



Yearly Status Report - 2019-2020

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://www.naipunnya.ac.in/AOAR201819.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/Academic Calendar_2019.html

5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	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

Final audit prior to NAAC visit	13-Jun-2019 2	72
Mock visit	18-Jun-2019 1	1387
NAAC Visit	26-Jun-2019 2	1387
Knowledge Lecture Series	27-Jul-2019 1	42
Communication Skills Training	29-Aug-2019 2	34
Evaluation of NAAC Peer Team Scores and Report	06-Sep-2019 1	23
MOOC Training	16-Sep-2019 1	56
Audit and preparation for submission of AQAR	21-Oct-2019 7	72
NAAC Workshop	06-Nov-2019 1	65
Consultancy Services	13-Nov-2019 365	69
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
Student received scholarships	Post Metric Scholarships scheme minorities CS(Fresh Renewal	Central Government	2019 365	1230000
Student received scholarships	Central sector scheme of scholarships for college and university students(Fresh & Renewal	Central Government	2019 365	90000
Student received scholarships	Merit cum means scholarship for professional and technical courses cs(fresh)	Central Government	2019 365	90000
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9. Whether composition of IQAC as per latest

Yes

NAAC guidelines:	
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	12
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)
Naipunnya Educational Excellence Award
Inculcating research culture in the minds of faculty and students
NAAC Workshop and Consultancy Services
Instituionalisation of CSS
Solar Implementation

[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
Accreditation process	Got accredited
Solar Campus	Outcome attained
MOOC Training	A training regarding MOOC were provided to all the faculties and video presentations of the faculties were recorded with the help of the in-house IT team.
Inculcating research culture in the minds of faculty and students	Various activities were conducted to improve the research activities fof the faculties and also to inculcate research in the minds of the students
Student Development Programmes	Four activities were conducted for student development

Conducting Internal Academic and Administrative Audits	Three internal audits were conducted by the IQAC team
Alumni registration	As per the NAAC recommendation, the Alumni registration process of NIMIT was successfully conducted during the academic.
Institutionalisation of CSS	As per the NAAC recommendations to institutionalise the CSS activities, eleven institutions were divided among the first year classes and visits and other activities were planned with the institutions
Consultancy services to non accredited institutions	NIMIT have entered into MOUs with eight institutions to help them with their accreditation process
Naipunnya Educational Excellence Award	The major objective was to inculcate the inspirational values of NAAC in Higher Education Institutions. It also has the objective of identifying and acknowledging those educational institutions in the sub districts of Angamaly and Chalakudy which are performing well in the categories of Academic Performance, Environment Protection and Social Justice.
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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 Meeting</td> <td>21-Aug-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	NAAC Advisory Board Meeting	21-Aug-2020
Name of Statutory Body	Meeting Date				
NAAC Advisory Board Meeting	21-Aug-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	26-Jun-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	20-Feb-2020				
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)

Planning and Development: In the year 2019-20 a new Learning Management system/ Academic Management System Linways was introduced, which replaced the previously used Nimitexpert software. Linways helps in the academic planning involving various activities such as teaching learning, examination, evaluation, research and development and attendance of students. The IT department of NIMIT has created inhouse software namely 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. Library automation system KOHA helps in accessibility of the library resources. IT support software is used for maintenance and for IT requests.

Administration: The Academic Management System, Linways is used for effective administration purposes too. The college invests meticulous attention to monitor and analyse the students' attendance and academic progress. Student report cards are generated using the software. Information and notification to students are also sent through Linways. Biometric attendance of the faculty is also monitored using software. The Principal who serves as the administrator of the programme can view and verify the entire data related to staff and students entered in the system. It also helps in effective feedback and appraisal systems.

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 : The IT department has prepared a new admission software, which will be used

extensively in the coming years to facilitate the admission process. Linways 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: Continuous internal evaluation is done with the help of Linways, an academic management system 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 (Linways) 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. Supporting Documents: http://mbanimit.ac.in/NAAC1/Uploads/20201008024410_17.AQAR.xlsx

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 college follows the curriculum and academic calendar prescribed by the Affiliated University. 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 published in the College Handbook is accessible to teachers and students, prior to the commencement of the academic year. The objectives for the next academic year are planned in the department meetings and the same is presented in the staff meeting. At the start of every semester, a staff meeting is called to review and approve courses and programme schedules.

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 by the course facilitator. 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. The days of pandemic was indeed a testing time for all of us. In an effort to overcome the effects of the pandemic, institution switched to online teaching-learning mode. This transition to the virtual mode is a collaborative effort of the management, teachers, students, and parents. Lectures uploaded in the youtube enable students to learn on their own pace. Linways software of the institute was used to conduct online assignment and model examination for UG and PG classes. Training was given to teachers and students to become trained with the online mode. 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 provides training to students in socially productive sectors to mould them into socially committed citizens. Skill Enrichment Programme (SEP) equip students to participate in technical and management fests successfully. Industrial visits, Outbound and Students Exchange Programmes are provided to bridge the gap between theory and practicals. 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 Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200817113416_1.1.1_Supporting%20Documents_Final.pdf http://mbanimit.ac.in/naac1/Uploads/20200817111024_1.1.1_Supporting%20Evidences%20of%20Online%20Methods%20Adopted%20in%20Curriculum.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
Programming using Python	NIL	02/12/2019	5	NIL	Skill Development
Programming using Python	NIL	09/12/2019	5	NIL	Skill development Development
Microsoft Specialist Office	NIL	06/08/2019	6	Employability	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BHM	Culinary Arts	03/06/2019
MSc	Computer Science	03/06/2019
MCom	Finance and Taxation	03/06/2019
BHM	Catering Science	03/06/2019
BBA	Marketing	03/06/2019
BCom	Cooperation	03/06/2019

BCom	Computer Application	03/06/2019
BCom	Finance	03/06/2019
BCA	Computer Application	03/06/2019
BSc	Computer Science	03/06/2019
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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	03/06/2019
BCom	Computer Application	03/06/2019
BCom	Copoperation	03/06/2019
BBA	Marketing	03/06/2019
MCom	Finance and Taxation	03/06/2019
BSc	Computer Science	03/06/2019
BCA	Computer Application	03/06/2019
MSc	Computer Science	03/06/2019
BA	Language and Literature	03/06/2019
BHM	Catering Science	03/06/2019
BHM	Culinary Arts	03/06/2019

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

	Certificate	Diploma Course
Number of Students	111	0

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	02/07/2019	1268
Language Lab Training	18/06/2019	323
Communication Skills Training	29/08/2019	34
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Language and Literature	24
BSc	Computer Science	35
BCA	Computer Application	36
MCom	FInance and Taxation	19
BBA	Marketing	42

