



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY
Name of the head of the Institution	Rev.Fr. Dr.Paulachan K J
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0480-2733573
Mobile no.	9446947917
Registered Email	nimitnbs@naipunnya.ac.in
Alternate Email	mail@naipunnya.ac.in
Address	Naipunnya Institute of Management and Information Technology
City/Town	Chalakydy
State/UT	Kerala
Pincode	680308

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr.Joy Joseph Puthussery
Phone no/Alternate Phone no.	04842478119
Mobile no.	9605001987
Registered Email	nimitnbs@naipunnya.ac.in
Alternate Email	iqacnimit@naipunnya.ac.in

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://naipunnya.ac.in/AQAR.html
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://naipunnya.ac.in/assets/images/Ha nd Book 2018.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	2.88	2019	15-Jul-2019	15-Jul-2024

6. Date of Establishment of IQAC	04-Oct-2017
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Criteria formulation and implementation	22-Jun-2018 1	74

Training session about NAAC	27-Jul-2018 2	24
Audits and preparation for IIQA,SSR	19-Sep-2018 180	1376
Organisational structuring	19-Sep-2018 1	1376
E content development through media center	19-Sep-2018 4	1256
Innovative projects to incubation center	22-Oct-2018 7	376
Commerce dept organised national seminar	30-Nov-2018 1	44
Language dept organised national seminar	21-Feb-2019 1	74
CS dept organised national seminar	05-Mar-2019 1	76
HM dept organised national seminar	15-Mar-2019 1	84
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Students received scholarship	Post metric scholarship schemes minority cs	central govt	2018 365	1200000
Students received scholarship	Central sector scheme of scholarships for college and university students	Central govt	2018 365	60000
Students received scholarship	Merit cum means scholarship for professional and technical courses cs	central govt	2018 365	60000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

15

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
National level seminars hosted by all four departments
Training programme for teaching and non teaching staff
NAAC training session by external expert
Conduct of internal academic and administrative audits
Submission of IIQA,SSR and preparation towards NAAC peer team visit

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Getting NAAC accredited	The process of IIQA ,SSR submission and DVV was completed
Internal AAA audits to be conducted	Three internal AAA audits were conducted
National level seminar to be hosted from HM dept	Pheonix
National level seminar to be hosted from Language dept	New Media Rhetoric Visual Culture and Gender Representation
National level seminar to be hosted from CS dept	Current perspective on cyber security
National level seminar to be hosted from commerce dept	Intellectual Property Rights Innovations and Competiteveness in Current Business Scenario
Training programme for non - teaching staff	Amrutham -Training session for non teaching staff was conducted
Training programme for teaching staff	Faculty rejuvenation programme for was conducted before the commencement of classes

Revamping of the code of conduct for students, teachers and administration	Code of conduct for students, teachers and administrative staff was revamped				
Organisational restructuring	Organogram with the new structuring was prepared				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>NAAC Advisory Board</td> <td>19-Jun-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	NAAC Advisory Board	19-Jun-2020
Name of Statutory Body	Meeting Date				
NAAC Advisory Board	19-Jun-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	12-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Planning and Development The college invests meticulous attention to monitor and analyse the students' attendance. The internal marks are allotted according to the attendance each student has secured. A software is imparted for registering the attendance. The college uses a special software called Nimit expert for all the purposes. The software includes other software such as Mentor mate, Meeting mate, Student evaluation and Feedback. The software makes possible the generation of daily absent lists and weekly, monthly and semester wise attendance summary. The software is designed in a way to source shortage lists and absent day reports, concerning each student and also class wise and course wise reports. A new software, Meeting mate was introduced in 2018. This software is very useful for entering all the details regarding any meeting, viz, Agenda, Decision points, task etc. Administration Nimit Expert Software is used for effective</p>				

administration of the institution. The college invests meticulous attention to monitor and analyse the students' attendance. The internal marks are allotted according to the attendance each student has secured. Special software is imparted for registering the attendance. The Principal who serves as the administrator of the programme can view and verify the entire data related to examination management including internal marks allotted for each criteria and the attendance percentage. Finance and Accounts Tally Software is used for Finance and Accounts Management of the college. The software provides accurate statistics concerning fee collection, fees scheduling, and billing. It makes easy account maintenance and transaction regarding financial details. It maintains data regarding reservation, exemption and discounts. Student liabilities, due lists, defaulters list, caution fund management etc. are detailed in the portal. Student Admission and Support Nimit Expert software is functional for the issue of Transfer Certificate, Course Certificate etc. The office communication and conveyance becomes an effortless process in this system. The college can easily maintain, frame and produce any data required by the university. Examination Internal Examination Management is conducted with the help of state of the art technology, implementing unique software for handling, storing, recovering and managing examination related information. It is designed in a way helpful for students, parents, and faculty alike. The Principal, serves as the administrator of the programme, can view and verify the entire data related to examination management including internal marks allotted for each subject and the attendance percentage. Examination management software (NIMIT Expert) makes it easy to generate any sort of data regarding compilation of the reports at the examination office of the college. There are separate portals for internal mark entry for each subject, subject wise report card generation, and consolidated report card generation.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. Curriculum planning: The curriculum and academic calendar in general, prescribed by the Affiliated University, is followed by the College. The College enriches the curriculum as detailed in section 3, without changing any substance of the courses. Additionally, an academic calendar is designed by the college in line with the University guidelines for efficient monitoring of the implementation. The Calendar is published in the College Handbook to make it accessible to teachers and students. Prior to the commencement of the academic year, HODs meet the department staff to plan the objectives for the next academic year and the same is presented in the staff meeting. At the start of every semester, the Principal along with the HODs and staff members hold a meeting to review and approve courses and programme schedules prepared by the staff.

2. Curriculum Delivery: A detailed Lesson Plan is prepared by the respective course facilitator and sent to each class' group mail. Work Registers are maintained wherein each course facilitator marks the topics dealt. The teaching activity is recorded in the Teacher's Diary. Class monitor is entrusted with a Monitor's Diary. Two Internal exams are conducted during each semester. Based on the result, students are identified as advanced learners and slow learners. Subsequently, remedial classes are arranged for the slow learners whereas the advanced learners are specially coached to meet their academic and career prospects. Open-House meetings are conducted to update parents on the progress of students. Students are guided to write and present papers at conferences and get it published. College organizes sports and arts events, industrial visits, outbound and exchange programmes to bridge the gap between theory and practice. Guest lectures and industry-interface sessions are provided. Every department organizes a seminar or a National Conference in a year.

3. Curriculum enrichment: Curriculum is supplemented through value-added courses offered by the institution. Various clubs functioning in the college such as Ananya (Women cell), SWAS (Service with a Smile), and Bhoomitrasena provide a deep sense of training to students in socially productive sectors to mould them into socially committed citizens. Skill Enrichment Programme (SEP) help students to develop skills equipping them to participate in technical and management fests successfully. Industrial visits, Outbound and Students Exchange Programmes are provided to bridge the gap between theory and praxis. Placement training is provided in the form of aptitude test, group discussions and mock interview by the training department of NIMIT.

