

INTERNAL QUALITY ASSURANCE CELL REPORT 2020-

21

The year 2020-21 has been a difficult year for educational institutions due to the ongoing Covid-19 pandemic. NIMIT, along with the teaching fraternity, has been trying to overcome all the shortcomings of online teaching to its utmost capacity. The initiatives of IQAC for the year started off with plans to overcome the difficult times:

1. Introduction of new courses

As per the recommendations of NAAC team, the institution got approval for 2 new courses: one PG course (MA English) and one UG Course (Bachelor of Hotel Administration).

2. Handbook

The IQAC took charge of revamping the Handbook for the academic year 2020-21 with the support from teacher coordinators from various departments. The process was completed on 6th July 2020 and the soft copy of same was made available to all the teaching staff, non-teaching staff and the student community

3. Annual Quality Assurance Report(AQAR)

The institution has already kick-started its work for the AQAR submission in the year 2019-20. 2 Advisory Board Meetings were conducted to review the AQAR filled before submission. The AQAR for the years 2018-19 and 2019-20 were successfully submitted on 07/08/2020 and 19/10/2020 subsequently.

4. Excelling during the pandemic- Effective online teaching methodologies(Complete switching into ICT)

- To overcome the crisis faced during the pandemic, a conclave was hosted by the IQAC of NIMIT on 28/05/2020 on “Articulating strategic competence for higher education institutions (HEI’s) towards the post Covid Scenario”. Institutions under the Ernakulam- Angamaly Archdiocese were the participants for the same. The program was carried out ensuring the protocols of social distancing. Seven eminent speakers gave many insights in the following areas:

Topic	Speaker
Students and Faculty well- being	Dr. R Gopal
Modes of Teaching- Learning process	Dr. Sam Thomas
Modes of Examination	Dr. Joshy Joseph
Empowering faculty members	Mr. M P Joseph, IAS
Prudent financial measures during and post Covid-19	Dr. Arun Kumar
Social and community programs in the age of Covid-19	Dr. Neena Joseph

Campus Admissions & Placements Post Covid-19	Dr. Nobin Thomas
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- To equip the teachers in conducting the online classes, trainings were conducted utilizing the in house IT team and Computer Science Department. To follow the protocol of social distancing, the sessions were conducted department wise so the participants were restricted to 20 at a time. 3 such sessions were conducted.

Sl. No	Dates	Session
1.	27/05/2020- 29/05/2020	Three-day workshop on How to conduct online class and examination for NIMIT students using Linways-Academic Management Software and other online tools.
2.	08/06/2020- 10/06/2020	How to conduct online classes through Google classroom.
3.	8/07/2020- 9/07/2020	Online classes through Linways

- In order to conduct the examinations through Linways- Academic Management Software , a training was initiated by the IQAC in connection with the Heads of Department and all stream coordinators to the students. The training was conducted by the class teacher along with the stream coordinators under the supervision of IT Team.

SL. No	Date	Department
1.	28/05/2020	Commerce
2.	29/05/2020	CS HM Languages

5. National Skill Development Cooperation- Add on programs:

NSDC aims to promote skill development by catalysing creation of large, quality and for- profit vocational institutions. The mission aims at vocational training and certification of Indian youth for a better livelihood and respect in the society. The program was made available to students of Hotel Management from 01/01/2021- 31/03/2021.

6. Enhancement of participative learning technology

Student Organized Webinars:

Date	Title	Resource Person
10/07/2020	Building emotional maturity to handle stress and anxiety during Covid-19	Dr. Mamta Mohapatra
15/07/2020	Covid aftermath on the Balance sheet	Dr. Arun Kumar Gopaldaswamy
17/07/2020	Marketing in VUCA World	Dr. Anandakuttan B. Unnithan
22/07/2020	Glitch- Evolution of Managerial Skill for the Dynamic Work Environment	Dr. Nobin Thomas
25/07/2020	Post Covid Business Environment: Challenges and Opportunities	Dr. Justin Paul
11/12/2020	Verdure 2020	Dr. Sakeer Hussain V P

Webinar organized:

Date	Title	Resource Person
2/11/2020	Webinar on Anti- Ragging	Adv. Bino I Tom
11/09/2020	National Education Policy	Dr. Nityesh Bhatt
30/11/2020	Webinar on Computer Security	Ms. Lekshmi Nair

7. Enhancing the outcome setting of the institution

22/09/2020	Outcome based education
13/10/2020	Outcome setting
16/04/2021	Outcome calculation

8. Result analysis

In order to improvise the results of the students and to attain a minimum of 60%, special initiatives were taken up with the help of Heads of departments, Class teachers and the Course facilitators.

9. Enhancing extension and outreach activities

As per NAAC recommendation to institutionalize the best practice of NIMIT, “Senhasangamam”, the 11 institutions present for the program were divided among the first-year classes. Under the guidance of Mr. Gladson George, Coordinator, and class teachers of the classes, visits were planned to these institutions.

10. Faculty Exchange Programs

To ensure maximum utilisation of the online mode, many number of faculty exchanges were conducted with different institutions. Mou's were also signed to ensure continued activities. The details are as follows:

Sl. No	Name of the institution
1.	Milagres College, Mangalore
2.	Morning Star College
3.	Gurudeva Institute of Science and Technology, Kottayam
4.	Bharata Mata College of Commerce and Arts, Choondi
5.	Sahrdaya College of Advanced Studies, Kodakara
6.	Nirmala Arts and Science
7.	St. Kuriakose College of Management and Science, Kurumpappady
8.	St. Xaviers College for Women, Aluva
9.	St. Thomas Arts and Science College, Puthenkuruz
10.	Sacred Hearts College, Thevara

11. Activities of IT Department

There were many activities taken up by the IT department in the academic year 2020-21. Certain competitions were conducted for the faculty and students during the lockdown period. Website work was taken by the IT department for the following institution:

SL. No	Name
1.	Naipunnya Institute of Management and Information Technology
2.	Naipunnya Business School
3.	Bharata Mata School of Legal Studies

A IT apprenticeship program was also initiated where selected students from the Computer Science Department will be working with the team in after class hours.