BCom	Cooperation	40
BCom	Computer Application	44
BCom	Finance	83
BHM	Catering Science	72
BHM	Culinary Arts	22
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
<p>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. 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 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). In the academic year 2019-20, all the three departments (Computer Science, Commerce and Language) made a semester wise curriculum feed backs for odd and even semester, which were collected, analysed and consolidated. The Hotel Management Department has followed an yearly feedback system in the year 2019-20. 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. Based on the feedback analysis, reports were mailed to the University from all departments and the reply for the same was received from the University. Supporting Documents: http://mbanimit.ac.in/NAAC1/Uploads/20201007052137_1.4.2.xlsx</p>

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
BCom	Finance	116	553	98

BCom	Computer Application	66	252	45
BCom	Cooperation	53	186	47
BBA	Marketing	41	299	38
MCom	Finance	28	82	24
BCA	Computer Application	53	330	33
BSc	Computer Science	45	218	33
MSc	Computer Science	13	34	4
BHM	Catering Science	104	251	72
BHM	Culinary Arts	45	197	36
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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 teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1224	48	46	3	23

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
72	72	11	35	1	13

[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 A mentoring relationship develops over an extended period, during which a students 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 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 establish a trusting relationship with accountability and responsibility from the mentor and mentee. To assist the students in overcoming personal problems in their life. MENTOR CONCEPT: M – Manages the relationships E - Encourages N - Nurtures T - Teaches O - Offers mutual respect R - Responds to the mentee’s need Mentoring in Nimit Mentoring is done very efficiently in Naipunnya. Students are divided and assigned to the teachers. The HoDs are dividing students and allotting them to the teachers in respective departments. 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 2019-2020 there were 1268 students and they were mentored by 69 teachers. The mentor mentee ratio is 1:17. Counselling in Nimit The students who need extra care are identified through mentoring by the mentor and they are given the assistance of counsellor. The counsellor helps them to tackle their difficulties through different psychological techniques. The counsellor meets the counselee and fill an intake form which provides the basic information of the client and keeps the records confidentially in a file. During the year 2019-2020, 313 students have undergone counselling and follow up sessions. Supporting Documents:
http://mbanimit.ac.in/naac1/Uploads/20200805061323_mentormate.pdf

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1272	72	1:17

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
72	72	0	7	8

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
2020	Fr. Dr. Paulachan K J	Principal	Consumer Protection 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
BA	NLM	Semester V	26/11/2019	03/06/2020
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.

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.

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/20200807034829_2.6.1.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
NCM	MCom	Finance and Taxation	20	20	100
NHM	BHM	Catering Science	64	63	98
NHM	BHM	Culinary Arts	36	35	97
NLM	BA	Language and Literature	24	22	91.66
NCS	BCA	Computer Application	36	33	91.67
NCS	BSc	Computer Science	33	26	77.78
NCM	BCom	Finance	83	76	91
NCM	BCom	Computer Applicationn	44	36	82
NCM	BCom	Cooperation	38	24	63
NCM	BBA	Marketing	41	30	75

[View File](#)

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/20200807091531_Doc1.docx%20\(1\).pdf](http://mbanimit.ac.in/naacl/Uploads/20200807091531_Doc1.docx%20(1).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
R-Collective	Internal Quality Assurance Cell	16/11/2019
One Day workshop on "Managing NAAC Quality Assurance Practices in Higher Education"	Internal Quality Assurance Cell	06/11/2019
Gst in india- A Post Implementation analysis	Commerce	28/02/2020
National Conference on IoT	Computer Science	20/02/2020
Seminar on Bakery and Confectionery in Cruise line by Chef Sirajuddeen M M, Oceania CruiseLine	Hotel Management	10/07/2019
Workshop on Bakery and Confectionery by Chef Sirajuddeen M M	Hotel Management	10/07/2019
Seminar on - Tourism and Jobs - A better future for all .by Mr . Douglas Pinnenpa and Mr. Vivel Kotecha- Carnival Cruise of India.	Hotel Management	20/09/2019
Seminar on, : How Healthy Food Works - Exe.Chef Ashok Eapen, Courtyard Marriott	Hotel Management	24/10/2020
Workshop on Cocktail and Mocktail Preparation- by Mr.Shinnto Thomas	Hotel Management	15/11/2019
Workshop on Housekeeping - Ms Hindu Vijaykumar, Director- Marteting and Sales, I-smart Inovations Pvt Ltd, Bangalore	Hotel Management	20/11/2020
Workshop on Veg and Fruit Carving - Mr. Mohan Das	Hotel Management	10/01/2020
Workshop on Veg and Fruit Carving - Mr. Mohan Das	Hotel Management	29/01/2020
Workshop on Veg and Fruit Carving - Mr. Mohan Das	Hotel Management	03/02/2020
Workshop on Fruit, Veg, Butter and Ice Carving by Mr. Mohan Das	Hotel Management	05/02/2020
National Seminar	Hotel Management	14/02/2020
Workshop on Fish Fillet	Hotel Management	22/02/2020

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
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Consumer Protection Award	Fr. Dr. Paulachan K J	Consumer Protection-Kerala	25/06/2019	Institutional Award
View File				

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	Lightbulb studio	IT	16/01/2020
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
45	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	0

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	Computer Science	5	5.75
National	Commerce	4	6.3
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	21
Computer Science	6
Languages	9
Hotel Management	4
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
Is CAPM alive for sensex stocks in Indian stock market-An	Ms. Jeena Antony	Journal of international management	2020	10.4	NIMIT	1

empirical analysis					
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[View File](#)

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
A Heuristic Model to Detect Malicious URLs using Case Based Reasoning	Dr. Sarika S	Journal of Information and Computational Science	2020	23	1	NIMIT

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	17	67	0	0

[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
Karukutty Railway Station-Clean Drive	I BCom Cop	1	46
Moozhikulam-Clean Drive	I BCom Finance A	1	49
Moozhikulam-Clean Drive	I B.Com Finance B	1	49
Akashaparavagal -Neeleeswaram old age home	I BCom CA	1	45
CUSSP-Malayaatoor -Neeleeswaram Gram Panchayath	I BBA	1	35
CUSSP-Malayaatoor -Neeleeswaram Gram Panchayath	I Semester HM CS B	1	32
CUSSP- Malayaatoor -Neeleeswaram Gram Panchayath	I Semester HM CS A	1	40
CUSSP-Eriyad Gram Panchayath, Thrissur	I Semester HM CA	1	37

Cake preparation and distribution at Kripa Saden	III Semester HM CA	1	30
Visit to Anugraha Sadan	III BCom Finance, BBA, Finance A, CA, Cop	1	30
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
Rebuild Mission-Flood Relief	Recognition	Panchayath	17
View File			