4. Feedback system: The institution collects the feedback on curriculum aspects and courses from different stakeholders such as the students, teachers and alumni. The feedback of the stakeholders is analysed and a feedback report is prepared. The feedback obtained is discussed in the department meeting of the respective departments and issues of special concerns are addressed in the Academic Council. The syllabus feedback reports of all the departments (Hotel Management, Commerce, Computer Science and Languages) are available on the website. Supporting documents [http://mbanimit.ac.in/naac1/Uploads/20200619095203_20200608035832_1.1.1%20List%20of%20Supporting%20Documents%20\(1\).pdf](http://mbanimit.ac.in/naac1/Uploads/20200619095203_20200608035832_1.1.1%20List%20of%20Supporting%20Documents%20(1).pdf)

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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Introduction to Programming Using Python	NIL	03/12/2018	4	NIL	Skill development
Introduction to Programming Using Python	NIL	06/12/2018	4	NIL	Skill development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Finance(A Batch)	04/06/2018
BCom	Computer Application	04/06/2018
BCom	Co-operation	04/06/2018
BBA	Marketing	04/06/2018
BA	English(Language and Literature)	04/06/2018
BSc	Computer Science	04/06/2018
BCA	Computer Application	04/06/2018
BHM	Culinary Arts	04/06/2018
BHM	Catering Science (A Batch)	04/06/2018
BHM	Catering Science(B Batch)	04/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Finance (A Batch)	04/06/2018
BCom	Computer Application	04/06/2018
BCom	Co-operation	04/06/2018
BBA	Marketing	04/06/2018
BA	English(Language and Literature)	04/06/2018
BSc	Computer Science	04/06/2018
BCA	Computer Application	04/06/2018
BHM	Culinary Arts	04/06/2018
BHM	Catering Science (A Batch)	04/06/2018
MCom	Finance	04/06/2018
MSc	Computer Science	04/06/2018

BCom	Finance (B Batch)	04/06/2018
BHM	Catering Science(B Batch)	04/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	65	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Skill Enrichment Programme	14/06/2018	278
Communication Skills Training	10/08/2018	174
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Finance	60
BCom	Computer Application	57
BCom	Co-operation	38
BBA	Marketing	35
MCom	Finance	18
BA	English(Language and Literature)	15
BHM	Catering Science	40
BHM	Culinary Arts	36
BSc	Computer Science	32
BCA	Computer Application	34
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The Feedback on curriculum and teaching learning process is designed to get formative feedback that can be used towards the improvements in the quality of

course design and delivery, as well as student learning experiences. To get an overall idea on the syllabi of various courses offered by the university, the college maintains an institutional level feedback report. The institution collects the feedback on curriculum aspects and courses from different stakeholders such as the students, teachers and alumni. Collection of feedback forms has been done from the students of four different programmes (Computer Science, Hotel Management, Commerce and Languages). Each department regularly takes feedback from students on curriculum and syllabus every year, which is then compiled and consolidated at the college level. Syllabus, curriculum and the facilities offered by the college for a proper implementation of the syllabus forms the prominent parts of the feedback form. The college obtains feedback from stakeholders through questionnaire. The focus of the questionnaire is mainly on the objectives of the courses, course workload, the flexibility of the syllabus, the new topics that could be incorporated in the syllabus etc. The collective feedback of the stakeholders is analysed and a consolidated feedback report is prepared. The feedback obtained is discussed in the department meeting of the respective departments. The provided feedback report is presented in the College Council Meeting. The Council looked into the aspects that needed improvement and suggested necessary corrective measures. The feedback reports are available in the college website. Supporting Documents:
[http://mbanimit.ac.in/naac1/Uploads/20200608122726_1.4.1_\(2018-19\).pdf](http://mbanimit.ac.in/naac1/Uploads/20200608122726_1.4.1_(2018-19).pdf)

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	Computer Application	33	320	29
BSc	Computer Science	41	258	33
BHM	Culinary Arts	33	203	30
BHM	Catering Science	66	236	64
BA	English(Language and Literature)	33	195	27
MCom	Finance	23	120	20
BBA	Marketing	41	349	38
BCom	Co-operation	53	292	45
BCom	Computer Application	53	317	48
BCom	Finance	108	653	100

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
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			teaching only UG courses	teaching only PG courses	
2018	1236	20	53	1	11

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
65	65	11	34	1	11

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring in NIMIT A mentoring relationship develops over an extended period, during which a student's needs and the nature of the relationship tend to change. The nature of a mentoring relationship varies with the level and activities of both student and mentor. Objectives of our mentoring - To advance the educational and personal growth of the student. - To help and support students to manage their own learning in order to maximize their potential, develop their skills, improve their performance and become the person they want to be. - To assist the students in overcoming personal problems in their life. Our Mentor Concept - M – Manages the relationships - E - Encourages - N - Nurtures - T - Teaches - O - Offers mutual respect - R - Responds to the mentee's need Mentoring is done very efficiently in Naipunnya. Students are divided and assigned to the teachers. The Head of the Departments are dividing students and allotting them to the teachers in respective department. One to one interaction is done by the mentors. Mentoring details are maintained as hard copy till 2017 March. A new Software "Nimit Mentor Mate" was introduced in 2017. "Nimit Mentor Mate" is more efficient and utilizes technology at the max. This year onwards class teachers have mentored the students of their respective class as they are the one who should know the students more and can guide them to achieve professional and personal growth. The class teachers will do mentoring students and enter the details in Mentor Mate. Through "Nimit Mentor Mate", class wise reports can be made easily and Scholastic performance of students can be compared. The other advantages are following: • Easy to refer the details • More confidential • Editing of mentoring details are easy • Easy to maintain the backup data. • Class wise reports • Scholastic performance of students can be compared The mentoring page provides the pre academic profile of the students which includes their SSLC and plus two percentage. The scholastic performance of the particular student can be noted in the page. If the students have any academic difficulty that also can be noted. It also provides their career orientation and problems such as emotional, family, peer group and personal. Other than this any issues discussed with the teacher can also be noted in the page. Teachers will provide more mentoring sessions and follow up to the students if needed. During 2018-2019 there were 1256 students and they were mentored by 65 teachers. The mentor mentee ratio is 19:1. Counselling in NIMIT The students who need extra care are identified through mentoring by the mentor and they are given the assistance of counselor. The counselor helps them to tackle their difficulties through different psychological techniques. The counselor meets the counselled and fill an intake form which provides the basic information of the client and keeps the records confidentially in a file. Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200612112838_2.3.320addituinal.pdf

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1256	65	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
65	65	Nil	11	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,

International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Rev. Fr. Saje Peter	Principal	Deepika Award
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	NCM	Semester 1	08/02/2019	09/10/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Effective implementation of Continuous Internal Evaluation Systems mooted by the University is being strictly performed which has also seen reforms from time to time. The institution has taken many operative measures for the effective application of the evaluation reforms. The institute has an exam cell headed by the Chief Examiner for the smooth conduct of all examinations. Examination Cell takes all precautions while preparing Examination Time table, Invigilation duty chart, seating plans for the students in the Examination halls. Examination cell takes necessary steps for handling Question paper (printing, counting, bundling, packing and sealing) and collecting back Answer sheets and distribution to concerned teachers after completion of the exam. Continuous Internal Evaluation is divided into three: CIE1:First Internal Exam CIE2:Second Internal exam(Model exam) CIE3: Assignments/ seminars/ class test/viva At Institute level, CIE 1 is conducted during the middle of the semester and CIE 2 is conducted at the end of the semester. CIE 3 goes according to the planned date in the programme of the corresponding subjects. CIE3 includes seminars based on syllabus, assignments based on syllabus , viva and class test Time table for CIE 1 and CIE 2 will be published in the notice board and the CIE3 details are shown in the programme schedule which is displayed in the class notice board. Question papers need to be submitted to the chief examiner eight days prior to the exam through the department exam coordinator. Answer sheets should be evaluated and distributed within eight days of commencement of Exams. Students are free to discuss with the course-in-charge if they seek any clarification. The consolidated mark lists are displayed and a software generated progress report is brought to the notice of parents. All the data is stored in NIMIT Expert. Internal marks sent to the University include the marks of CIE1, CIE2, CIE3 and attendance which will be displayed in the notice board for the benefit of the students before sending to the University. The practical exams are also conducted in a similar pattern as the theory exams. The academic projects are reviewed periodically during the semester. The course facilitator enters the marks and attendance of the students in the NIMIT Expert periodically and the monthly attendance report is taken. The Institute sends its faculty members as examiners to Valuation Camps and Board of practical examinations of the affiliating University. Supporting Documents:
http://mbanimit.ac.in/naac1/Uploads/20200616065625_2.5.1202018-19.docx.pdf

