditorium, a gymnasium and a seminar hall to cater to the curricular and co-curricular needs of students.

All the class rooms have black boards and adequate seating facilities. The seminar hall is provided with facilities including a public address system, a computer and an LCD projector. All departments have at least one smart class room provided with interactive multimedia projector and Wi-Fi connectivity. All the labs of the institution are well equipped and updated from time to time as per the revisions incorporated in the syllabus.

The institution has also enough infrastructure for sports and cultural activities. In addition to a general playground, which has provision for field games like Football, Cricket, and Athletics, there are also courts for Volleyball, Kabaddi, Badminton and Handball. College also provides facilities for indoor games like Table Tennis, Chess and Badminton.

The institution has a well-equipped gymnasium with modern equipment.

The institution also has an auditorium.

The institution's Library is automated and uses Granda library automation software. A good number of students, teachers and students are availing the library services. Library also has a precious manuscript of 'Bhagawatgita' written on palm leaves in old Malayalam and Sanskrit. The library also has 2 handwritten

magazines written by the college students.

The institution also has a very sound IT infrastructure and facilities which are updated from time to time. The institution provides secure high speed network connections to all departments with Wi-Fi facility. Every staffroom is provided with computers and internet facility to allow free access for staff. The college library provides browsing centers for both staff and students. The infrastructure that the institution possesses appears to be well-utilized.

The institution does not receive any maintenance grants from the Government. All infrastructure maintenance is taken care of by the Management through outsourcing.

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Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Qualitative analysis of Criterion 5

The institution constitutes a Students' Union every year as per the directives of the parent University. The members are elected through election as per the schedule announced by the University. As per the system, students with academic arrears are not allowed to contest elections. This ensures representation of good students on the Union. Students' Union consists of a Chairman, Vice-Chairperson (reserved for women), General Secretary, two University Union Councillors, Lady Representatives, Arts Club Secretary and Magazine Editor. A faculty member acts as the advisor to Students Union. The Union is responsible for the publication of college magazine, organizing various students-competitions, activities and cultural fest.

Students get representation on bodies like Students' Grievance Redressal Cell, Library Advisory Committee, Department Associations and Sports Committees. They appear to be involved by the institution in policy- and decision-making processes especially in matters related to sports.

The institution has a good alumni network and has registered and functional alumni associations. As many as 5 of its departments viz. Zoology, Physics, Chemistry, Commerce and English have separate alumni associations and they conduct alumni meets independently.

During the last 5 years 25 alumni meetings have been conducted.

Alumni have made significant contribution to the development of the institution/departments both financially and through donations of useful educational aids. During the last five years, the alumni have donated green boards, text-books, charts, model human skeleton and fans. The alumni also help institution in providing expert counseling through guest lectures, placements, repair works of the existing furniture, and painting of the buildings.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years ( <i>in case of first cycle</i> )  Post accreditation quality initiatives ( <i>second and subsequent cycles</i> )

#### Qualitative analysis of Criterion 6

The institution has a clear vision of imparting knowledge as the best known purifier. The institution also promotes “education for an all round development” and strives to provide every possible facility to students to fulfill the set goals. Further, the institution is committed to the mission of providing quality education at affordable cost.

The policies of the institution and its governance are shaped accordingly. Institution admits students from all sections of society regardless of their caste, creed or culture and makes special provisions for those who come from socially and economically weaker sections of the society. The institution strives to cultivate among students an atmosphere of free thinking and wants them to be both physically and mentally strong for their holistic development.

A wide range of co- and extra-curricular activities and free training for improving communicative skills and

personality development, or training for competitive examinations etc. point out to the management's efforts for students' all-round development.

Further, in its bid to provide quality education, the management ensures that the T/L process is not hampered due to lack of staff or infrastructure problems and takes timely measures to fill the gaps. Management encourages teachers for capacity buildings and deposes them to orientation/refresher courses, National-International Seminars, Workshops, etc. Further, the management takes periodic review of curricular, co-curricular and extra-curricular activities and takes appropriate steps for their improvement.