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
Resonance	Department of Commerce	Management Fest	28	368
Chefs delight	Department of Hotel Management	Homemakers. bakery workshop	1	15
Zenorix	Department of CS	Management Fest	11	283
Chutney Soca	Department of Languages	Literature Fest	16	292
Job Fair	Placement Cell	Extension	45	113
Snehasangamam	Common Programme	Extension activity	45	640
View File				

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
Faculty exchange programme-Common errors in english language usage	Ms. Emil George	Institution	1
View File			

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	Duration From	Duration To	Participant
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		with contact details			
Collaboration	Letter of Linkage	Bharata Matha School of Legal Studies, Choondy, Aluva, Ernakulam, PIN - 683112	13/05/2020	31/12/2020	15
Collaboration	Letter of Linkage	D Y Patil Deemed to be University, Sector 7, Nerul, Navi Mumbai, Maharashtra, PIN - 400706	30/01/2020	31/12/2020	5
Collaboration	Letter of Linkage	St. Kuriakose College of Management and Science, Kuruppampady, Ernakulam, PIN - 683545	25/11/2019	25/11/2020	10
Collaboration	Letter of Linkage	Nirmala Arts and Science College, Mulanthuruthy, Ernakulam, PIN - 682314	05/12/2019	05/12/2020	10
Collaboration	Letter of Linkage	Naipunnya School of Management, Kuruppan Kulangara, Cherthala, PIN - 688524	13/11/2019	13/11/2020	69
Collaboration	Letter of Linkage	Christ (Deemed to be University), Christ University Road, 30 Valor Court, Lavasa Pune, Maharashtra, PIN - 412112	09/03/2020	31/12/2020	M.Com 2018-20 batch students and 2 teachers
Collaboration	Letter of Linkages	BHARATH MATHA SCHOOL OF ARTS AND COMMERCE, CHOONDY	12/11/2019	12/11/2020	10

Collaboration	Letter of Linkages	Ansar Womens College	20/02/2020	31/12/2020	9
Collaboration	Letter of Linkage	Annai Fathima	01/03/2019	31/12/2020	Faculty and Staff of Hotel Management
View File					

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
The Strategist, 3rd Floor, Lalan Towers, Banergi Road, High Court Junction, Cochin, Ernakulam, PIN - 682031	13/05/2019	add on course: Industry Oriented Advanced Excel Training Programme and Microsoft Certification	42
Konfidence education, S-8 Layam Complex, Thripunutura Ernakulam	17/07/2019	Computer based aptitude test practice system - Praktiz	71
TCS iON Training partner, "Star Innovations", Star Chambers, Shornur road Thrisur	29/06/2019	Training on Python Programming	71
IHG Academy, Holiday Inn, Cochin	01/04/2019	Training, Internship, Placement, Community relationship	10
IHG Academy, Intercontinental, Dubai	01/09/2019	Training, Internship, Placement, Community relationship	2
Linways Tecnologies	01/03/2019	Academic Management Software	1344
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
151	58.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

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 Automation software	Partially	3.20.10.000	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11327	1028636	227	81906	11554	1110542
Reference Books	491	360201	9	15897	500	376098
e-Books	1613	0	0	0	1613	0
Digital Database	2	79768	1	96162	3	175930
View File						

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
Ms.Eblin Joy	Periods of English Literature	YouTube	24/04/2020
Ms. Sonia Thomas	Flower Arrangement Basics	YouTube	24/04/2020
Dr. Ambily	Vyakaran	YouTube	08/04/2020
Ms. Saritha Devi	The OSI Reference Model	YouTube	24/04/2020
Ms. Mini Joshy	Measures of Central Tendency	YouTube	24/04/2020
Ms. Resmi	Forfeiture and	YouTube	16/04/2020

	Reiussue of Shares		
Mr. RIchI Thomas	Housekeeping	YouTube	08/04/2020
Fr. Antony	Indian Philosophical School	YouTube	08/04/2020
Ms. Sona Pappachan	Anova	YouTube	08/10/2020
Ms. Bindu G	Budgetary Control	YouTube	08/04/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	176	147	176	147	147	15	14	20	0
Added	0	0	0	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/UCYkw4eqVFUg0Kh_CG13xLRA
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
19.5	16.04	32.5	30.03

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. All books received by the librarian are assigned a serial number and appropriate entries are made in the registers maintained for the same. Premises

maintenance: The sweeping and cleaning of the premises, classrooms, staff rooms, administrative block, canteen etc. are done daily. The toilets are cleaned and sanitized every day. Food waste is disposed of 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 not possible external technicians are 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. Mixers, grinders, ovens, refrigerators and electric chimneys 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 equipment are checked and the maintenance personnel repair/replace as and when needed. Details of all repairs/ replacements are entered in the appropriate register. Solar Panel maintenance: Periodic maintenance is carried out to ensure that solar panels are free of dust, grime, leaves and other debris. The panels are cleaned with lukewarm water and mild detergent. SUPPORTING DOCUMENTS:
http://mbanimit.ac.in/NAAC1/Uploads/20201007053915_4.4.2.xlsx

http://mbanimit.ac.in/naac1/Uploads/20201016121041_QSP-9001-2015.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 Financial Assistance (Covid'19) Endowments Sports Insurance	1450	4576883
Financial Support from Other Sources			
a) National	Post metric scholarship scheme Central sector scheme of scholarship Merit cum scholarship for professional and technical courses	223	1410000

	CS		
b) International	NIL	0	0
View File			

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 implementation	Number of students enrolled	Agencies involved
Soft Skills	17/06/2019	1272	Mr Sabu Varghese, Training Manager Ms Rajani Stanly, Asst Trainer NIMIT, Pongam.
Language and communication skills	28/06/2019	431	Visual Media, Ushus Building, Kottayam
Life skills (Yoga, physical fitness, health and hygiene)	22/06/2019	281	1. Fr. Peter Thiruthanathil, Yoga Trainer, Asst Director, Sahrudaya welfare services, Ernakulam. 2, Dr Rejitha K, Ayurveda Medical Association, Trissur . 3. Mr, Sreejith P K, HOD, Dept of physical education, NIMIT, Pongam
ICT/computing skills	01/01/2019	1272	Faculties of NIMIT
View File			

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
2020	Career counselling	69	69	11	36
View File					

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
4	4	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
Stroxx, Sutherland	67	19	Cognizent, Delloite, TCS, Wipro, Obreoi, Raviz	125	17
View File					

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
2020	7	BSc	Computer Science	FISAT	MCA
View File					