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of the academic year the University of Calicut publishes the academic calendar with proposed days of admission, commencement of classes, dates for exams, holidays, etc. Bearing in mind the University calendar, the Departments plan for different exams and activities and presents the same to the Principal. The calendar for Internal exams is discussed in the Staff Council which prepares a detailed time table for the conduct of the internal exams and presents the same to the Departments for final concurrence. After discussions with the members of the staff, the details of internal exams are published in the college handbook so that it can be accessed by the students and staff as well. Notification of the commencement of the exams is provided in the college website as well. Department Academic Calendars are also prepared by the HoDs which include the beginning of semesters, dates of planned internal exams and model exams. The question paper for every internal exam is prepared by the concerned faculty in charge, scrutinised by the specific course coordinator, approved by the HoD and forwarded to the examination wing eight days prior to the exam. The examination wing under the supervision of the Chief Examiner prepares for the exams on given dates, assigns invigilation duties, prepares required number of question papers in prescribed format and procures necessary materials for the conduct of exams in various exam centres. The duty list and unified exam timetable is published and distributed for the smooth conduct of the exams. The marked answer scripts are returned to the students after eight days and consolidated mark sheets are prepared along with progress cards which is presented during the Open House/PTA meetings. Considering the vagaries associated with the frequent postponement of the University exams by the University due to lots of unforeseen exigencies, the college also rearranges the exams as and when it is deemed necessary. The Staff Council along with the examination department makes sure that the intervals between internal examinations, publishing of results, meetings with parents etc are maintained properly so that the students get adequate time for preparation for both internal and University exams. Supporting Documents:
http://mbanimit.ac.in/naacl/Uploads/20200612121854_2.5.3.docx.pdf

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://mbanimit.ac.in/naacl/Uploads/20200612110557_2.6.1_1552979736_2962.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NCS	BCA	Computer Application	35	32	91.42
NCS	BSc	Computer Science	32	22	68.25
NHM	BHM	Culinary Arts	36	23	63.88
NHM	BHM	Catering Science	40	24	60
NLM	BA	English(La	15	12	80

		Language and Literature			
NCM	MCom	Finance	20	20	100
NCM	BBA	Marketing	35	29	82.85
NCM	BCom	Co-operation	38	12	31.57
NCM	BCom	Computer Application	57	40	70.17
NCM	BCom	Finance	59	55	93.22
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://mbanimit.ac.in/naacl/Uploads/20200617121004_sss.docx.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
IPR-Innovations and competitiveness in current business scenario	Commerce	30/11/2018
New media rhetoric-visual culture and gender representation	Languages	21/02/2019
A colloquy on Art, Artist and Literature	Languages	02/02/2019
Seminar on Healthy foods	Hotel Management	25/10/2018
Seminar on Awareness on drug abuse	Hotel Management	31/10/2018
Workshop on Food Safety	Hotel Management	22/01/2019
Workshop on Fish Carving	Hotel Management	07/02/2019
Workshop on Housekeeping Equipments	Hotel Management	19/02/2019
National conference on current perspective on cyber security	Computer Science	05/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	31/05/2019	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Ankur	NIMIT	Nil	Best projects in the campus	04/07/2018
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Language	1	7.0
National	Commerce	1	5.0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	6
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2018	0	NIL	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	Nil	Nil	0

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	24	Nil	11
Presented papers	1	Nil	Nil	Nil

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Run to give	Open to all	1	27
Swatch Bharath	First HM CS (B Batch)	1	24
Swatch Bharath	First HM CA	1	30
Flood relief material distribution by ESAF	Second HM CA	1	36
Blood Donation Camp	Second year HM Cs (B)	1	85
Visit to Anugraha Sadhan	First year HM CS (A)	1	40
Visit to OLH Colony, Mangalassery	Final year HM CA	1	36
Visit to Karuna Bhavan	Final Year HM CS	1	40
Visit to Emmanuel Kripa	First HM CS (A Batch)	1	40
Chefs delight - Bakery workshop	Common programme	1	14

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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Run to give	Open to all	Run to give	1	27
Swatch Bharath	First HM CS (B Batch)	Swatch Bharath	1	24
Swatch Bharath	First HM CA	Swatch Bharath	1	30
Flood relief material distribution by ESAF	Second HM CA	Flood relief material distribution by ESAF	1	36
Blood Donation Camp	Second year HM Cs (B)	Blood Donation Camp	1	85
Visit to Anugraha Sadhan	Final year HM CS(A)	Visit to Anugraha Sadhan	1	40
Visit to OLH Colony, Mangalasery	Final year HM CA	Visit to OLH Colony, Mangalasery	1	36
Visit to Karuna Bhavan	Final Year HM CS	Visit to Karuna Bhavan	1	40
Emmanuel Kripa	First HM CS (A Batch)	Visit to Emmanuel Kripa	1	40
Chefs delight - Bakery workshop	Common Programme	Chefs delight - Bakery workshop	1	14
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Collaboration	Letter of Linkage	Annai Fathima College of Arts Science, Thirumangalam, Madurai - Tamil Nadu	01/03/2019	31/12/2019	Faculty and students of Hotel Management
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Unique management training solutions	12/01/2018	Add on course	87
Miles education private limited	28/11/2018	Optional Course	17
Konfidence	27/06/2018	Aptitude training	3
Active Edu	07/08/2018	Python training	80
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
386.5	285.67

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha Software	Partially	3.20.10.000	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11009	924909	318	103727	11327	1028636
Reference Books	481	340268	10	19	491	340287
e-Books	1613	Nill	Nill	Nill	1613	Nill
Digital Database	2	84370	2	79768	4	164138
Library Automation	1	Nill	Nill	Nill	1	Nill
Others (specify)	1	Nill	Nill	Nill	1	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Mr. Prabhakaran KG	Dates and Carrot Cake Demo	Youtube	10/04/2019
Ms. Grace K Benny	Influence of the mother tongue on english language	Youtube	09/04/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	172	147	172	147	147	15	14	20	0
Added	4	0	4	0	0	0	0	0	0
Total	176	147	176	147	147	15	14	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Youtube	https://www.youtube.com/channel/UCYkw4eqVFUq0KhCG13xLRA
Naipunnya E- library	http://koha.naipunnya.ac.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
300000	308997	5700000	6041695