The institution practises decentralized and participative management and all stakeholders are involved in policy and decision-making processes. Faculty members play a significant role in planning and implementing development programmes through college and departmental level committees. There is also an involvement of Staff Council, IQAC and Students Union in decision-making process. Alumni and parents are also involved in management of the institution and feedback is sought from them for improvement of the existing systems.

The institution has prepared a Perspective Plan for its qualitative growth. The Plan envisages starting new UG and PG courses as well as converting the departments into research centres. The institution has also prepared its strategic plans for solid, liquid and e-waste management, eco-friendly campus and rainwater harvesting. The institution has submitted to the UGC a proposal for installing rain water harvesting systems to collect, filter and recycle rain water for use in toilets and gardens.

The institution has a well-established organizational structure. It has a **Governing Body** which has representation from the management, University, Director of Collegiate Education. The Governing Body's decisions are forwarded to the Principal for implementation. Director of Collegiate Education monitors the overall development in every aspect. The **College Council** is constituted as per the University Statute to formulate strategies for executing the decisions taken by the top management. The **Principal** as the head of the institution plays a very important role in coordinating between various bodies and authorities. He is helped in planning and execution by the various **departmental and college level committees**. There is also an **academic committee** to monitor and coordinate curricular and extracurricular activities. **IQAC** looks after the qualitative aspects of the college. From students' perspective there is a **Students' Union** which also participates in decision-making process. Parents are also included in the organizational set-up through **PTA** which is headed by the Principal.

In addition, there are Grievance Redressal Cell, Anti-ragging Committee, Sexual Harassment Redressal Committee, Anti-Narcotic Cell, Placement Cell and other college committees which help in administration of the institution. The meetings of the various bodies and committees/cells are regularly conducted and minutes are maintained.

The institution also offers to its staff various welfare schemes in the form of Provident Fund, Group Insurance, Festival Allowance, Medical Reimbursement, Charity Fund and recreational facilities.

The institute has implemented UGC's performance based appraisal system to rate faculty performance in multiple parameters. Appraisal reports of faculty are checked by the concerned Head of Department and are considered for promotions/placements to the teaching faculty. Students' feedback on teachers is also considered in the performance appraisal of faculty.

The management reviews Performance Appraisal Reports and takes necessary decisions for further improvement. The decisions are conveyed to teaching and non-teaching staff, students and other stakeholders

through Principal. Shortcomings of the staff (if any) as revealed by their appraisals are reviewed by HOD/Principal/Management. Information is conveyed to the faculty concerned with suggestions for remedial action improvements on a one-to-one basis.

The institution has a transparent mechanism for management of financial resources and regularly conducts internal and external audit. Annual audit for internal resource is conducted through qualified auditors appointed by Management. External Audit is done by a Government auditor appointed by the Department of Collegiate Education, Accountant General's Office and Local Fund Audit.

The funds received from the UGC are properly utilized and utilization certificate along with the audited accounts prepared by a Chartered Accountant are sent to the UGC.

The institution receives grant-in-aid from the Government. It also receives funds from the UGC under various Plans/Schemes. Further it receives fees as prescribed by the University from its students. The institution also receives funds for research activity from various sources like UGC, KSCSTE, IIAS, Shimla, Kerala State Biodiversity Board etc.

All the grants/funds as received by the college are utilized for the purposes for which they are received.

The efficient use of financial resources is coordinated and monitored by the designated Committees. The various requirements for classrooms, computer labs, and equipment for innovative teaching, library etc. are forwarded to the management. The purchases are according to the quotations and the budget allocated to them. The payment procedures are regulated by the accountant and office.