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
NET	1
CAT	10
View File	

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

Activity	Level	Number of Participants
Swaraj	Institution	1272
Avani	Institution	1272
Nativity	Institution	1272
Vismaya	Institution	1272
Viva	Institution	500
College Day	Institution	1272
Splash- Club inauguration	Institution	1272
Flowers Channel Programme	Institution	60
Kerala State Youth Basketball (Boys)	Institution	17
All Kerala Three on Three Basketball Championship 2019 (Men Women)	Institution	140
View File		

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	National/	Number of	Number of	Student ID	Name of the
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	award/medal	Internaional	awards for Sports	awards for Cultural	number	student
2019	Participat ion	National	7	0	7983051077 53	Syril K Benny
2019	Gold	National	16	0	7130124736 92	George Joseph
2019	SILVER	National	4	0	5872059524 42	Anuraj
2019	Bronze	National	8	0	8395670798 84	Akshara
View File						

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, Presidential system of election is conducted in Naipunnya Institute of Management and Information Technology, which in turn constitutes the College Union. College election is conducted annually, closely monitored by the staff. All students in the campus can cast their vote to elect a candidate. The dates for filing the nominations, and the day of election are declared by the University. The college authorities ensure strict adherence to ethical practices during the whole 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 Councillors, General Captain for Sports and representatives for each year of the Degree batches and PG courses. The Vice Chairperson and the Joint Secretary posts are reserved for girls. The two University Union counsellors represent the college at University level. A faculty member is nominated by the College Council as staff advisor to guide the activities of the Student Council. The activities of the Student Council start soon after taking the oath of office bearers, followed by inauguration of the College Union. The activities of the Council include Union Day, Nativity, Vismaya, Snehasangamam, Avani, Viva, College day, Clubs inauguration 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. This year, the Union and the College Management have initiated the construction of a house to a family in Attappady, as a part of its social responsibility. A Discipline committee was constituted with a student representative to voice forth the opinions of the student community. Snehasangamam, the flagship event of Naipunnya, which fosters communal harmony, social and charity works, to nurture social responsibility among the students, was celebrated on 8th of February. Union has also planned to conduct the College Day by the end of February, 2020 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 the publishing of College 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 is invited to offer felicitations in all official functions of the College as a representative of the Council. The Council is also involved in selecting and training talented students for the 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 Evidences:
http://mbanimit.ac.in/naac1/Uploads/20201007032401_Tudentcouncil.pdf

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

NIMIT Alumni Association The concept of alumni association was evolved for meeting the needs of academicians and professionals, with the aim of building a bridge between college life and career life, so that the fresh graduates are proactive to face the current challenges of the competitive professional world. Both the ends shall work hand in hand to help each other for achieving the goal. The idea took its shape in the form of Alumni Association. The Alumni Association of Naipunnya Institute of Management and Information Technology, Pongam was formed on the auspicious day of 26 th December 2009, named as "NIMIT ALUMNI ASSOCIATION" in the presence of Rev.Fr. Sebastian Kalapurakkal ,Principal Rev.Dr.Paulachan Kaithottungal ,coordinator of the Alumni Committee,Mr.Wilson P.P and other faculty members Ms.Teresa Parakkal ,Mr.Sabu Varghese and many enthusiastic former students of the college. MISSION OF ALUMNI ASSOCIATION To reunite in the nest from where we grew and flew off. To build a bridge between college life and career life, so as to introduce present students to the professional world and to make them to proactive to face the challenges that may emerge in their career path. To provide job opportunities to fresh bachelors through references of professionals. To create awareness among students about the scope of their subject in the professional world. To provide a platform for students to develop their qualities. To participate in social welfare activities for social accountability. REGISTRATION The Alumni Association was officially registered under Thiruvithamkoor -Kochi Sahitya Sasthreeya Darma Sankham 1955 ,12 th Act on 4 th March 2020 as" NAIMITR". ALUMNI DAY The first Alumni Day celebration was held in College on 26 December 2009.The main aim of Alumni Day celebration was to unite maximum number of ex-students and register them in the Alumni family. Alumni were given more focus in the coming years with the steering of Fr.Saje Peter.It was decided to conduct alumni meetings every year on August 15 from 2017 onwards.Later, 28 December was declared as Alumni Day from 2019, taking into consideration the convenience of alumni. ALUMNI MEETINGS AND CONTRIBUTIONS Once the college started growing and the alumni became strong in its numbers, it was decided to conduct department wise meetings and followed by a general meeting . During the meeting there were productive discussions as to contribute to the betterment of the college .The infrastructural development of installing a Bus Bay in the National Highway of Pongam, a cricket pitch for cricket coaching were contributed by Alumni Association .They also steered the Junior Chef competition and also took initiative to install a water cooler in the campus. This year the alumni association proposed to utilize its fund for renovating the furniture. There was also a plan to organize a volleyball tournament for the alumni. NIMIT alumni have chapters in Bangalore, UAE and a new chapter is underway in New Zealand. There is an active alumni group in social media that gives feedback and support to our institution .Alma Connect, a digital platform connects the alumni regularly.

5.4.2 – No. of enrolled Alumni:

419

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

212000

5.4.4 – Meetings/activities organized by Alumni Association :

http://mbanimit.ac.in/naac1/Uploads/20200726115318_5.4.1pdf.pdf

http://mbanimit.ac.in/naac1/Uploads/20201015080207_20201014-222450621.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)

The institution promotes a culture of participative management system which is practised right from the top management level. The management consults the Principal on all matters related with the quality improvement of the college and provides ample freedom to the Principal and the other working partners of the institution through decentralization. The Principal as the head of the institution undertakes the academic and administrative management of the college. The IQAC, Academic Staff Council, the Head of the departments, programme coordinators, course coordinators, teaching and non-teaching staff, the college office, coordinators of various support services and forums and the committees participate with the Principal in managing the day-to-day academic, managerial and cultural affairs of the college and in maintaining discipline in the institution. The IQAC, College Council, Student support services, different Clubs, extension and outreach programmes showcase the different levels of leadership participative management. Nativity: The institution believes in empowering its faculty and student community. Decentralization and participative management is evident through various activities of the college. One such activity is the annual Christmas celebration, 'Nativity'. The program monitoring committee headed by the Principal approves the dates and events formulated by the faculty event coordinators and the student coordinators. Faculty coordinators guide the students to prepare the duty rotas, rules and regulations and guidelines for the event. The student coordinators depute team leaders for organising various events. The final day of celebrations witnesses programs conducted, as well as participated by management, staff and students alike, members of the PTWA are also invited to join the programmes. The involvement of each and every member of the institution is evident in these celebrations. Rebuild Mission Version 2.0: As part of providing holistic education, the institution frequently promotes activities that imbibe compassion, social responsibility and a sense of service in the student community. The SWAS club and the IQAC of the institution, initiated a flood relief programme. The club gathered funds for the rebuild mission through generous donations from faculty, and the student community. Support was provided to people severely affected by the 2019-20 flood in Kerala. A team of 17 students along with the Principal, Campus minister and 2 faculty representatives visited the flood affected people in Attapadi. They cleaned 3 houses and 1 community hall, distributed care kits containing food supplies, cleaning supplies, clothes, sleeping mats and other essentials. Help was also extended to a family in Attapadi to construct a home Supporting documents:
http://mbanimit.ac.in/naac1/Uploads/20200731021618_6.1.2.pdf
http://mbanimit.ac.in/naac1/Uploads/20201007030027_rebuild2.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. Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20201007030350_QualityImpStr.pdf http://mbanimit.ac.in/naac1/Uploads/20201007030718_RESEARCHPROPOSALCOMPETITIONANDGUDIESALLOCATION.pdf

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.