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Library maintenance: The Library opens on all working days. The students and faculties are free to borrow all books except reference books using their ID cards. A library entry register helps to keep count of those using the library every day. The librarian arranges the books in shelves according to the subject-contents and the physique of the book. Shelving, shelf rectification and shelf refurbishing is an ongoing process in the library. Stock verification to verify the total collection is carried out at appointed intervals. All books received by the librarian are assigned a serial number and appropriate entries are made in the stock registers. **Premises maintenance:** The sweeping and cleaning of the

premises, class rooms, staffrooms, administrative block, canteen etc. are done daily. Food waste is disposed in the biogas plant. Dustbins are strategically placed in the campus and cleaned at significant times during the day. At the end of every year all rooms are checked by the maintenance personnel and action is initiated to paint the rooms, repair damaged furniture and carry out any other repairs wherever needed. A gardener and maintenance personnel take care of the plants and lawns in the campus. Watering, weeding, pruning and fertilizer application are done regularly by the personnel under the guidance of the head gardener. Computer maintenance: All computer repair requests are entered in a maintenance request register. The staff in the college try to resolve the problems internally and if not possible external technicians are contacted to carry out the necessary repairs and replacement. Computer Laboratories maintenance: The computer lab in charge maintains a record of maintenance of computers in the computer lab. The staff in the college try to resolve all minor problems internally and if it is not possible external technician will be contacted for repair. All systems are checked under the annual maintenance contract and appropriate repairs/replacements are done in consultation with the Principal. Kitchen maintenance: All equipment used in the kitchen are properly cleaned and maintained to prevent any contamination of food. Dishes, pots, pans and utensils are washed in hot, soapy water and air-dried in clean dish racks. The floors are cleaned with water and mild detergent after each class. Mixer, grinders, ovens, refrigerators and electric chimney are serviced periodically and as and when they malfunction. Gas burners are serviced regularly. Restaurant maintenance: The restaurant floors are scrubbed and cleaned often. The service clothes are cleaned of all stains, disinfected, dried and ironed after each usage. The cutlery and plates are thoroughly cleaned, properly dried and arranged in the shelves. At the end of the academic year, all necessary repairs are carried out on the damaged cane chairs and tables used in the restaurant. Sports facilities maintenance: The sports facilities in the college are frequently checked and repairs carried regularly based on the recommendation given by the various coaches. All sports equipments are checked and the maintenance personnel repair/replace as and when needed. Details of all repairs/ replacements are entered in the appropriate register.

<http://naipunnya.ac.in/Maintenance.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Educational Assistance	31	511675
Financial Support from Other Sources			
a) National	Post Metric Scholarship	120	1200000
b) International	NIL	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development - Skill	06/06/2018	278	Mr.Sabu Varghese ,Training

Enrichment Programme			Manager, Naipunnya Institute of Management and Information Technology, Pongam, Training department, NIMIT Pongam
Remedial Coaching	31/10/2018	451	All the subject teachers identify the slow learners in their respective subjects and device plans and innovative methods to improve their knowhow and competency thereby
Language lab	15/10/2018	132	Visual multimedia, Ushus building, Chungom, Kotayam
Bridge course	01/08/2018	69	To familiarise the students with new subjects that they have not studied before and thus bridging the gap
Yoga and meditation	21/06/2018	100	Fr. Peter, Thiruthanathil, Yoga trainer, Ernakulam, Prof. Santha Sebastian, Retired professor, Morning star College, Mr. Sreejith PA, Yoga Trainer.
Personal Counselling	06/06/2018	124	Ms. Reny V Kalayil, Counselor, NIMIT
Mentoring	06/06/2018	1256	All class teachers through mentor mate software of the institution

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
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2018	Training Scheme of NIMIT	62	278	62	105
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Goan Institute International Consociation of Education Pvt Ltd	47	25	Infosys Limited	18	9
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BCom Computer Application	Commerce	Naipunnya Institute of Management and Information Technology	MCOM
2019	1	BBA	Commerce	DIST Angamaly	MBA
2019	1	BCom Coperation	Commerce	Naipunnya Institute of Management and Information Technology	MCOM
2019	1	BCom Finance	Commerce	Jain University, Bnaglore	MCOM
2019	1	BSc CS	Computer Science	School of Technology and Applied Sciences, Edapally	MCA

2019	1	BCA	Computer Science	Government Engineering College, Thrissur	MCA
2019	1	BA English	Languages	St Josephs College, Irinjalakuda	MA English

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	Nil

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Avani	Institutional	1256

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold	National	1	Nil	99141654 5889	Arjun A M
2018	Silver	National	2	Nil	75055852 2913	Siyafar K
2018	Bronze	National	5	Nil	41958893 9864	Sijo George
2018	Participation	National	10	Nil	47341501 3801	Agnes Mariya

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the directions of the University of Calicut, a presidential system of election is conducted in Naipunnya Institute of Management and Information Technology, leading to the formation of a student council namely 'College Union'. The presidential system of election is followed and elections are conducted every year under the close monitoring of the staff. All the students in the Campus can cast their vote to elect a candidate, the dates for filing the nominations on the day of election are declared by the University and the college authorities to ensure the strict adherence of ethical practices during the entire process of the election. The elected body comprises nine members namely Chairperson, Vice Chairperson, General Secretary, Joint secretary, Finance secretary, Student editor, Two University Union councilors, General Captain for sports and representatives for each year of the Degree batches and PG courses. The Vice Chairperson and the General Secretary posts are reserved for girls. The two University Union counsellors represent the college at the

University level. A faculty member is nominated by the college Council as staff advisor to guide the activities of the students Council. The activities of the students Council starts soon after taking oath of office bearers this is followed by inauguration. The activities of the Council includes Union day, Nativity, Vismaya, Sneha Sangamam, Avani, Viva, College day, club inaugurations and various other programmes. All the clubs, associations and forums have student representatives as its secretaries and joint secretaries. The executive committee of women cell has student executives to coordinate the activities. The college union actively takes part in many social service programmes. In the current year the union took a major role in the collection of money and other necessary things for supporting the students and staff of the college who have been affected by the flood. Programs like Sneha Sangamam are celebrated in the campus to foster communal harmony, social and charity works are undertaken to nurture social responsibility among the students. The council actively associates with the campus cleaning and other activities. The college magazine based on a specific and relevant theme is a major highlight of the activities of the students. The council has a separate editorial board with teachers from the language department and has a student editor. Along with a team of students they help the magazine editor in compiling the magazine. The students union is actively involved in the smooth functioning of the college. They represent the concerns of the students in the college council. The staff advisor in all the official functions of the college representative of the council is invited to offer felicitations there by ensuring their representation and involvement in the events they are also involved in selecting and training talented students for intercollegiate competitions and events they are represented in the major bodies of the college such as Student monitoring community, Canteen committee, Library committee and various clubs Supporting Documents:
[http://mbanimit.ac.in/NaacAQAR202019/5.3.2\(Council\).pdf](http://mbanimit.ac.in/NaacAQAR202019/5.3.2(Council).pdf) Supporting Documents:
http://mbanimit.ac.in/naac1/Uploads/20200615111328_5.3.2.pdf