The institution has Internal Quality Assurance System in place and has constituted an Internal Quality Assurance Cell (IQAC) as per the NAAC guidelines. The IQAC is headed by the Principal and has representation of teachers, management, local bodies, students and other stakeholders. The IQAC has chalked its action plan keeping in view the goals and functions of IQAC as prescribed by NAAC and has contributed for institutionalizing the quality assurance strategies and processes

IQAC conducts review meetings every month and assesses the progress in academics. It conducts group discussion on teaching methodologies, communication skills and recent transformations in education. It monitors the teaching abilities of faculty and encourages teachers to use ICT in T/L activity. It has motivated teachers in publishing papers in reputed Journals. It has also promoted research proposals, organization of workshops/seminars and other activities for quality improvement. It also the conducts academic audits and assesses self-appraisals of teachers.

IQAC has also taken a number of quality assurance initiatives which include submission of AQAR's.

Facing its second cycle of accreditation, the institution has taken various steps to implement the suggestions of previous NAAC peer Team such as starting new UG and PG courses, setting up Placement Cell, English Language lab, introducing ICT-enabled teaching methodologies, research projects, organization of conferences, setting up new Clubs and activities besides attending to infrastructural needs.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> <li>1. Safety and Security</li> <li>2. Counselling</li> <li>3. Common Room</li> </ol>
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> <li>• Solid waste management</li> <li>• Liquid waste management</li> <li>• E-waste management</li> </ul>
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> <li>• Students, staff using <ol style="list-style-type: none"> <li>a) Bicycles</li> <li>b) Public Transport</li> <li>c) Pedestrian friendly roads</li> </ol> </li> <li>• Plastic-free campus</li> <li>• Paperless office</li> <li>• Green landscaping with trees and plants</li> </ul>
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Qualitative analysis of Criterion 7

The institution's population consists of more than 75% girl students. The college has further set up Women's Study Unit to address the problems which are specific to girl students. The Unit also takes care of sanitary napkins and medical first aid. The institution also offers academic and personal counseling to its girl students and has provided a Common Room to girls.

The institution is quite conscious of its environmental responsibilities and has taken sufficient measures for



solid, liquid and e-Waste Management. Solid waste is mostly plastic for the disposal of which college takes help of an organization called “Love Plastics” which is an initiative of the Mathrubhumi daily. The major source of liquid waste is from toilets and canteen and laboratories. All these waste materials are systematically diverted to drains which end up in septic tanks.

The e-waste arising from various departments including computer monitors, printers and other peripherals is collected and segregated. The segregated waste is then handed over to Clean Kerala Company Ltd. which is an initiative of the Government of Kerala.

The college is located in a water scarce locality To overcome this situation the college has adopted rain water harvesting strategies. The institution has also submitted to the UGC a proposal for installing rain water harvesting systems to collect, filter and recycle rain water for use in toilets and gardens.

Being well connected to public transport network, the institution’s staff and students utilize public transport system to reach the college. Roads in and around the campus are pedestrian friendly with Zebra crossings and pedestrian walk ways. The Nature Club and Bhoomitrasena Club educate students about hazards of plastic. Students are encouraged to bring water in steel bottles instead of plastic bottles. To reduce use of paper as a part of Green Campus campaign, all official communications including university circulars, mark sheets, etc. are e-mailed to the faculty members and students. The college office also uses mobile applications like SMS, Whatsapp, etc. for official communications.

The college is located in a 21 acre plot, the majority of which is occupied by cashew plantation. A large number of precious trees like Sandalwood are also grown in the campus.

The institution is conscious of human values and professional ethics and follows all statutory provisions regarding the same. In addition, the institution also promotes universal and national values, national integration, communal harmony and social cohesion as well as fundamental duties by conducting appropriate programmes. The institution also celebrates national festivals and birth / death anniversaries of great Indian personalities to make students aware of country’s culture and history.

In order to promote values and ethics, the institution has prescribed separate code of conduct for students as well as teachers and set up an Ethics Club. The institution, maintains complete transparency in its financial, academic, administrative and auxiliary functions.

The institution has shown as its ‘Best Practices’ 1. “Stitching together, dreams and life” and 2. “A Comprehensive Approach to Learning Chromatographic Techniques”.