Human Resource Management

The institution has a well-structured administrative and academic section to look after the requirements of employees and students respectively. Recruitment of the staff is done based on the requisition sent by the HOD. Interview notifications are sent through advertisements in leading newspapers. A Selection committee consisting of Principal, HOD and panel of subject experts from within the institution, interview candidates and selection is done keeping in mind the norms of University of Calicut. Orientation of new employees is done by the training department and the departmental heads. Records of all employees are updated and maintained by the Human resource manager. Workshops and seminars are conducted for staff development on a regular basis. Faculty Enrichment programs were also conducted by the institution. Staff tours, staff get together, birthday celebrations, festive celebrations are some of the ways the institution creates a sense of belongingness among the staff. 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. There is a 360 degree appraisal of teaching staff done

annually. Non - teaching staff appraisals are done by the supervisors and evaluated by the Principal. Special incentives were given to teachers qualifying for NET, receiving Doctorates and also for publishing of research papers.

Library, ICT and Physical Infrastructure / Instrumentation

The college library (Nibodhi) has around 12,054 books, 27 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 Koha Version used is 3.20.10.000. OPAC (Online Public Access Catalogue) system is employed in the library instead of card catalogues and all books are barcoded. KOHA OPAC started from 2017 onwards. To meet the increasing educational needs of both students and teachers, provision has been made for internet facility inside the library. 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. Media centre in the college is used for preparing e-content. All classrooms have ICT facilities. The college also has computer labs, language lab, practical labs for hotel management subjects, cafeteria, kiosks, open and closed auditoriums, seminar hall, conference room, gym, media room, indoor and outdoor basketball court, volleyball court and stores among other facilities. The practical labs are updated to meet the industry standards.

Research and Development

The institution is working towards improvement in the field of research

and development. To create an atmosphere where research activities are initiated, few steps were taken by the institution. R-collective , Research writing workshop was conducted for teachers at various venues in the institution as per their department specialisations. Research paper proposal competition was conducted to motivate teachers to involve actively in research, paper presentation and publications. The IQAC also initiated a multidisciplinary isbn journal named Naivigyan where the papers from faculty of various departments were published. Student research and publications were also promoted by the institution. Faculty members were guided to help and support students in preparing better research papers and projects. Department of commerce and computer science also published research journals namely, Dhanpath and Vigyan respectively. Best Project awards along with Best guide award was also initiated by the IQAC to generate healthy competition among students in the field of research. The best projects were awarded during the Annual day celebrations. Teachers were motivated to join Phd programmes. This year saw more teachers enrolling for PhD programmes. Teachers were also given incentives for publishing papers in peer reviewed UGC journals and also for presenting and publishing papers in national colloquium. 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.

Examination and Evaluation

The overall evaluation and examination process is prescribed by the university. The CIE team ensures the students are continuously evaluated throughout the semester through class tests, internal examinations and model exams, as scheduled in the academic calendar, published in the college handbook. The question paper pattern provided by the university is used for the conduct of the exams. Assignments submission and seminar presentations are done as per university guidelines. This year even semester model examination was conducted using the AMS- Nimit Linways, due to Covid-19

pandemic situation. 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.

Teaching and Learning

The academic council of the institution consisting of Principal, Dean of studies, Vice Principal, academic coordinator, Heads of the department and faculty representative are responsible for creating a favourable teaching learning environment in the campus. CIE (Continuous internal evaluation) method is used to ensure better dispersing and assimilation of knowledge. The use of ICT facilities has enabled teachers to stimulate greater student interaction and learning. Due to the adverse situation created by covid-19 pandemic, the institution had to dissolve regular classes as per Government regulations. Online platforms like Google meet, Zoom and AMS - Nimit linways were used to complete the syllabus. Online platforms were also used to conduct internal evaluations. Walk with the scholar program and student support programs are conducted for advanced and slow learners by the departments. The Knowledge lecture series was initiated by the IQAC for the advanced learners on Topics like- Japanese management practices, Taking unconventional paths to success, and Digital skill presentation. Communication skill training was provided for first year Hotel Management students. Employability skill training was also provided to final year students. The institution also looks into the students overall development encouraging student participation in various clubs. Student Mentoring and counselling is also given importance for creating a well balanced teaching and learning environment.

Curriculum Development

The institution follows syllabus as prescribed by the University of Calicut. The institution collects feedback from stakeholders. The

feedbacks are consolidated, analysed and a feedback report is generated. The institution sends feedback to the university. Faculty who are members of the Board of Studies, participate in board meetings, representing their respective departments. They put forward suggestions and recommendations 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. Being an affiliated college, the institution fully adheres to the university syllabus. To reduce the gap between industry requirement and academia curriculum, the institution provides add-on courses, workshops, and seminars to the students. SEP (Student skill enrichment program) and Language Lab Training provides opportunity for improving the soft skills and leadership qualities in students and communication skills.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
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	The IT department has prepared a new admission software, which will be used extensively in the coming years to facilitate the admission process. Linways 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	Continuous internal evaluation is done with the help of Linways, an academic management system 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 (Linways) 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. Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200730030420_E-governance.pdf http://mbanimit.ac.in/naac1/Uploads/20201007031145_E-Governancevendorlist.pdf

Planning and Development

In the year 2019-20 a new Learning Management system/ Academic Management System Linways was introduced, which replaced the previously used Nimit-expert software. Linways helps in the academic planning involving various activities such as teaching - learning , examination, evaluation, research and development and attendance of students. The IT department of NIMIT has created inhouse software namely 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. Library automation system KOHA helps in accessibility of the library resources. IT support software is used for maintenance and for IT requests.

Administration

The Academic Management System, Linways is used for effective administration purposes too. The college invests meticulous attention to monitor and analyse the students' attendance and academic progress. Student report cards are generated using the software. Information and notification to students are also sent through Linways. Biometric attendance of the faculty is also monitored using software. The Principal who serves as the

administrator of the programme can view and verify the entire data related to staff and students entered in the system. It also helps in effective feedback and appraisal systems.