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

One Supporting Document : <http://naipunnya.ac.in/Alumni.pdf>

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Avani(Onam Celebration): Avani is a major celebration organised in the institution, which sees the involvement of management, staff, students, parents and other stakeholders. Each and every member of the college plays a vital role in the celebration. The program monitoring committee headed by the principal approves the schedules and activities planned by the faculty event coordinators. The student's council ensures the smooth flow of activities throughout the event. One week celebration of Avani begins with the inaugural

program followed by on-stage and off-stage events spread throughout the week. On-stage and off-stage events are planned by the team of faculty and student coordinators. Students are encouraged to participate in maximum events. With the help of support-staff the venues are arranged for different events. Events like Flower carpet competitions, Best Maveli, Malayali Manka, Payasam making, Thiruvathira etc are part of the celebrations. The last day of the event is marked with a host of activities, such as Onam games, Tug of War, Dance performances by both faculty and students, Onasadhya (Traditional Onam feast) prepared by the department of Hotel Management and served by the students of various departments. It is an event which involves each and every member of the institution. Kurkshethra (Meet the Candidate): The Institution follows the democratic system of elections, for the formation of the College Student Union. It provides an equal platform for all eligible candidates to present their election manifestos to the student and teaching community. A day before the college union election, a formal programme is organised by the institution named Kurukshethra. Kurkshethra, or meet the candidate is a platform for the entire student and teaching community to meet the candidates, understand and evaluate the agendas put forward by the candidates. Each candidate gets an opportunity to speak to the audience for a stipulated time. At the end of the program a panel formed of teachers and student representatives put forth queries to the candidates, which are addressed by the candidates. The entire event is organised with the consensus and support of the management, faculty and the student population. Chief returning officer coordinates the smooth conduct of the pre-election and election process. The entire event requires great deal of coordination between the management, teaching, non-teaching faculty and students. Supporting Documents:
http://mbanimit.ac.in/naac1/Uploads/20200618044508_6.1.1.pdf

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The institution has a transparent admission process, where 50 percent of the seats are filled through a centralized admission process UG CAP OR PG CAP conducted by Calicut University. In this process, the candidates are shortlisted on the basis of their marks in the qualifying examination. UG CAP is a counselling process conducted for shortlisted candidates. Remaining 50 of the seats are filled by the management based on the student eligibility.
Industry Interaction / Collaboration	Industry interaction through activities, workshops, visits are promoted by the institution. The institution has MOU's and linkages with various industries and institutions. Students also use the industry support for field works and projects. Students of Hotel Management undergo 4 months of compulsory training in hotels as part

of their industrial exposure training. Supporting Documents: [http://mbanimit.ac.in/naac1/Uploads/20200618094646_Place ment20-HM\(18-19\).pdf](http://mbanimit.ac.in/naac1/Uploads/20200618094646_Place ment20-HM(18-19).pdf)

Human Resource Management

The institution has a well-structured administrative and academic section to look after the requirements of employees and students respectively. Records of all employees are updated and maintained by the Human resource manager. The grievance redressal committee headed by the principal addresses the complaints/ grievance raised by the employees. Implementation of staff welfare measures are also taken care of by the Human resource Manager. Students grievances are addressed through the student grievance redressal cell. Students are provided an avenue to address their problems and queries through a strong mentoring system followed in the institution. Student welfare measures such as scholarships, medical insurance, transportation facility etc are followed in the institution. Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200618111601_welfare20measures.pdf

Library, ICT and Physical Infrastructure / Instrumentation

The college library has more than 11,818 books, 29 journals, 39 periodicals and 10 newspapers. Special services such as information notification, photocopying facility, reservation of books, DELNET, JGate, e PG-Pathshala (learning resource), Digital Repositories etc. are also provided. Open access of e-resources is provided through the library website. The library provides open access to users with its open shelving system. The books are arranged according to Dewey decimal classification. The library rules and the main classes of subjects are displayed near the counter. All books are barcoded and their issues recorded using scanners. Library automation system KOHA helps in accessibility of the library resources. The bibliographic records of documents available in the library can be accessed through our Web OPAC. The institution believes in upgrading its infrastructure to facilitate teaching and learning environment. The practical labs are updated to meet the industry standards. Supporting Documents: <http://>

/mbanimit.ac.in/naac1/Uploads/20200618125740_4.2.pdf

Research and Development

The institution is in the process of inculcating the research culture in faculty and student community. As a step in the same direction, Faculty and students are encouraged to write and publish research papers in their domains. The Faculty Enhancement program (FEP) is an initiative of the training department of the institution to provide a platform to all teachers to present their research papers in-house. It Workshops are organised by the institution on topics such as Writing Research papers etc. to guide and motivate faculty and students. Supporting Documents: [http://mbanimit.ac.in/naac1/Uploads/20200616121826_Commerce20publication20\(1\).pdf](http://mbanimit.ac.in/naac1/Uploads/20200616121826_Commerce20publication20(1).pdf)

Examination and Evaluation

Students are continuously evaluated throughout the semester through class tests, internal examinations and model exams, as scheduled in the academic calendar. The question pattern provided by the university is used for the conduct of the exams. The graded answer sheets are returned to the students within 8 days of the conduct of the exams. A PTA meeting after the result announcement helps the guardians to be involved in the academic pursuits of their wards. Students failing in internal examinations are provided with extra guidance from the respective course teachers. A retest is conducted to analyse the students' performance Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200616065625_2.5.1202018-19.docx.pdf

Teaching and Learning

Under the able leadership of the Principal, various committees are formed to ensure a better teaching and learning environment. All classrooms are ICT enabled. The effectiveness of Teaching - learning techniques are analysed by the result analysis committee and through student feedback. Special classes are conducted for slow learners. Advanced learners are provided with additional skills through walk with the scholar program. Add-on courses are provided for improving the employability skills of the learners. Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200608035832_1.1.120List20of20Supporting20Documents.pdf

Curriculum Development	<p>The institution sends its feedback to the university with regard to the change of syllabus. For this a feedback is collected from Alumni, industry experts and faculty. Faculty who are members in the Board of Studies (BOS) represent the respective departments and put forward the suggestions during the BOS meetings, which revamps the syllabus every 5 years. Faculty from the college are also invited to attend meetings for reframing of the syllabus. Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200608035832_1.1.1_20List20of20Supporting20Documents.pdf</p>
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6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The college invests meticulous attention to monitor and analyse the students' attendance. The internal marks are allotted according to the attendance each student has secured. A software is imparted for registering the attendance. The college uses a special software called Nimit expert for all the purposes. The software includes other software such as Mentor mate, Meeting mate, Student evaluation and Feedback. The software makes possible the generation of daily absent lists and weekly, monthly and semester wise attendance summary. The software is designed in a way to source shortage lists and absent day reports, concerning each student and also class-wise and course-wise reports. A new software, Meeting mate was introduced in 2018. This software is very useful for entering all the details regarding any meeting, viz, Agenda, Decision points, task etc. Supporting Documents: http://mbanimit.ac.in/NaacAQAR202019/6.2.2.pdf Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200618104047_E-governance.pdf</p>
Administration	<p>Nimit Expert Software is used for effective administration of the institution. The college invests meticulous attention to monitor and analyse the students' attendance. The internal marks are allotted according to the attendance each student has secured. Special software is imparted for registering the attendance. The Principal who serves as the administrator of the programme can view</p>