12. Consultancy Services

To help institutions working for NAAC accreditation, Consultancy services were taken up by the IQAC Team. These institutions visit NIMIT and spend a day to understand more about the NAAC Accreditation process. The last institution to visit was Sahrudaya Institute of Advanced Studies. A team of 12 members visited the institution and the day was utilised to understand the NAAC processes and procedure much better.

13. R- Collective Ver- 2.0

Naipunnya Institute of Management and Information Technology

R- Collective Ver- 2.0 was coordinated by IQAC team led by Dr Joy Joseph Puthussery, Ms Bini Rani Jose and faculty coordinators Ms. Noble Devassy, Mr. Livin Wilson, Mr. Richi Thomas, Mr. Sebastian Poonolly and Ms. Bindu G and PG students of NIMIT. All the sessions were completely coordinated by students which provided an opportunity for the students to host and co-ordinate the programme in this period of Covid-19 pandemic in an online mode. The major objective of the workshop was to increase the paper publications in UGC approved journals and to enhance the teachers to write research proposals for research funding. The schedule was as follows:

Date	Time	Session	Department
26/09/2020	10:00AM-1:00PM	Research Paper Writing	Commerce, Hotel Management
	2:00PM-4:00PM		Languages
	2:30PM-3:30PM		Hotel Management
2/10/2020	6:30PM-8:30PM		CS
3/10/2020	10:00AM-12:30PM	Paper presentation	Commerce, Hotel Management
3/10/2020	2:00PM-3:00PM	Funded project Writing	All departments

14. Funded Projects

1 funded project was started off in the institution during the year 2020-21

Department	Institution	Topic
Commerce	Little Flower Hospital and Research Centre	Employees deployment and Patient's satisfaction as marketing tool

15. To enhance the paper writing quality of student projects and faculty publications

Date	Title
04/02/2021- 05/02/2021	Latex workshop

16. Research Journals

As an initiative of IQAC, 7 book proceedings were released by the institution which include research papers by faculty and students.

Department	Journal
Commerce	Dhan-Path
Computer Science	Vigyan
Hotel Management	Samved
Languages	En-Contours- English
	Bodhika- Malayalam
	Naihika- Hindi
IQAC	Naivigyan

The institution has over **14 UGC publications and 39 Non-UGC publications** in the academic year of 2020-21.

17. Book publications

Book publications were also taken by the faculty members during the year:

Sl. No	Name of the Book	Authors
1.	The perspective of India's New Education Policy 2020	Ms. Binju Saju, Ms. Laiby Thomas
2.	Food and Beverage Production	Mr. John Kizhakuden

18. Best project awards/Best Guide award

To improve the research practices in faculties and students, a best project award was announced. The best project along with the Guide for each department was rewarded during the College Day.

19. Enhancement of placement activities

Taglio is an initiative of IQAC in association with the Placement cell. The major objective of the programme is to enlighten the students with, changing requirements in shaping and choosing their career and to add on skills they would require along with the curriculum which will help in reaching their career goals. Different sessions were organized department wise for the students.

Sl. No	Date	Session	Department
1.	29/07/2020	Taglio- For a head start on Career	
2.	06/08/2020	Taglio- Session 2	Computer Science
3.	11/08/2020	Taglio- Session 2	Languages
4.	14/08/2020	Taglio- Session 2	Commerce

5.	17/09/2020	Taglio 3- Career Plan Presentation	Languages
6.	25/09/2020	Taglio 3- Career Plan Presentation	Commerce

20. Finishing Touch

Considering that interview practice for the final year batches are quint essential for their career ,Naipunnya Training Department in association with IQAC conducted a one week mock interview training session- ‘Finishing Touch ‘ by two renowned companies, Rubicon and Mahindra Pride classroom. .All the information and experiences shared by the professional trainers were helpful for the candidates to reduce their stress and anxiety about interviewing. It helped to boost their confidence.

21. Skill Up Training Program- Training for non- teaching faculty

The program was a multifaceted training provided to the non-teaching staff by the six departments in their specialised domains. Each department provided an exclusive training to enrich the skills.

Date	Department	Session
17/04/2021	Hotel Management	Easy Baking
	Languages	Basic etiquettes, Communication

22. Naipunnya Excellence Awards

Naipunnya Excellence Awards are provided to Higher Education Institutions to enhance the quality of education resulting in meritorious achievements of students, to foster a culture of environmental protection and sustainable development among student community and society as a whole. The awards for the year 2020-21 were bagged by:

CBSE	Winner	Nirmala Matha Central School, Thrissur
	Runner-up	Naipunnya Public School, Edakunnu
State	Winner	Carmel Higher Secondary School, Chalakudy
	Runner-up	St. Joseph’s Girls High School, Karukutty

23. Academic Administrative Audit

The Academic Administrative Audit for the academic year 2019-20, 2020-21 was conducted on 27/01/2021. Prof. Harry Cleetus, Former Principal, St. Albert’s College Ernakulam, was the auditor for the day. The auditor conducted a thorough audit in the areas such as, different departments, Extension and Continuing Cell, Library, Office, Training and Placement Cell, IQAC. Suggestions were made the auditor to improve the different areas.

The IQAC team thank Principal, Rev. Fr. Dr. Paulachan K J, Vice Principal, Ms. Emily Ittiachan and the faculty team for all the support extended in successful execution of all the initiatives.

Naipunnya