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
2019	Ms Greena Joseph	(Re)negotiating the spectacle: Gender, Body and Discourse in Films,	Postgraduate and Research department of English, Sacred Heart College , Thevara	1750
2019	Ms. Anitha Mary Alex	ICSSR Sponsored, Ten day Research Methodology Program for M. PHIL/ PHD/ PDF Scholars in social sciences research,	Department of Management studies, School of Management, Pondicherry University	6000
2019	Mr. Prabhakaran K G	Ne day Baking Workshop, Learn the art of whipping cream by VIVO (3F Fuji Foods Japan)	Nirmala College , Chalakudy	750
2019	Ms Dhanya C N	Library Automation and Digitization . School of Engineering Library,	Cochin University of science and Technology, Cochin	1250
2019	Mr. John Kizhakuden	Two day workshop	Calicut University, Calicut	928
2019	Mr. Feby Joseph Mr. Prabhakaran.K.G	SICA Bakery Workshop, Chennai	South India Chef's Association	10000
2019	Ms. Emil George	One day international Conference and workshop Interactions: Art and Literature,	Research PG Department of English, St. Thomas College, Thrissur	250

2019	Ms. Emil George	Creative Adaptation- Reaching out Through Digital Classrooms	St.Thomas College of Teacher Education Pala, in collaboration with UGC- HRDC, University of Kerala, Thiruvananthapuram	300
2019	Dr. Sarika S Ms Laiby Thomas	Two days hands on workshop on Practical Machine Learning	Department of Computer Science, Sacred Hotel College, Thevara	2000
2019	Mr. Anoop Paul	Emerging role of commerce and Management in Digital India,	Santhigiri Institute of Management, Thodupuzha	1000
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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)
2019	R-Collective	Nil	16/11/2019	16/11/2019	52	0
2019	Mooc Training	Nil	16/09/2019	16/09/2019	56	0
2019	GST session - by Mr. Sajeev. K. V	Nil	28/02/2020	28/02/2020	22	0
2019	Nil	Organisational Culture , Work Culture , Relationship and Ethics- for Non - Teaching staff, by Mr. Abin .John	08/10/2019	08/10/2019	0	47
2019	Python Training	Nil	28/08/2019	31/08/2019	9	0

[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
Online course on fundamentals of object oriented Programming	2	04/05/2020	04/05/2020	1
Advanced Research methodology	1	01/05/2020	15/05/2020	15
Kerala Navodhana Sahithya	1	24/02/2020	25/02/2020	2
Mediatization of Culture	3	18/12/2019	18/12/2019	1
Algebra and Related Topics	3	13/12/2019	14/12/2019	2
Financial Inclusion: Harnessing Indias Digital Potential	4	08/08/2019	08/08/2019	1
Effective Teaching through Case study Methodology	10	24/08/2019	24/08/2019	1
Practical Machine Learning	2	13/12/2019	14/12/2019	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
72	72	43	43

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 Institution conducts internal and external audits regularly. There are established procedures and processes for conducting internal and external

financial audits. The institution has its unique internal audit mechanism and it's an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. 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 then audited by a 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 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 evidences Receipts and payments account:
http://mbanimit.ac.in/naac1/Uploads/20201015113640_RandP.pdf Balance sheet-
http://mbanimit.ac.in/naac1/Uploads/20201015110804_003-3.jpg Income and Expenditure Account-
http://mbanimit.ac.in/naac1/Uploads/20201015081405_20201014-222714675.pdf
Schedules: http://mbanimit.ac.in/naac1/Uploads/20201015111226_20Schedules.pdf
Budgets: http://mbanimit.ac.in/naac1/Uploads/20201015111033_Budgets.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
PTA Fund and Rebuild Mission	1098477	College Activities and Flood Relief
View File		

6.4.3 – Total corpus fund generated

3650000

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		Yes	IQAC auditors
Administrative	No		Yes	IQAC auditors

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

Initiative Amount spent Sports and Endowments 4,77,608 Preparation for internal examinations 1,02,696 DZone(University Competitions) 15,000 Other Expenses 1,22,631.7 Supporting documents: http://mbanimit.ac.in/naac1/Uploads/20201007031459_ptwafund.pdf
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6.5.3 – Development programmes for support staff (at least three)

Orientation to Non teaching staff- http://mbanimit.ac.in/naac1/Uploads/20201007031727_orientationprogram.pdf

Organisational Culture , Work Culture , Relationship and Ethics- http://mbanimit.ac.in/naac1/Uploads/20201007032032_Trainingnon-teachingstaff.pdf Oruma 2019-
http://mbanimit.ac.in/naac1/Uploads/20200819082504_Oruma.pdf

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

23 initiatives pertaining to student development, Inculcating research culture, system setting through continuous internal audits, NAAC Consultancy services to non-accredited institutions, Institutionalising the extension and outreach activities, Alumni registration and planning for the academic year 2020-21.

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	

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
2019	Final audit prior to NAAC	13/06/2019	13/06/2019	17/06/2019	72
2019	Mock visit	19/06/2019	19/06/2019	19/06/2019	1387
2019	NAAC Visit	26/06/2019	26/06/2019	27/06/2019	1387
2019	Knowledge Lecture Series 1	27/07/2019	27/07/2019	27/07/2019	42
2019	Communication skills training	29/08/2019	29/08/2019	30/08/2019	34
2019	Evaluation of NAAC peer team scores and reports	06/09/2019	06/09/2019	06/09/2019	23
2019	MOOC Training	16/09/2019	16/09/2019	16/09/2019	56
2019	Audit and preparation for submission of AQAR	21/10/2019	21/10/2019	30/05/2020	72
2019	NAAC Workshop	06/11/2019	06/11/2019	06/11/2019	65
2019	Consultancy Services	13/11/2019	13/11/2019	31/12/2020	69

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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
International Womens Day	06/03/2020	06/03/2020	109	0
Ananya inhouse inauguration	28/06/2019	28/06/2019	473	0
International Women Entrepreneurship day	19/11/2019	19/11/2019	473	0

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
1.82kWh

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	4
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
2019	1	0	27/07/2019	1	Visit to Shanthi Bhavan at Chalakudy	Realizing the values of sharing and caring	29
2019	1	0	20/08/2019	3	Rebuild Mission Activity	Helping Hand for the Flood	23