	and verify the entire data related to examination management including internal marks allotted for each criteria and the attendance percentage
Finance and Accounts	Tally Software is used for Finance and Accounts Management of the college. The software provides accurate statistics concerning fee collection, fees scheduling, and billing. It makes easy account maintenance and transaction regarding financial details. It maintains data regarding reservation, exemption and discounts. Student liabilities, due lists, defaulters list, caution fund management etc. are detailed in the portal.
Student Admission and Support	Nimit Expert software is functional for the issue of Transfer Certificate, Course Certificate etc. The office communication and conveyance becomes an effortless process in this system. The college can easily maintain, frame and produce any data required by the university.
Examination	Internal Examination Management is conducted with the help of state of the art technology, implementing unique software for handling, storing, recovering and managing examination related information. It is designed in a way helpful for students, parents, and faculty alike. The Principal, serves as the administrator of the programme, can view and verify the entire data related to examination management including internal marks allotted for each subject and the attendance percentage. Examination management software (NIMIT Expert) makes it easy to generate any sort of data regarding compilation of the reports at the examination office of the college. There are separate portals for internal mark entry for each subject, subject wise report card generation, and consolidated report card generation.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2018	Mr. Fredy Varghese	Angular 6 Workshop at Rajagiri	NIL	1500
2018	Ms. Maria Antony	National Seminar on Quality Enhancement in higher education at BMC, Thrikkakara	NIL	200
2018	Ms. Bini Rani Jose	National Seminar on Quality Enhancement in higher education at BMC, Thrikkakara	NIL	200
2018	Dr Joy Joseph Puthussery	National Seminar on Quality Enhancement in higher education at BMC, Thrikkakara	NIL	200
2018	Ms. Jeena. Antony Mr. Antony George	International conference, Christ college Pune	NIL	6195
2018	Mr. Prabhakaran K G	South India Chef's Association (SICA), Bangalore	NIL	2000
2018	Mr. Abin John	Seminar	NIL	400
2018	Mr. Robert Fernandez, Ms. Sonia Thomas, Mr. Wilson P.P	2nd National colloquium, Moti Mahal College of Hotel Management, Mangalore	NIL	6936
2018	Mr. Towin Mathai	Angular 6 Workshop at Rajagiri	NIL	1500
2018	Mr. Feby Joseph	South India Chef's Association (SICA), Bangalore	NIL	2000

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Role and responsibilities of teachers. Faculty Rejuvenation Program	NIL	29/05/2018	01/06/2018	65	Nil
2018	Classroom observation and learning Faculty Rejuvenation Program	NIL	29/05/2018	01/06/2018	64	Nil
2018	Teaching and Technology Faculty Rejuvenation Program	NIL	29/05/2018	01/06/2018	53	Nil
2018	Migrant Labour Management - Antecedents and Rating-Ms. Cenna Peter, Department of Commerce	NIL	24/07/2018	24/07/2018	54	Nil
2018	Programming in PHP	NIL	19/07/2018	20/07/2018	9	9
2018	Interdepartmental Quiz (FEP)	NIL	04/10/2018	04/10/2018	62	Nil
2018	The Culturally Fetished Cuisine: changing role of food in the consumerist society-	NIL	11/09/2018	11/09/2018	47	Nil

	Ms. Ebilin J, Department of Languages					
2018	Popular eco-friendly housekeeping practices in star hotels, with special reference to hotels in Kochi- Ms. Sonia. T Department of Hotel Management	NIL	18/09/2018	18/09/2018	53	Nil
2018	Information Systems in Higher Educational Institutions- Ms. Neethu. T Department of Computer Science	NIL	25/09/2018	25/09/2018	21	Nil
2018	NIL	Amrutham 2018	28/07/2018	28/07/2018	Nil	46
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Enrichment Programme at Holiday Inn Kochi	1	30/04/2018	22/05/2018	17
Deciphering a world of three zeros. ESAF annual lecture on social	1	25/06/2018	25/06/2018	1

business delivered by Nobel Laureate Prof. Muhammed Yunus				
SICA pastry art Hot pate presentation workshop - 2018, organised by South Indian Chef's Association , Bengaluru	2	25/06/2018	27/06/2018	3
Wine appreciation session, organised by Sula wine academy, Sula Vineyards	4	06/07/2018	06/07/2018	1
One day National seminar on IFRS conducted by PG department of Commerce, ST.Mary's college ,Thrissur	1	18/07/2018	18/07/2018	1
International Conference on 'Nextgen Information systems and Technologies, NGIST'18 organised by KSS College of Engineering, Palakad	1	19/07/2018	20/07/2018	2
Drumbeats from the Sidewalk	1	30/10/2018	31/10/2018	2
Database Administration fundamentals Microsoft Technology Associate Certification course	8	08/08/2018	08/08/2018	1
One day National seminar on IPR	28	30/11/2018	30/11/2018	1

Innovations and Competitiveness in current business scenario conducted by PG Department of Commerce, NIMIT				
Angular 6 - One Frame Work: Mobile Desktop, organised by Rajagiri college of social sciences (Autonomous)	1	06/12/2018	07/12/2018	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
65	65	46	46

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
19	19	12

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute conducts internal and external audits regularly. The primary stage of the internal audit is done by the institution itself by its finance department, headed by the finance manager. The finance manager scrutinizes and verifies the financial data which is further audited by the central office which audits the different institutions in the Archdiocese. The first stage of the audit by the central audit team is done in every quarter of the financial year. In Internal audit, although the primary stage is scrutinized by the finance department and finance manager, the secondary stage of audit is independently conducted by Ernakulam archdiocese central office to improve the institutions operational efficiency taking into account the various parameters set in the beginning of the financial year. The short term and long term objectives set by the institution and the budgetary provisions are scrutinised and evaluated. An external auditor performs an audit every year in accordance with specific laws or rules, of the financial statements. The last External audit was successfully completed. The audit report along with the income tax statements/returns are presented to the concerned authorities in due time keeping in purview the deadlines set by the competent authorities. Supporting Documents: <http://mbanimit.ac.in/NaacAQAR202019/6.4.pdf>

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Flood Relief Fund	545124	Flood relief activities

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC Team
Administrative	No	Nil	Yes	IQAC Team

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Initiative Amount spent Sports 5,00,000 DZone. 2,62,000 Scholarships and endowment to students on college day 56,750 Others 105,105.68 Supporting Documents: http://mbanimit.ac.in/NAAC1/Uploads/20200724031958_PTWA_FUND_2018.pdf

6.5.3 – Development programmes for support staff (at least three)

Programme 1: Amrutham The Department of Languages organized a workshop on Effective Communication titled as, "Amrutham", 2018 on 21 July 2018. It was conducted for the Non- academic staff. The sessions were handled by Mr, Sabu Varghese, Training Manager, Ms. Grace K Benny, HoD, Department of Languages, Ms. Rejitha K Ravi and Ms. Annu Mary Cyriac, faculty, Department of Languages. The program was aimed at making the participants aware of the pitfalls of faulty communication, the need of effective communication and how to practice effective office communication in everyday life. Programme 2: Non- teaching staff tour The tour programme for the year 2018-19 was conducted on 2nd March 2019 to ThumboorMuzhi Dam and Athirapally WaterFalls. The programme was coordinated by Mr. Shaju P John, PRO, NIMIT. There was a participation of 57 members from the non teaching staff including Fr. Saje Peter, Fr. Varghese Assin and Fr. Thomas Valookaran. Programme 3: Oruma Oruma 2018, The Naipunnya family day was held on 9th July 2018. A coordinating committee comprising members from teaching and non teaching staff planned the activities for the day. The programme began at 4:30 p.m. There was a participation of around 350 people. Supporting Documents:
http://mbanimit.ac.in/NAAC1/Uploads/20200724020601_STAFF_TOUR.pdf
http://mbanimit.ac.in/naac1/Uploads/20200724021118_AMRUTHAM.pdf
http://mbanimit.ac.in/naac1/Uploads/20200724021400_oruma.pdf