“Stitching together, dreams and life” provides vocational training to students and makes them learn new skills with confidence. It is an initiative of the women’s study unit and involves stitching and tailoring classes for students every Saturday. The practice flourished and an exhibition-cum-sale of the finished products was organized by the college. The profit was equally divided among the students. With this training, students are in position to earn about Rs. 3000/- per month.

“A Comprehensive Approach to Learning Chromatographic Techniques” is an initiative of Department of Chemistry and it aims at teaching chromatographic techniques through ICT-enabled sessions and hands-on experience in a Research Laboratory techniques. The test results reveal that the practice was successful in

generating interest even among the slow learners. A majority of students scored very good marks in surprise tests and also in the University examinations.

Mannam Memorial N.S.S. College, with its history of 36 years, appears to have created an identity for itself by virtue of its academic performances and commitment to the upliftment of socially and economically backward classes. Over the years, the organization has successfully provided quality education to all sections of society, of which, a vast majority of the beneficiaries are socially and economically backward classes. Several students from economically weaker sections of society have secured placements in various organizations including armed forces, public sector banks and government bodies. Thus, the institution has successfully played its role in social and economic upliftment of the downtrodden.

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**Section III: OVERALL ANALYSIS** based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

**Strength**

Mannam Memorial N.S.S. College, Kottiyam (Kollam, Kerala) with a standing of over 35 years has much to show in the name of performance and also has potential to reach new heights if it overcomes some inherent weaknesses and challenges. On the basis of the SSR submitted by the institution and the Peer Team Visit the following Strengths, Weaknesses, Opportunities and Challenges stand out.

**Strengths:**

- Sound infrastructure with scope for further expansion
- Accessible to both rural and urban students due to its location on National Highway.
- Supportive Management
- Wide range of Academic Programmes
- A team of well-qualified teachers
- Use of modern teaching techniques with generous use of ICT
- Vibrant academic and research culture
- Good Community orientation and Extension culture
- Good Student Support Mechanism
- Active Alumni Association
- Capacity to mobilize Funds

**Weaknesses:**

- Prolonged admission process
- Poor communication skills of students
- Syllabi not as per latest trends
- No international level conferences
- Rural background of students affects quality benchmarks
- Limited PG courses
- Limited career guidance/value addition courses
- Poor Placement Record
- Limited intake capacity or poor intake
- No industry linkages

**Opportunities:**

- Can establish itself as a major institution with available resources
- Can further involve alumni in resource mobilization
- Can further boost placement Mechanism
- Scope for becoming established research centre
- Can tie-up with industries and research organizations
- Can start more career oriented courses for girls
- Can focus on courses leading to entrepreneurship or jobs in rural/agricultural sectors
- Scope for growth and expansion in terms of courses and infrastructure

**Challenges:**

- Poor socio-economic background of students may increase drop-out rate
- Limited intake may lead to closure of some programmes
- Poor placement may de-motivate students
- Compulsion to complete syllabi in limited time due to semester pattern may affect quality of the teaching

Semester pattern and related pressures/compulsions will affect the participation of students in extra-curricular activities

#### **Section IV: Recommendations for Quality Enhancement of the Institution**

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Institution should introduce more PG courses to match existing UG courses
- Institution should start more job-oriented and value- addition courses
- There should be special courses for girl students
- Institution should offer doctoral programmes for its PG students
- Institution should tie-up with industry and research organizations
- Institution should think of alternative energy sources in view of frequent power cuts
- Should start some special English courses on improving communication skills
- Should apply for autonomy to override the problem of outdated syllabi
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**I have gone through the observations of the Peer Team as mentioned in this report**

**Signature of the Head of the Institution**

**Seal of the Institution**

Sl.No	Name		Signature with date
1	Sudarshan	Chairman	
2	Narendra	Member Co - ordinator	
3	Malabika	Member	
4	DR. DEVENDER S KAWADAY	NAAC Co - ordinator	

Place

Date

NAAC