						Victims	
2020	1	0	16/01/2020	1	Rebuild Mission Activity 2	Helping Hand for the Flood Victims	6
2019	0	1	01/10/2019	1	Visit to Anugraha Sadhan - Day for the Elderly Persons	To generate the need of considering the elderly people with more care and concern	31
2019	0	1	11/12/2019	3	Cleaning Drive, Tree Planting, Plastic Collection at Moozhikulam	Spread social awareness on protecting the nature and avoiding plastics	51
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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	03/06/2019	No changes have been implemented into the Code of Conduct Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20200729104744_AQAR7.1.5CodeofConductFinal.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day celebrations	15/08/2019	15/08/2019	1272
Swaraj 2k19	19/08/2019	19/08/2019	1272
Sadhbhavana Divas	20/08/2019	20/08/2019	1272
Avani 2k19	02/09/2019	06/09/2019	1272
Gandhi Jayanthi	04/10/2019	04/10/2019	1272
Rashtriya Sankalp Divas	31/10/2019	31/10/2019	1272
Integrity Pledge	31/10/2019	31/10/2019	1272
Nativity	21/12/2019	21/12/2019	1272
Martyrs Day	30/01/2020	30/01/2020	1272
Rebuild Mission Activity 2	16/01/2020	16/01/2020	6

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

Waste Bins

Plastic Free Policy

Green Audit Supporting Documents: http://mbanimit.ac.in/naac1/Uploads/20201007023840_20200730044412_NaipunnysCollegeKorattyGreen.pdf http://mbanimit.ac.in/naac1/Uploads/20201007025635_Naipunyacollegecertificate-2020Green.pdf

Herbal Garden

Kuttivanam (Mini Forest)

Vegetable Garden

Plastic and Metal Waste Collection

Supporting Documents: http://mbanimit.ac.in/NAAC1/Uploads/20201007020854_20200729092443_AQAR7.1.7PlasticFreeCampusPolicy.pdf http://mbanimit.ac.in/NAAC1/Uploads/20201007021938_20200729092347_AQAR7.1.7InitiativesTakentomaketheCampusEco-friendlyCompressed.pdf http://mbanimit.ac.in/naac1/Uploads/20201007022434_20200729092707_AQAR7.1.7TwentyfifthCouncilMinutesregardingPlasticFreeCampus.pdf http://mbanimit.ac.in/naac1/Uploads/20201007023135_20200729092602_AQAR7.1.7BhoomithrasenaClubActivities.pdf

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I

- Title of the Practice** - Inculcating Research culture among Faculty and Students
- Objectives of the Practice** - In a globalised world, the role of research in an academic institution is significant for its sustainability and development, and it is imperative to have knowledge-driven growth based on innovation. As per the NAAC recommendation, the institution has started to come up with a lot of initiatives which could build up a research culture within the institution. And so the main objective of this best practice is to upgrade the faculty and the students towards an advanced level where they start probing and exploring new areas and gain a better growth and excellence in their specific disciplines.
- The Context** - This practice was started initially in NIMIT through encouraging the teachers to start writing research papers. The quest for knowledge is the basic principle behind research. The quality of research work directly reflects in the quality of teaching and learning in the classroom, thereby benefiting the students, the society and the country. The teachers were facing difficulties in writing research papers and were needed to be informed about various areas of research paper writing. It was very much essential that the teachers could gain the confidence to write good research papers which could in turn help them in providing the relevant guidance to their students for their research work.
- The Practice**
 - Research Committee Formulation:** For the purpose of inculcating the research culture among the teachers as well as the students, a Research Committee was formulated and through their guidance and suggestions there came into existence a proper system to build up a research atmosphere in NIMIT.
 - Research Guidance:** As each department has to provide the project guidance to both the UG as well as the PG students it was very important to have the faculties to be guided with a firm base of research knowledge and so a session was given to the teachers initially by Dr. Jacob Mathew, Director NBS, who briefed on the research process in order to enable the teachers to guide the students for the projects in that angle. The IQAC also initiated a multidisciplinary ISBN journal named Naavigyan where the papers from faculties of various departments were published. Student research and publications were also promoted by the institution. Faculty members were made in helping and supporting students for

preparing better research papers and projects. The National Conference was also conducted by the Department of Commerce and Computer Science who also published research journals namely, Dhanpath and Vigyan respectively following the National Conference that took place.. Best Project awards along with Best guide award was also initiated by the IQAC to generate healthy competition among students in the field of research. The best projects were awarded during the Annual day celebrations. Teachers were motivated to join Phd programmes. Teachers were also given incentives for publishing papers in peer reviewed UGC journals and also for presenting and publishing papers in national colloquium.

The Faculty Enhancement program (FEP) is an initiative of the training department of the institution to provide a platform for all the teachers to present their research papers in-house. C) Workshop: R-collective , a research writing workshop initiated by the IQAC was conducted for teachers as per their department specialisations. We had three eminent resource persons to guide the faculties of different departments Dr.Sony Kuriakose (Asst. Professor, Nirmala College, Muvattupuzha), Dr. Rajesh R (Asso. Professor, Christ College, Bangalore) and Dr. Anupama Varma (Asst. Professor, St. Joseph College, Alappuzha). The outcome of the R-collective workshop led to a Research Paper Proposal competition which was conducted to motivate teachers to involve them actively in research, paper presentations and publications. The teachers were asked to come up with specific topics and they were given guidance through efficient Ph.D. faculties. The teachers could have their discussions related to the topic and proceed their work under the supervision of the allotted guides.

We also had a few teachers enrolling for their PhD programmes. The following were the faculties who were enrolling for the Ph.D programmes - Mr. Freddy Varghese, Ms. Laiby Thomas, Ms. Siji Jose, Ms. Binju Saju, Mr. Deepak.K.V from the Department of Computer Science and Ms. Jeena Antony, Ms. Anitha Mary Alex from the Department of Commerce. D) National Conferences: Each department had conducted National Conferences in the year 2019-20. We had the Department of Commerce conducting the National Conference on 'GST in India - A Post Implementation Analysis' on February 28th 2020 and came up with their research proceedings Dhanpath 2020 with around 21 papers. The Department of Computer Science conducted their National Conference on 'Internet of Things' on 20th February 2020. The department has also come up with their research proceedings Vigyaan 2020, with around 11 papers. E) Research Publications: With the effect of the Research Workshop being conducted and Research Proposal Competition being initiated, we had teachers coming up with many research papers which led to the formulation of the Multidisciplinary Research journal through the research committee named Naivigyan. There were many teachers who had contributed to the Journal. F) Provision of Incentives: The teachers were also provided incentives to participate and attend research based workshops all across the country. Ms. Anitha Mary Alex, Asso. Professor was attending a ten day workshop based on Research Methodology at Pondicherry University which was fully reimbursed by the institution. There were Faculties who collaborated with the PG students and published papers in the UGC approved journals. The institution also provides rewards for those faculties who were getting their papers published in various journals. G) Best Project Awards: For the purpose of encouraging the teachers and the students, awards were constituted for the best projects in the UG and PG level in every department. The students with good project topics were selected by the class teachers and the best of them were shortlisted by the HoDs which were scrutinized by the external experts. As a result 5 Best Projects were selected from each department and were awarded with Rs. 1000 each and one Best Guide was also selected from each department to be awarded with Rs. 500 each. 5. Evidence of Success - This practice has shown great success whereby many of the faculty members were taking the initiative to come up with good research papers. We had three Research Journals coming up. There were students showing interest to come up with good and innovative topics and projects. There were also a great number of teachers willing to take up the

lead to go for research paper presentations and publications and as a result we had about 36 faculty members from different departments presenting and publishing papers. We also have around 7 teachers getting enrolled for Ph.D. 6. Problems Encountered and Resources Required - The changing scenario requires to keep the teachers updated with the changes happening in the research areas. The training on new and relevant areas of research has to be given from time to time to help the teachers to attain a better research oriented culture. Being a Self - Financing institution, the lack of funds is a major problem which is encountered by the faculties in this case pulling them back from going for research. Best Practice 2