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NIMIT was not accredited during the year 2018-19

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Criteria Formulation	22/06/2018	22/06/2018	22/06/2018	74

2018	Training session about NAAC	27/07/2018	26/07/2018	27/07/2018	24
2018	Audits and preparation of IIQA and submission of SSR	19/09/2018	01/06/2018	31/03/2019	1376
2018	E content development through media center	19/09/2018	09/04/2019	12/04/2019	1256
2018	Innovative projects to incubation center	22/10/2018	22/10/2018	31/05/2019	376
2018	Commerce dept organised national seminar	30/11/2018	30/11/2018	30/11/2018	44
2019	Language dept organised national seminar	21/02/2019	21/02/2019	21/12/2019	74
2019	HM dept organised national seminar	15/03/2019	15/03/2019	15/03/2019	84
2019	CS dept organized national seminar	05/03/2019	05/03/2019	05/03/2019	76
2018	Organizational Structuring	19/09/2018	19/09/2018	19/09/2018	1376
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Theme Dance	03/08/2018	03/08/2018	6	Nil
Flashmob	08/03/2019	08/03/2019	15	Nil
Mazhavil 2018- Film Show	15/10/2018	15/10/2018	28	24

Inauguration Ceremony of SWAS	18/07/2018	18/07/2018	13	11
Interactive session with Ms. Dayabhai	09/08/2018	09/08/2018	141	278
Suraksha Presentation	15/02/2019	15/02/2019	53	32
Hair Donation Camp	20/02/2019	20/02/2019	40	Null

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1.82 (2640 (in KWH) /144958 (in KWH) 100) Supporting Documents: http://mbanimit.ac.in/naacl/Uploads/20200617124134_New20Doc2006-16-20202014.27.20.pdf

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	Yes	4
Ramp/Rails	Yes	4
Braille Software/facilities	Yes	1
Rest Rooms	Yes	4
Scribes for examination	Yes	4
Special skill development for differently abled students	Yes	1
Any other similar facility	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	2	27/07/2018	1	Alivio 2018	Rebuilding lives relief mission	7
2018	2	2	29/08/2018	2	Blood Donation Camp	Blood Donation	25
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct	02/07/2018	No changes have been incorporated

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
MITHRA 2018-Distribution of study packages to kids at St. Marys L.P. School, Angamaly	13/07/2018	13/07/2018	5
Alivio-Rebuilding Lives Relief Mission	27/07/2018	27/07/2018	7
Expressions - Talent Show	03/08/2018	03/08/2018	1256
Splash- Inauguration of Clubs	03/08/2018	03/08/2018	1256
Flood Relief Clean Up Mission at Divine De-Addiction Centre, Muringoor	30/08/2018	30/08/2018	70
Book contribution to Ayiroor Church parish school students	07/09/2018	07/09/2018	6
Flood Relief Material Segregation at Don Bosco College, Mannuthy	07/09/2018	08/09/2018	51
Cleaning at Karukutty Railway station -Swachh Bharat Mission	28/09/2018	28/09/2018	25
Sahayathra -Visit to various old age homes and palliative units	10/10/2018	10/10/2018	21
Flood Relief Humanitarian Aid Kit Distribution at Moonjely Catholic Church and ESAF Office Amballor	10/12/2018	11/12/2018	10

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Bio gas Plant
2. Vermicompost
3. Separate dustbins for Plastic, Paper and Food waste.
4. Waste Disposal and Management
5. Well Recharging

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title: Faculty Enhancement Programme Objectives: Faculty Enhancement Programme is a weekly One hour programme intended to enhance the faculty member's knowledge, research aptitude, presentation skills, communication strategies, pedagogical experiments and classroom management skills. It provides an opportunity to faculty members to update their subject knowledge, general knowledge and skills for writing research papers and presentation so that they stay in touch with the changing scenario in the teaching field and update themselves continuously. The faculty member either individually or in a group tries to maximise his or her potential by using the college platform in their quest for excellence and upgradation. The Context: NIMIT started the practice of encouraging teachers in various ways to develop their teaching skills, research skills and knowledge acquisition in order to effectively facilitate the students in the classroom. This programme was taken up in the right earnest as it was found that the contributions from faculty members towards research papers and presentations were not meeting the desired parameters and faculty members were found struggling to write research papers. It was also understood that the different pedagogical strategies adopted by the different faculty members in their own contexts could be shared to the teaching community as a whole and faculty members could update their general acumen once they found inputs pouring in from their own colleagues, rather than engaging external sources frequently. This practice slowly and steadily builds confidence to share and acquire the necessary skills and knowledge so that they could transact better in classroom scenarios. Since the training sessions organised by the University are reserved to the faculty members of the Govt/Aided colleges, a similar input session was deemed necessary understanding the vital need to engage in research activities. The Practice: The Training department takes up the responsibility for the smooth conduct, coordination and evaluation of this programme. The programme is mainly divided into three as follows : 1. Faculty Rejuvenation Programme: It is generally a three day programme organised by the training department prior to the commencement of every academic year to reinforce and rejuvenate the faculty members. The training generally focuses on classroom management, effective teaching skills, teaching with technology, teaching pedagogy, student-faculty relationship, emotional stability, teacher bonding etc. The specific areas of interest are gathered from the inputs given by the faculty members based on their contextual needs and the changing climate of education and competent trainers are outsourced. Training sessions even transcend the borders of the institute according to the specific needs. At the end of the programme a review is conducted by the faculty members on the effectiveness of the programme and the trainers. An evaluation of the objectives / activities and achievements of the previous academic year of each department along with the objective planning for the forthcoming academic year is also conducted to set the tone for the academic year. 2. Weekly Paper Presentations: The Heads of the Departments assign faculty members from their respective departments to present a research paper based on a subject of their interest. The paper presentations are generally on a department-wise rotation basis to evoke interest in different streams of knowledge. The topics are vetted by the training team and on every Tuesday from 3.15 to 4.00 p.m, all faculty members assemble in the designated seminar hall to attend the paper presentations. At the end of every presentation, there is a question and answer session inviting clarifications from the audience. A senior faculty member presents an evaluation to give more

insights to the presenter on his/her research. The presenters are encouraged to publish their papers in reputed and accredited journals. 3. Monthly Departmental Quiz: At the outset of the academic year the training department identifies a faculty member as the Quiz master from the college for an academic year. Every month, each department nominates two faculty members as contestants from the concerned department. The quiz includes questions from current affairs, general knowledge and questions specific to the subjects handled by different departments. The winners (department) are selected based on the cumulative scores of each quiz and cash prizes are awarded towards the end of the year. Evidence of Success: The programme has led to a healthy change in the attitude of the faculty members towards research and allied activities. What was perceived as a hard task is now taken up as a natural course of action in their budding and blooming teaching careers. There is an increased interest in knowledge acquisition and sharing among the community. Awareness of the situational context has increased and is reflected in the educational transaction process. Faculty members have also copiously contributed to paper presentations. The sharp increase in the number of faculty members who have expressed their willingness to register for Doctoral Programmes is a definite indicator of the success story of this programme. Faculty members started participating, presenting and publishing research papers in different conferences and seminars. Faculty members have also published in UGC approved journals as well. Motivated by this programme, the faculty members initiated a club called Quiz Club in the college wherein they have taken initiative to train students with interest in the field. Problems Encountered and Resources Required: The perceived rise in interest towards research activities have also led to problems not assessed earlier. Research activities gobble up an enormous amount of time and members of the faculty have found it difficult to balance their busy life between teaching and research. An effective strategy to dedicate themselves to doctoral programmes/ research balancing their teaching career is hard to conceive. A full time engagement in research activities will burn a hole in their pockets as external financial sources are not easy prospects. Even though the college promotes the faculty members to participate in seminars and conferences, lack of sufficient funds being a self-financing college is a concern that pulls back members of faculty members to participate in fruitful projects. Supporting Document: <http://naipunnya.ac.in/FEP.html> Best Practice 2 Title: Student Development Programme Objectives: The Student Development Programme is envisioned and designed to add qualitative value to the educational process by helping the students to develop interpersonal skills, team spirit, social commitment and behavioral traits such as attitude, motivation and time management so that they can face the professional and personal challenges on a global stage. Apart from the continuous training delivered by the in-house training department, the Institute employs the services of various agencies for personality and soft skills development and other student development oriented programmes at regular intervals. The Context: One of the important tasks that was perceived, in the initial days, was the formation of the students into global citizens. The University curriculum focussed primarily on academics and the other critical parts of formation were missing from the broader perspective. So after careful thought, NIMIT started this practice to enrich the students in various ways such as personality development, soft skills training, general knowledge updation etc. and mould them in such a way that they contribute to the society as a group and in their personal capacities. Employability in reputed organisations and being academically ready for higher education such as post graduation and Ph. D. programmes were also on the anvil. NIMIT understood the need to train the students so that they are comprehensively trained in various aspects to be placed in reputed organisations or direct them towards higher education or forge a future with right attitude, acumen and vision. The Practice: The training department takes up the challenge for the conduct, coordination and

evaluation of this programme. It ensures that a curriculum with a planned timeline is prepared at the commencement of the year, which is spread across the academic year, across batches and departments and with specific objectives according to the needs of the stakeholders. Trainers are roped in from the teaching community after their skill sets are assessed and necessary training is given if needed. As a part of this programme, in the beginning of the academic year, all the first year students are given three days of orientation including sessions by the experts from academics and industry. The department also organises community outreach programmes, outbound training programmes etc.

This programme is mainly divided into two as follows: 1. Skill Enrichment Programme (SEP): It is implemented with the aim to develop the students' skills and to offer various opportunities where they can put their learning into practice by providing class room and outbound training sessions. The programme included training the students in debate, communication skills, group discussion, interview (face to face, telephonic and video conference interview), presentation, self-introduction etc. 2. Leading Hands programme (LHP): This is proposed for second year and final year undergraduate students. The vision of this programme is to mould students into transformational and authentic leaders who could contribute to the making of a new world. Through this programme, the seniors are expected to build a friendly and healthy relationship with the juniors, propagate a positive impression about the college in the society and develop into inspiring leaders Supporting documents:
<http://naipunnya.ac.in/SEP.html>

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://naipunnya.ac.in/SEP.html>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

SNEHASANGAMAM is virtually the soul filled extension of NIMIT's commitment to the less fortunate of the society, an annual programme hosted by the college every year in February for differently abled people. The programme as its name denotes is a gathering of love, finding its inspiration from its motto and mission, 'To reach the unreachable,' to form empathetic and socially committed human beings. Giving, rather than getting fetched immortality; it is the best way to show appreciation, to say thanks and to show someone you care. Sometimes it is hard to express true feelings in words, but offering a token of appreciation will not only represent your feelings but will allow the recipient to know how much you appreciate them. Hence the tagline for this programme is 'When we give cheerfully and accept gratefully, everyone is blessed'. The second year undergraduate students of all departments coordinate this event with the wholehearted support of the students, teaching and non-teaching faculty members and management of the college. The invitees include orphans, disabled, senior citizens and differently abled. The student and faculty coordinators sit together with the caretakers in the initial meeting to extend a warm welcome and to assess the specific needs of the guests. The programme is usually conducted in the college premises. Every year, around fifteen institutions far and near from the college, comprising about 350 inmates along with their caretakers and persons in charge participate in the programme. On the day of the programme, transportation facilities for pick-up and drop are arranged and the students make sure that they reach safe and sound. The event is one of the most sought after programmes in the calendar of activities for both the students and the inmates of the institutions. Snehasangamam commences when the participants reach the college and are received with joy; most of them needing physical help to reach the venue. Students give their best to make the

guests feel at home often going out of their comfort zones. The participant institutions get an opportunity to showcase their talents through various activities. The guests mesmerize the audience with their innate talents often casting a shadow on the performances of the able bodied. The coordinators also entertain the guests with different fun games and activities. The guests also take a bold step forward and participate enthusiastically in all the entertainment activities. The cultural activities of the participant institutions in between the various activities are breathtaking given the fact they are differently abled. Students rope in special performers and motivation speakers and performers to spice up the event. Usually time flies as both the hosts and guests get involved in a lot of give and take. Refreshments and a light brunch is usually served during the programme. Students make arrangements for a sumptuous lunch which is usually cooked by the students themselves and it is a cherished moment to witness students competing to feed the inmates, many of them who need to be fed because of their disabilities. All invitees,

Provide the weblink of the institution

<http://mbanimit.ac.in/NaacAQAR%202019/Doc%2003-04-2020%2012-27-56.pdf>

8.Future Plans of Actions for Next Academic Year

Naipunnya Institute of Management and Information Technology as the name indicates works with proficiency, dexterity and cleverness envisage the plans for the next academic year 2019-2020 with great accuracy. Departments are the cornerstone of the college. By understanding the individuality of departments in the progress of the institution, the IQAC proposed all departments to formulate activities aligned with NAAC. Change is the stepping stone to development. The role of IQAC in apprehending the necessities and conceptualizing the requirements will be fulfilled by taking feedback on curriculum from more stakeholders. Building a generation with perfect communication skills is the base of every institution. IQAC of our college will supports the notion by drafting communication skill training through the department of training in the year 2019-2020. Advanced learners are the next key area IQAC focuses. Advanced learners require advanced curriculum to thrive. The IQAC decided to enhance the attention for these key learners in the best way possible. Alumni associations exist to support the parent organization's goals, and to strengthen the ties between alumni, the community, and the parent organization. Registering the Alumni is the next key step the institution devised for the next year. The IQAC believes in the idea of personal growth in company with institution. Research will be the emphasized domain in the coming year. Students will be incorporated along with faculties. The research oriented teaching will enable teachers to acquire knowledge from outside text books and also to get modern and innovative information over the subject for the students. Students will tend to learn more proficiently when they learn through research activities. Snehasangamam, the distinctive programme of the institution for the less fortunate of the society will be institutionalized in the year 2019-2020. The programme synchronizes with the motto of the institution 'To Reach the Unreachable'. The event is a testament for the commitment and dedication of the students, teachers, non-teaching faculty members and the management of the college in serving the community. The last focal area is the best practices of the institution. The institution always appreciates new proposals. IQAC of the institution welcomes with open arms the idea of revamping the best practices of the institution. It will be implemented in the next academic year. Link to the academic planning handbook :

http://www.naipunnya.ac.in/handbook_2019.html