1. Title of the Practice - Naipunnya Educational Excellence Award (NEEA)
2. Objectives of the Practice - To inculcate the inspirational values of NAAC in Higher Education Institutions. It also has the objective of identifying and acknowledging those educational institutions in the sub districts of Angamaly and Chalakudy which are performing well in the categories of Academic Performance, Environment Protection and Social Justice.
3. The Context - This practice is initiated by NIMIT as endowment awards which is instituted in honour of the silver jubilarian Rev. Fr. Dr. Paulachan Kaithottungal for the Educational Institutions. This has been with regard in appreciating certain institutions in the Higher Education Level based on certain criteria such as Academic Performance, Social Justice and Environmental Protection. This is to bring into the forefront all those educational institutions which are following certain initiatives towards excelling in the academic level through carrying out their responsibilities towards the society and also by protecting our environment.
4. The Practice - As it was an initiative of NIMIT to identify and reward those institutions based on the areas like Academic Excellence, Social Welfare and Environmental Protection, it is further planned to find out those educational institutions who are then subjected to an in depth analysis by a Committee visiting the institution.
 - A) Academic Excellence Award: The Academic Excellence award is awarded on the basis of the high level educational performance of the institution where the teaching plan and methodology and the result analysis are taken as the criteria for assessment.
 - B) Environment Protection Award: The Environment Protection award is instituted for the educational institution which has great interest in protecting the nature and environment and follows the path of sustainable development.

Supporting documents:
http://mbanimit.ac.in/NAAC1/Uploads/20201007065242_7.2.xlsx

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/Best_Practice.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 the flagship event of NIMIT which is hosted by the college every year during the month of February for the differently abled people. The event is coordinated by the second year undergraduate students of all the departments through their generous and wholehearted support along with all the other students, teaching and non-teaching fraternity and the management. Every year many institutions far and wide from the college, comprising about 350 - 400 inmates along with their caretakers and persons in charge participate in the programme. The programme throws open a great opportunity and indeed a memorable experience for the coordinators to extend their hands to the needy and to realize that they have become the reason to put a smile on the face of lots of less fortunate people in the world. It dawns on the student that it's not about what they have or even what they have accomplished, it's about what they have received and what they have given back to the society. Through

conducting this programme, students also learn the essential managerial aspects such as planning, leading, organizing, directing and evaluation. Having conducted Snehasangamam over the years in a very successful manner, it was as per the NAAC recommendation that we thought of institutionalizing the whole programme. This was then considered as another important leap towards making the programme moreover meaningful and equally enriching. As we have several institutions in and around the localities who always happily accept our invitation and to make their presence for the programme, we were confident to move ahead with formulating a better policy to work it out. We had our teacher coordinators, the college counsellor and the student representatives who were having a broad discussion on this new thought which helped them framing a policy that was clearly on par with the objective of institutionalizing Snehasangamam. The policy was wholeheartedly supported by the management and so it was only left to execute the policy in the best ways possible.. To this purpose, we selected 22 institutions from which 11 were chosen to initiate the plan. The 11 chosen institutions were then divided among the 11 first year classes for each class to adopt and cater to the needs of one institution. Each class will have to build up a rapport with the invited institution. The class has to carry out six activities and formulate strategies to work it out effectively. They also have to visit the particular institution and conduct an analysis or survey as to what type of service or support is required by them or could be provided for them and to extend their help towards getting it accomplished. Through this programme, each class is believed to create a strong bonding with the institution and so we have a much more meaningful and worthy event that takes place. Supporting documents:

http://mbanimit.ac.in/NAAC1/Uploads/20201007063821_7.3.1.xlsx

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

The world of students forms the most vibrant, dynamic and fragrant group of society. They crave for knowledge and are eager to know the mysteries of nature and life. In this regard, education of the youth is of paramount importance. The plans for the academic year 2020-21 focuses mainly on the overall development of students as well as teaching fraternity. As per the recommendations of NAAC team, the institution is planning to apply for 2 new courses one PG course (MA English) and one UG Course (Bachelor of Hotel Administration). Naipunnya takes pride in helping mould faculty to grow and develop in their field of study. The weak area relating to the institution is research. Naipunnya Research Enhancement Programme, R-Collective 2.0 will be introduced in the forthcoming year with the objective of identifying, improving and obtaining more research papers in the UGC listed journals. Various workshops will be conducted to equip the staff in preparing research papers qualified to publish. At present, Naipunnya doesn't have any minor and major projects. A training session will also be introduced in the academic year 2020-2021 to prepare funded projects. Another major area that has to be improved is PhD registration of the faculty. The number of PhD holders is comparably low in the institution. So, to improve the number of PhD registrations varied attempts will be taken from the part of the institution by giving sufficient training for faculty in identifying the topics of research and universities for doing the research. . By understanding the role of researches in society and the importance of scientific research in education, Naivigyan Volume 1 was launched in March 2020. After this maiden venture, it is proposed to publish the 2nd volume with a great number of better quality articles that can qualify the needs of UGC listed journals. Naipunnya has a history of conducting National Seminars every year in each department with conference proceedings. In the coming year, it is decided to conduct National seminars in the relevant areas with more participation and better-quality research papers with seminar

proceedings. The placement arena will also be enhanced by providing series of training at the institution level, class level and individual level which qualify students to get placed in various leading institutions. Institutionalization of CSS will be the next major step in the year 2020-2021. The first year and second year classes will be entrusted with caring and nourishing 22 institutions. Each class will adopt one institution for a period of 3 years of their course and they will conduct at least six programs yearly. An annual event is conducted every year by inviting all of them to the campus. The institution is planning to redefine extension and outreach programs in the next year. The best practices of the institution will also be structured in line with extension and outreach activities. Another important focal arena of the next year is to enhance the qualitative improvement in internal and external audits by AAA audit by external auditors.